

City of Saint Paul Emergency Operations Plan

This plan supersedes all previous versions



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2019-
2022



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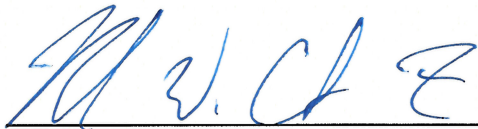
PROMOLGATION STATEMENT

Certification of Plan Approval

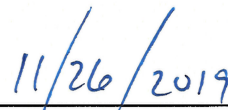
This page documents the approval of the Basic Plan, Emergency Support Functions (ESFs), Appendices, Annexes and all supporting documents and plans associated with the execution of this Emergency Operations Plan. This plan shall remain in place until superseded by another.

Plan developed by: City of Saint Paul Emergency Management

Plan approved by: Melvin Carter, III
Mayor
City of Saint Paul



Melvin Carter, III
Mayor, City of Saint Paul



Date

PLACEHOLDER PAGE FOR CITY COUNCIL RESOLUTION

PLACEHOLDER PAGE FOR CITY COUNCIL RESOLUTION

DISTRIBUTION

Title	Person
Mayor	Melvin Carter III
Deputy Mayor	Jaime Tincher
Director, Emergency Management	Rick Schute
Fire Chief	Butch Inks
Police Chief	Todd Axtell
Director, Public Works	Kathy Lantry
Director, Dept. of Safety & Insp.	Ricardo Cervantes
Director, Parks and Recreation	Mike Hahm
Director, Public Health	Anne Barry
Gen. Manager, Regional Water	Steve Schneider
City Council, Operations	Trudy Moloney
Director, Library	Catherine Penkert
Director, Tech. & Comm.	Sharon Kennedy-Vickers
Director, PED	Kristin Guild
Director, Financial Services	John McCarthy
City Attorney	Lyndsey Olson
Director, Human Resources	Dr. Andrea Turner
Director, HREEO	Toni Newborn
Director, RC ECC	Scott Williams
MN HSEM Regional Coordinator	Jeanna Hayes
Ramsey County EM	Judd Freed
Dakota County EM	B. J. Battig
Washington County EM	Doug Berglund
Hennepin County EM	Eric Waage
National Guard Liaison	Joint Operations Center
Saint Paul EOC	
Saint Paul Emergency Management Staff	
Saint Paul City Council	Council Members
Police Department	Chief, Assistant Chief, Deputy Chiefs, district Senior Commanders, SOU, SWAT, ODU
Fire Department	Fire Chief and Assistant Fire Chiefs; Other chief officers and personnel as determined by the Chief

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INTRODUCTION

The City of Saint Paul is the second-most-populated city in Minnesota and the home of the State Capitol. It is the only city of the first class in Ramsey County, the most densely populated county in the state. This plan is intended to serve the citizens of Saint Paul. The framework is intended to account for resources and procedures that will allow for the effective response to an emergency or disaster. The foundation of this plan is that city departments must respond in a coordinated fashion, and in special cases, coordinate response and recovery with state and federal agencies.

OVERVIEW OF THE PLAN

The Saint Paul Emergency Operations Plan (EOP) is designed to address natural and man-made hazards that could adversely affect the city. All relevant hazards are identified in the Saint Paul Hazard Identification and Risk Analysis (HIRA). Its purpose is to assist and coordinate the city's response to a disaster or hazard through established guidance, coordinated resources and model practices.

The EOP is an all-hazard plan that addresses evacuations, sheltering, post-disaster response and recovery, deployment of resources, communications, and warning systems for the whole community. The EOP also defines the responsibilities of city departments and volunteer organizations.

The EOP describes the basic strategies, assumptions, and mechanisms through which the City will mobilize resources and conduct activities, and serves as a guide to support emergency management efforts through preparedness, response, recovery, and mitigation. To facilitate effective operations, the EOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESFs). All 15 of the ESFs mirror the National Response Plan (NRP).

The basic plan provides an overview of emergency organization and policies. It describes the overall approach to disaster response, recovery operations, and responsibility assignment for emergency tasks. The ESFs detail the organization and roles/responsibilities of city and cooperating agencies for coordinating emergency response and recovery efforts. Special incident annexes are designed for those emergency response and recovery activities unique to a particular hazard.

The document has been developed as a guide for emergency operations during a disaster, not for day-to-day actions. It is understood that events may take place that would make it impossible and not advisable to proceed in a manner that would jeopardize lives and property solely to adhere to this document.

Individuals who have responsibilities within this plan must have the freedom to augment those actions that, in their best judgment, will neutralize and bring the situation back to normalcy.

Resource management is crucial as availability may change during the time frame of pre-emergency, warnings, emergency response, and recovery.

Each ESF is coordinated by a primary agency or organization that has been selected based on authorities, resources, and capabilities in that functional area. The primary agency appoints an emergency representative to manage that function in the Saint Paul Emergency Operations Center (EOC).

The City has adopted the National Incident Management System (NIMS). NIMS lends itself to integrate the capabilities and resources of various jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private sector into a cohesive, coordinated, and seamless framework for incident management. Consistent with the model provided in NIMS, the EOP can be partially or fully activated in the context of the threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the plan components allows for maximum flexibility in meeting the unique operational and information sharing requirements of the situation. This enables effective interaction between various city and non-city entities.

PURPOSE OF THE PLAN

The City of Saint Paul is subject to natural disasters such as floods, blizzards, and tornadoes. In addition, technological and human-caused hazards such as train and/or plane accidents, explosions, infectious disease outbreaks, release of hazardous materials, and foreign or domestic terrorism are constant concerns.

An incident can occur with little or no warning, causing significant loss of life, environmental damage, and economic damage.

This EOP describes the basic strategies and mechanisms through which the City will coordinate resources and provide policy measures to guide and support emergency management efforts. The EOP is designed to coordinate resources to:

- Sustain life and property
- Effectively respond to an emergency or disaster
- Ensure the continuity of government
- Ensure the continuity of city services

Local resources, available through public, private, volunteer, and commercial means, will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements as necessary to most effectively use their resources in response to emergencies and disasters.

Incident management activities will be initiated and conducted using the principals contained within the National Incident Management System (NIMS).

Unconventional hazards require unprecedented response measures. Such threats call for the deployment of more specific operational plans, which will complement the policies established in this plan.

Many needed resources are locally available; however, shortfalls may dictate the coordination of outside resources. The principles and policies of NIMS will be adopted in this plan and demonstrated through plan exercise activities.

The purpose of this plan is to:

1. Reduce the vulnerability of the people and businesses within Saint Paul due to the loss of life, injury, damage and loss of property resulting from natural, technological, or man-made acts or events.
2. Support the whole community during disaster events with timely, effective coordination of resources during response and recovery operations.
3. Keep all people within Saint Paul informed of the situation and provide information on how all people within the city can protect them.
4. Coordinate and provide for support from other jurisdictions, agencies, or organizations when local needs have surpassed the abilities and resources that the city can provide.
5. Define standing operational guidance to assign roles and responsibilities, identify assets, coordinate responses, and outline procedures.

SITUATION & ASSUMPTIONS

A. Situation

The City of Saint Paul is a diverse city of the first class, with over 300,000 people (US Census Bureau), 3,000 acres of parks, 100 miles of trails, 14 Colleges and Universities, all within 52 square miles. located in Ramsey County and neighboring the City of Minneapolis, together making up the Twin Cities.

Saint Paul has seven Wards with 17 major neighborhood areas, represented by many races, cultures, backgrounds and religions. Saint Paul is a very diverse community, 17.5% of residents are foreign born and 26% of residents speak a language other than English as their primary language. 86% of adult residents are high school graduates, over 37% of adult residents are college graduates, and

nearly 14,000 residents are military veterans. There are approximately 120,000 housing units and 23,000 businesses within the City.

The City is located along the Mississippi River, which sees significant river traffic in personally-owned boats, commercial, and barge traffic. There are also multiple rail lines running through the city with heavy commercial rail traffic. The Metro Green Line light rail links Downtown Minneapolis, the University of Minnesota, and Downtown St Paul. Saint Paul is home to the State Capitol and multiple state departmental/administrative offices, a professional National Hockey League (NHL) hockey team and modern arena, a minor league baseball team and its new stadium, a Major League Soccer (MLS) team and stadium, a Catholic Cathedral and the headquarters for the Saint Paul & Minneapolis Archdiocese, multiple historical and cultural places of importance, a downtown regional airport with an Army National Guard aviation presence along with a nearby headquarters of the Minnesota Army & Air National Guard, 5 hospitals, including a Level I trauma center, and critical financial and communications resources.

The City has significant internal resources and assets able to respond to most incidents or events that may occur. The Ramsey County Emergency Communications Center (ECC) is staffed 24 hours a day. The Emergency Operations Center is capable of being activated and staffed with short notice and in very little time be fully operational. Sufficient communications systems, both voice and data, exist with contingency plans. In severe or mass emergencies, augmentation may be required for certain functions or to support the whole response. Mutual-aid agreements with neighboring partners, agencies, and private businesses/services are in place to ensure that the city is able to respond fully and without interruption to support the needs of the whole community.

This plan must anticipate and address both slow-building events, such as floods or winter storms, and dynamic, no-warning type of events. The latter would include such as terrorist attacks, explosions, transportation accidents, structure collapses, and utility failures.

B. Assumptions

This plan establishes the guidance by which the City will coordinate a response during an incident. Assigning roles and responsibilities will improve coordination and provide for an efficient response effort. Incidents begin and end at the local level. The City will be able to manage most events and commit local resources. When the response effort overwhelms or exceeds the capabilities of the city, it will call on neighboring partners or jurisdictions to assist through mutual aid agreements.

The Emergency Operations Center (EOC) or on scene incident command post will serve as a hub of information collection, coordination and dissemination during large events, which can be activated and staffed in short periods of time. Departments will send representatives to the EOC to staff and assist in the response effort on behalf of the agency or role they represent or are assigned to oversee/coordinate. These efforts will be in accordance to the level of activation and triggering points outlined within this plan. All efforts will be in support of the Incident Commander(s) and responding personnel.

No plan, no matter how detailed, can assure flawless response and coordination during an incident response. The City will respond in a coordinated, reasonable effort based on the situation, information and resources available at the time. These responses may be affected by:

1. The size and type of incident
2. The ability of the community to be self-sufficient
3. The ability for the City to coordinate support from outside when city assets not sufficient
4. The ability to overcome resource shortages in a timely manner
5. Communicate information in multiple languages and mediums, throughout various populations and functional needs
6. The availability of information, reliable reports, resources and ability to shift, adjust or prioritize response efforts while providing key services to all areas of the City

INCIDENT MANAGEMENT ACTIVITIES

The EOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The EOP focuses on those activities that are directly related to an evolving incident or potential incident rather than the preparedness or readiness activities conducted in the absence of a specific threat or hazard.

Those agencies with responsibilities associated with this plan have the freedom to augment those actions that, in their best judgment, will neutralize a situation and bring it back to a state of normalcy. Because cooperation between responding agencies is essential, it is necessary that all agencies involved use and function under the Incident Command System (ICS).

For the purposes of the Emergency Management Program for the City of Saint Paul, the Emergency Management Director is responsible for coordinating the implementation of the National Incident Management System (NIMS).

APPLICATION

This EOP applies to all City government departments and agencies that are tasked to provide assistance during an incident. It describes the fundamental policies, strategies, and general concepts of operations to be used from onset through the recovery phase of an incident.

SCOPE & AVAILABILITY

The EOP covers a full range of complex and constantly changing requirements in anticipation of and/or in response to threats and acts of terrorism, major disasters, and other incidents. The EOP also provides the basis to initiate long-term community recovery and mitigation activities.

The EOP:

- Establishes policies, program strategies, and assumptions for a city-wide comprehensive emergency management program.
- Establishes a method of operations that spans the direction and control of an emergency from initial response through recovery and mitigation.
- Assigns specific functions to appropriate departments, agencies, and organizations, and outlines methods to coordinate with private sector and voluntary agencies.
- Identifies the actions that the City will initiate, in coordination with the county and the state as appropriate, regardless the size of the incident.
- This EOP does not dictate specific tactics, techniques procedures or operational directives.

PLAN MANAGEMENT & REVIEW

Saint Paul Emergency Management is responsible for coordinating, reviewing, publishing, and distributing this EOP, which consists of a base document and multiple annexes and appendices. Saint Paul Emergency Management, in conjunction with the Saint Paul Emergency Management Council (EM Council), will be responsible for the maintenance and reviewing the EOP annually, in accordance with the Minnesota Department of Homeland Security & Emergency Management (HSEM) 4-year planning review cycle.

In order to manage this plan efficiently the following annual review will be followed by the Department:

- January – March; Review EOP base document for changes to the publication.
- April – June; Review ESF 1 thru ESF 5
- July – September; Review ESF 6 thru ESF 10
- October – December; Review ESF 11 thru ESF 15

Plan Review

In accordance with HSEM Policy, the EOP is reviewed on a multi-year cycle basis using the MNWALK guidance matrix:

- **Year 1 (2019):** City Council and Mayor
- **Year 2 (2020):** Regional Review Committee (RRC)
- **Year 3 (2021):** Peer Review Group (typically a regional Emergency Management partner)

- **Year 4 (2022):** Minnesota Homeland Security & Emergency Management's Regional Program Coordinator

DEFINITIONS

- A. Action Plan or Incident Action Plan (IAP).** The collaborative plan containing the emergency response objectives of that reflect overall priorities and supporting activities for a designated period. The plan is approved by the Incident Commander and shared with supporting agencies.
- B. Catastrophe.** Any natural or human caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions
- C. Continuity of Government (COG).** Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.
- D. Critical Infrastructure.** Systems and assets, whether physical or virtual, so vital to the community that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.
- E. Disaster.** An event that requires resources beyond the capability of a community and requires a multiple agency response.
- F. Emergency.** An incident or set of incidents, natural or human caused, which requires responsive actions to protect life, property, environment and/or critical systems.
- G. Emergency Operations Center (EOC).** A centralized location where individuals responsible for responding to a large-scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.
- H. Governor's Authorized Representative (GAR).** An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions
- I. Hazard.** Something identified, whether a man-made or naturally occurring threat that has the potential to be the primary or supporting cause for an incident or disaster.

- J. Incident.** An occurrence, natural or human caused, that requires a coordinated response effort.
- K. Incident Command System (ICS).** A nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries
- L. Citizen/Resident.** For the purpose of this EOP, the terms citizen, resident, or similar term include all persons living, working, visiting, or traveling through the City.
- M. Continuity of Operations.** The capability and process to preserve records and conduct essential services, functions, and programs with resources across the broad range of potential hazards, threats or emergencies.
- N. Emergency Management Department and Program.** This department and program provide for coordination, support and management of prevention, mitigation, preparedness, and response and recovery activities for all hazards. The EOP is agency-wide, encompassing all city departments, organizations and individuals having responsibilities, oversight, or support for these activities.
- O. Essential Program Function(s).** Activities that enable a city agency, department, organization or individual to carry out emergency response actions, provide vital services, protect the safety and well-being of the citizens of the jurisdiction and maintain the economic base of the City.
- P. Gap Analysis.** Gap analysis involves the comprehensive assessment of capability, against established resource management objectives, to determine the areas of potential improvement for response and recovery based on the hazards identified during MNWALK and THIRA assessments.
- Q. Intelligence.** The results of the process by which city departments and agencies gather, request, share and analyze specific types of information between themselves or with outside agencies. This includes CI/KR (Critical Infrastructure/Key Resources) analysis, impact, and threat assessments.
- R. Human-Caused.** Incidents caused by human activity include, but are not limited to, chemical, biological, radiological, nuclear, explosive, or technological, including cyber hazards, whether accidental or intentional. Also commonly called “man-made.”
- S. Mitigation.** Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of a disaster. Mitigation measures may be implemented prior to, during or after a disaster and are often a result of lessons learned from previous incidents/disasters, or after reviewing a model practice shared by another jurisdiction/agency. Mitigation involves the ongoing actions to reduce the exposure to, the probability of, or potential loss from hazards within the City.

- T. MNWALK.** The Minnesota crosswalk conducted to ensure local plans are in concert with the National Emergency Management Framework and consider the concept of whole community planning.
- U. Mutual-Aid Agreement (MOA).** A written agreement between agencies, departments, organizations or jurisdictions that provides for the assistance and sharing, upon request, of personnel, resources, equipment or other support in a specified manner. These agreements may be standing MOAs or initiated as needed to support the city's response to an incident/hazard/threat, etc.
- V. Preparedness.** The continuous process of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability of the City to prevent, protect and mitigate against, respond to and recover from disasters/incidents. Both citizens/persons residing in, working in, traveling through or conducting business with/-in the City can and should be prepared for an incident that affects lives.
- W. Prevention.** Actions taken to protect lives and property to avoid an incident or actions taken to intervene to stop an incident from occurring. This involves identifying known threats and hazards, analyzing intelligence and other information to a range of activities that may include countermeasures, deterrence operations, heightened policing or awareness, additional/improved surveillance and security operations, and coordinated investigations to determine the full nature and source of the threat.
- This process includes public health and agricultural threats through the use of surveillance and testing, immunizations, isolation, quarantine, and, as appropriate, specific law enforcement activities and operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending perpetrators and maintain the safety of the City and those persons or interests within its boundaries and jurisdiction.
- X. Preliminary Damage Assessment (PDA).** The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is documented through surveys, photographs, and other written information
- Y. Recovery.** The development, coordination and execution of plans or strategies for the restoration of impacted communities and government operations and services through individual, private sector, non-governmental, and public assistance. The goal of recovery is to return the affected area(s) to the previous status or better prior to the disaster/incident.
- Z. Response.** Coordinated efforts to minimize the short- or long-term direct effects of an incident threatening life, property, environment or critical systems within or affecting the City.

AA. Service Animals. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities, with an exception for miniature horses. Probably the most common activity performed by a service animal is guiding a person who is blind or has extremely low vision. However, service animals also can

- Alert people who are deaf or hard of hearing to sounds;
- Pull wheelchair users and open doors;
- Carry or retrieve items for people with mobility disabilities or limited use of arms or hands;
- Assist people with disabilities to maintain their balance;
- Alert people to low blood sugar; and
- Alert people to, and protect them during medical events such as seizures.

Service animals may be identified by things they have or wear like special ID cards, harnesses, capes, vests, scarves or patches, or they may have no visible identifier. **Two questions are allowed by law to be asked regarding service animals:**

1. Is the animal needed because the registrant has a disability?
2. What tasks or work is the animal trained to do?

Answers to these two questions will help determine if it is a service animal.

BB. Stakeholders. Stakeholders of this plan are, but not limited to, the Mayor and the Deputy Mayor of the City, city council members, department directors, public and private business owners, non-governmental organizations, volunteer organizations active in disasters (VOAD) and the general public.

CC. THIRA. The Threat Hazard Identification and Risk Assessment (THIRA) is a process of identifying and assessing hazards within the City.

DD. Public Assistance (PA). A supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

EE. Public Assistance Officer (PAO). A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

FF. Windshield Survey. A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.

AUTHORITIES

Various statutory authorities, regulations, resolutions, and policies provide the basis for actions and activities in the context of local emergency management. Nothing in the EOP alters the existing authority of individual departments and agencies. The EOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various local, state, and federal agencies in a collective framework for action to include mitigation, preparedness, response, and recovery activities.

Local

- Establishment of a Department of Emergency Management:
- Saint Paul City Code, Part III - Administrative Code, Title I – General Provisions, Chapter 9A, Emergency Management
- Policy & Purpose of the Department of Emergency Management:
- Saint Paul City Code, Part II – Legislative Code, Title II – City Management and Administration, Chapter 13 – Emergency Management

State

- Minnesota Statutes Chapter 12, Emergency Management, as amended
- Minnesota Statutes Chapter 299K.05, Local Emergency Plan
- Minnesota Statutes Chapter 299J, Pipeline Safety Act
- Minnesota Statutes Chapter 299K, Emergency Planning; Community Right-to-Know Act

Federal

- National Response Framework
- Homeland Security Presidential Directive 5
- Homeland Security Presidential Directive 8 - National Preparedness.
- Homeland Security Act of 2002, Public Law 107-296, 116 Statute
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707
- Public Law 81-920 – Federal Civil Defense Act of 1950, as amended
- Public Law 99-499 – Superfund Amendment and Reauthorization Act (SARA) of 1986, as amended
- Emergency Planning and Community Right-to-Know Act of 1986 - (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA)
- Emergency Management and Assistance, 44 C.F.R., Chapter 1 - (Oct. 1, 1992)

- Americans with Disabilities Act 1990, revised regulations for Title II and III, 2010 (28 CFR part 35 and (28 CFR part 36)
- Post-Katrina Emergency Management Reform Act of 2006
- Sandy Recovery Improvement Act (SRIA) of 2013
- Disaster Relief Appropriations Act of 2013

City Establishment of the Department of Emergency Management

- **Sec. 9A.01 Department Established**

There is hereby established an executive department of the city to be known as the department of emergency management. The head of such department shall be the emergency management director, who shall be appointed by the Mayor in accordance with the provisions of the City Charter and shall have such qualifications as the council may by ordinance provide.

- **Sec. 9A.02 Department Functions**

The department shall be responsible for the establishment, maintenance, and administration of a comprehensive emergency management and homeland security program within the city, and shall perform the following functions:

- a) Coordinate the city's emergency and contingency planning efforts.
- b) Direct the development and implementation of emergency and contingency plans for: the mitigation and prevention of natural, technological, man-made, and terrorist threats and hazards; citywide preparedness efforts and protective measures; disaster response actions; continuity of essential operations; and disaster recovery and restoration actions.
- c) Implement federal, state and regional emergency management and homeland security mandates, strategies, and program requirements citywide.
- d) Promote civic, corporate, family, and personal disaster preparedness and participation activities.
- e) Ensure integration of city emergency management and homeland security efforts with federal, state, and regional agencies and organizations and surrounding jurisdictions, and support regional collaboration beneficial to the city's ability to mitigate, prepare for, respond to and recover from emergencies and disasters.
- f) Analyze risk and assess threats posed by natural, man-made, technological, and terrorist hazards and develop and implement plans, secure resources, conduct training and exercises, and build response partnerships to correct any deficiencies in city capabilities, readiness, and resources.

- g)** Plan, coordinate, and deliver public safety training and conduct emergency preparedness exercises to test and evaluate city disaster readiness, response, and recovery activities.
- h)** Coordinate the preparation, submission and management of regional, state, and federal homeland security and emergency management-related grants, equipment donation programs and assistance citywide.
- i)** Coordinate the development and implementation of mutual aid agreements, emergency management assistance compact agreements, and resource management systems to support the prompt, efficient, and safe delivery and receipt of resources during times of emergencies or disaster.
- j)** Maintain and operate the city's emergency operations center, and assist and support the Mayor to coordinate citywide response and recovery actions during and following an emergency or disaster situation.
- k)** Alert and notify the public of impending emergencies or disasters, maintain and operate a community warning siren system or other alert and notification systems, and provide direction and instructions to the public during emergency or disaster situations.
- l)** Possess the police powers necessary to carry out the duties imposed upon them by law, while engaged in the service of emergency management.
- m)** Appoint additional assistants as necessary and authorized to carry out the above assignments.

ROLES & RESPONSIBILITIES

A. City Government

Saint Paul Emergency Management is responsible for the establishment, maintenance, and administration of a comprehensive emergency management and homeland security program within the city. Saint Paul Emergency Management conducts emergency operations according to the following established plans and procedures:

- Maintain an emergency management program at the city level, involving all government, private, and volunteer organizations that have responsibilities in the comprehensive emergency management system within the city.
- Coordinate the emergency management needs of all departments within the city and work to establish mutual aid agreements to render emergency assistance.
- Implement a broad-based public awareness, education, and information program designed to reach all citizens of the city, including those needing special media formats, non-English speakers, and those with functional needs.

- Execute mutual aid agreements within the region and state for reciprocal emergency aid and assistance in the event of a situation beyond the city's capability.
- Maintain an emergency management program that is designed to avoid, reduce, and mitigate the effects of hazards through the enforcement of policies, standards, and regulations.
- Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Assist in the coordination of public information activities during an emergency.
- Assist in the development and maintenance of procedures to receive and shelter persons evacuating within the political jurisdiction and those persons evacuating from outside into our jurisdiction with assistance from MN VOAD.
- Ensure the city's ability to maintain and operate a 24-hour notification system with the capability of warning the public. This may be through, or in partnership with, Ramsey County.

B. County Government

The City of Saint Paul may not be capable of maintaining a situation without the resource assistance (mutual aid) of our partner counties, Ramsey, Washington, Dakota and Hennepin. When city resources are exhausted, Ramsey County and metro region resources will be utilized as necessary.

C. State Government

As the State's Chief Executive, the Governor of Minnesota is responsible for the public safety and welfare of the people in the state. The governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context, including terrorism, natural disasters, accidents, and other contingencies.
- Will utilize HSEM to coordinate, plan, prepare, respond, and recover from any/all all-hazards incidents.
- Under a Governor's declaration, has the power to make, amend, and rescind orders and regulations.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of state military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).

- Requests Federal assistance when it becomes clear that state, tribal, or territorial capabilities will be insufficient or have been exceeded or exhausted.

D. Non-Governmental and Volunteer Organizations

Non-governmental organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also coordinates the mass care element of ESF 6 (Mass Care).

E. Federal Government

The federal government is responsible for:

- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the DHS and/or FEMA in accordance with federal emergency plans.
- Identifying and coordinate provision of assistance under other federal statutory authorities.
- Providing assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP).

F. Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident. Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.

Unless the response role is inherently governmental (e.g., law enforcement), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

G. Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

CONCEPT OF OPERATIONS

A. Normal Operations

In natural disasters, the magnitude of the impact and depletion of resources at each level of government trigger outside assistance. Local emergency responders, with state support, carry out initial response to most emergencies only as local resources become taxed. However, threats such as use of biological agents or Foreign Animal Disease will trigger state and federal response measures from the earliest possible phase, in order to control dissemination and take appropriate eradication measures.

B. Emergency Operations

The Concept of Operations focuses on all policies that impact the management of the overall disaster response and recovery efforts, the coordination of response actions, and the allocation of resources to return the situation to a state of normalcy (or as close as possible). As the framework for the management of the disaster operations, this portion of the plan promotes the integration of all response organizations (internal and external) into a command structure capable of adapting to the magnitude of the situation.

The primary facility during emergency operations is the City Emergency Operations Center located on the 6th floor of the J.G. Griffin Building, 367 Grove Street, Saint Paul, MN 55101. The alternate EOC facility is located at Saint Paul Fire Headquarters, the William & Alfred Godette Memorial Building, at 645 Randolph Ave, Saint Paul, MN 55102.

The mechanics of response to any incident are set by the standard operating procedures of the responding agencies. Critical to these efforts is the use of the Incident Command System (ICS) that provides a standardized means to command, control, and coordinate the use of resources and personnel at the scene of emergencies/disasters.

The Mayor has the authority to declare a local emergency. This procedural declaration empowers the city to quickly mobilize resources to protect residents and infrastructure. The declaration must then be acted on by the City Council within 72 hours, where the Council may continue, expand it, or allow the declaration to expire.

C. Activating the EOC

1. Triggering an activation

The EOC may be activated or deactivated as required for exercises, impending or actual emergencies or for the following reasons:

- a. **Felt Event:** Incident is observable in the community, causes public concern or unique media interest. Where there is no clear indication of the need, activation at a level 2 is recommended. Typically, this event is learned about by media reports, CAD, over the radio,

or through direct alerting communication. **Example – officer involved shooting, line of duty death, an incident involving 3 or more departments that go outside daily operational capabilities, structure collapse**

- b. **Response-Based Event:** Listed in the hazard specific protocols as requiring activation at some level. The nature and scope dictate the activation level; typically, the event and response builds. **Example – Activation in accordance with the Flood Matrix.**
- c. **Protocol Response:** A unique hazard with the potential for major impacts requiring activation per department protocol, possibly full or partial staff recall requiring multi-agency/multi-jurisdiction coordination; **Example –Structure collapse, tornado warning, terrorist attack, major train derailment with HazMat release, etc.**
- d. **Requested:** Activation in support of multi-agency coordination or field operations is requested by the on-scene incident command. **Example – Coordination for an imminent and significant snowstorm/snow emergency, large public protest, an on-scene commander or Incident Commander requests it for an event that can expand rapidly or have follow on cascading events, etc.**
- e. **Directed:** The Mayor, Deputy Mayor/Acting Mayor, as Chief Executive, can direct the EOC be activated for a specified reason or mission.

2. EOC Activation Levels

<u>Level</u>	<u>Who</u>
<p><u>Routine/Monitoring (Level 1)</u></p> <ul style="list-style-type: none"> • Normal daily activities; staff monitoring news, radio traffic, social media, and email alerts; maintaining 24/7 readiness. 	<p>EM Staff, EM Department Duty Officer (EM “3-Deep”)</p>
<p><u>Partial Activation (Level 2)</u></p> <ul style="list-style-type: none"> • Low impact incident requiring increased staffing • Scaled to meet the needs of the incident; can be used to ramp up to full activation • Used when coordination between 3 or more departments/agencies is required. • May include initiating WebEOC or other resources • PIOs discuss any implementation of ESF 15 protocols 	<p>2-3 EM staff and other applicable department/agency representatives scaled in size for the incident/event</p>

<p><u>Full Activation (Level 3)</u></p> <ul style="list-style-type: none"> • Full staffing representing city-wide departments/agencies to coordinate events/incidents • Typically working in 12-hour shifts; may sustain 24-hour operations • Incident Action Plan is created and regular Situation Reports (SITREPs) are published • WebEOC, HSIN, Haystax likely to be initiated as well • JIC may need to be stood up according to ESF 15 plans 	<p>Personnel from each department identified as the department’s representative(s) for that incident</p>
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D. Incident Command System

The principles of the Incident Command System and the National Incident Management System will be used to guide and coordinate activities at the disaster scene. The EOC will organize using ICS and NIMS principles in support of field operations. Using the ICS, there are five functional sections as follows, known as CFLOP:

- **C**ommand Section
- **F**inance and Administration Section
- **L**ogistics Section
- **O**perations Section
- **P**lanning Section

COORDINATION, DIRECTION & CONTROL

A. City Level

The Mayor will coordinate emergency response and recovery efforts within the political jurisdictions of the city; he/she delegates those duties to the Department of Emergency Management. In case of an emergency/disaster situation, the Saint Paul Emergency Management Department is the authorized department of the City of Saint Paul.

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination of city agencies among themselves, with different levels of government, and with the private sector.

B. Emergency Management Senior Advisory Council (EMSAC)

The purpose of the Saint Paul EMSAC is to provide the Emergency Management Director with advice and counsel from the core group of key City agencies with emergency management responsibilities. It is created under the authority of City Charter Part I, Chapter 3, and City Administrative Code Sec. III, Title I, Chapter 2.

Members of the EMSAC are:

- Deputy Mayor
- Chief, Police Department
- Chief, Fire Department
- Director, Department of Safety & Inspections
- Director, Emergency Management
- Director, Financial Services
- Director, Office of Technology & Communications
- Director, Parks & Recreation
- Director, Public Works
- Director, Saint Paul Regional Water
- Director, Saint Paul-Ramsey County Public Health

C. Mutual Aid

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

The Minnesota National Guard may be requested only by the Mayor through the Governor and they can respond with multi-discipline resources supporting various Emergency Support Functions (ESFs). The Guard is always under the administrative control of their military chain-of-command and typically would take operational direction from the City Emergency Operations Center and senior city officials.

D. Emergency Management Assistance Compact (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed, and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements that require soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation, but is encouraged.

- MN State Statute 12.27 Sub. d. 4 governs the State Emergency Management Assistance Compact provisions.

E. Communications

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in Saint Paul. Included are all actions taken for the dissemination of emergency information to response organizations and government (notification), information flow and management to and from the Emergency Operations Center, communications interoperability among response units, primary and backup communication systems, telecommunications and information technology resources, and emergency warning and notification.

ESF 15 (External Affairs/JIC) provides information on the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on minimizing confusion, increasing knowledge and actionable information, and dealing with rumors during times of an emergency/disaster.

Communications and warning are vital to effective and efficient preparedness, response, and recovery activities during emergency operations. This will help to facilitate quick and timely response, since most emergency situations allow a certain amount of lead time. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. Brief but detailed information will require the establishment of procedures prior to the event as to the necessary actions the public needs to take to ensure their safety and survival.

F. Fatality Management – Mass Fatality Event

The Ramsey County Medical Examiner's Office (RCME) will manage all operations dealing with human remains in a mass fatality incident. They will utilize their protocols, procedures and requirements in conjunction with law enforcement protocols and requirements. RCME has both industry specific and their internal policies for handling these procedures based on the incident and legal requirements for any criminal investigation. RCME, depending on the type and size/scale of an incident, will identify their event specific standard operating guidance to cover the following topics:

1. Fatality management, to include autopsies/cause of death investigation

2. Temporary morgue operations or an off-site morgue location, including needed resources
3. Victim identification
4. Notifying the next of kin
5. Counseling
6. Reunification of families with the remains

EMERGENCY SUPPORT FUNCTIONS, RESPONSIBILITIES & COORDINATION

A. Emergency Support Functions Responsibilities

The City of Saint Paul's disaster response resources are organized into Emergency Support Functions (ESFs). Each ESF is comprised of numerous agencies/departments that manage and coordinate specific categories of assistance common to all disaster emergency events. A primary agency/organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area or event.

The ESFs provide the structure for coordinating interagency support for both man-made and naturally occurring disasters/emergencies. The following is a brief sample/explanation of the purpose for each ESF, depending on the incident, may or may not be limited to the items listed below:

1. ESF 1: TRANSPORTATION – PUBLIC WORKS

- Aviation/airspace management and control
- Ground transportation safety
- Restoration/recovery of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

2. ESF 2: COMMUNICATIONS – OFFICE OF TECHNOLOGY & RAMSEY COUNTY ECC

- Coordination with telecommunications and information technology industries
- Restoration and repair of radio and telecommunications infrastructure
- Protection, restoration, and sustainment of cyber and information technology resources

3. ESF 3: PUBLIC WORKS & ENGINEERING – PUBLIC WORKS

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services and construction management
- Emergency contracting support of life-saving and life-sustaining services

4. ESF 4: FIREFIGHTING – FIRE DEPARTMENT

- Support for firefighting operations

5. ESF 5: EMERGENCY MANAGEMENT – EMERGENCY MANAGEMENT

- Coordination of incident management and mission assignments
- Utilization and documentation of financial resources and human capital
- Completion of Incident Action Plan(s)

6. ESF 6: MASS CARE, HOUSING, AND HUMAN SERVICES – PARKS & RECREATION

- Mass Care
- Emergency Assistance
- Disaster Housing
- Human Services

7. ESF 7: LOGISTICS MANAGEMENT AND RESOURCE SUPPORT – HREEO, OFS, EMERGENCY MANAGEMENT

- Incident Logistics planning, management, and sustainment capability
- Resource support (facility space, office equipment and supplies, contracting services, etc.)
- Purchasing procedures

8. ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES – SAINT PAUL/RAMSEY COUNTY PUBLIC HEALTH

- Public Health
- Emergency medical services
- Mental health services
- Fatality management

9. ESF 9: SEARCH AND RESCUE – FIRE DEPARTMENT

- Life-saving assistance
- Search and Rescue operations

10. ESF 10: OIL AND HAZARDOUS MATERIALS RESPONSE – FIRE DEPARTMENT

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental protection

11. ESF 11: ANIMAL CARE & RESPONSE – DSI, EMERGENCY MANAGEMENT

- Nutrition assistance
- Animal/plant disease and pest response

- Food safety and security
- Natural/cultural resources and historic properties protection/restoration
- Safety and well-being of household pets

12. ESF 12: ENERGY – REGIONAL WATER

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecasting

13. ESF 13: PUBLIC SAFETY AND SECURITY – POLICE DEPARTMENT

- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

14. ESF 14: LONG-TERM COMMUNITY RECOVERY – DSI

- Social and economic community impact assistance
- Long-term community recovery assistance to local and private sector participants
- Analysis and review of mitigation program implementation

15. ESF 15: EXTERNAL COMMUNICATIONS – MAYOR'S OFFICE (COMMUNICATIONS DIRECTOR)

- Emergency public information and protective action guidelines
- Media and community relations

B. ESF Coordinator, Primary and Support Agencies

The Emergency Management Director designates the primary agencies for each ESF to coordinate the activities of that function. In some cases, an ESF Coordinator may be assigned in addition to the primary and support agencies. The following describes the roles of the ESF Coordinator, Primary Agency, and Support Agencies.

The ESF Coordinator has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a unified command approach as agreed upon collectively by the designated primary agencies.

1. The responsibilities of the ESF Coordinator include:

- Pre-incident planning and coordination
- Maintaining ongoing contracts with ESF primary and support agencies

- Conducting periodic ESF meetings
- Coordinating efforts with corresponding private-sector organizations
- Coordinating ESF activities throughout incident planning and critical infrastructure preparedness

2. An agency designated as an ESF Primary Agency will:

- Provide staff for the operations functions
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities.
- Execute contracts and procure goods and services as needed
- Ensure financial and property accountability for ESF activities
- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the Saint Paul Emergency Management Department.
- Maintain a current inventory of key agency personnel, facilities, and equipment, and establish procedures to ensure this information can be accessed from the EOC.
- Establish procedures for assessing damage to department facilities and injury to personnel.
- Maintain trained personnel to support interagency emergency response and support teams.

3. Agencies designated as ESF Support Agencies will:

- When requested, conduct operations using their own authorities, subject-matter experts, capabilities, or resources
- Participate in planning for short-term and long-term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment, or other resource support as requested
- Provide input to periodic readiness assessments.
- Participate in training and exercises.
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards.

- Provide information or intelligence regarding their agency's area of expertise.

INCIDENT MANAGEMENT ACTIONS

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of state resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

A. Notification and Assessment

Initial notification of incidents at the local level is accomplished in a variety of ways, including television, radio, broadcast fax, etc. The Ramsey County Emergency Communications Center (RCECC) is responsible for notification of most incidents.

Other agencies with responsibilities for notification include the National Weather Service, Ramsey County Emergency Management and Homeland Security, Minnesota Department of Health and Minnesota Department of Homeland Security and Emergency Management.

B. Preparedness

Preparedness activities include:

- Plan development and maintenance
- Public information and education
- Training and exercises

C. Public Information

The Ramsey County Emergency Communications Center (RCECC) provides communications essential for the county and most of its cities to communicate with all governmental entities. This governmental information is then passed along to the public via television, radio, and notification systems such as warning sirens, etc.

The City Communications Director, located within the Mayor's Office, will coordinate incident specific information for the public as needed.

D. Training and Exercises

The Mayor, through the Emergency Management Director, in accordance with city code will implement a formal training and exercise program. Furthermore, the training and exercise components of the emergency response functions of this plan are the responsibility of the various emergency response agencies. The testing of plans should be accomplished through a regularly scheduled program of exercises. It is essential that agencies with responsibilities for the safety of lives and property be given the chance to address potential remedial issues related to their training

and planning efforts prior to the occurrence of such events. After Action Reports (AAR) are requested to be completed following exercises or drills, and plans will be evaluated and updated to reflect those lessons learned when necessary.

The Emergency Management Department endorses and encourages Departments to seek and use input from persons with a variety of disabilities and organizations with expertise in disability issues in all phases of emergency planning, such as those addressing preparation, notification, evacuation, transportation, sheltering, medical and social services, temporary lodging and/or housing, clean-up and remediation. Finally, it is requested that agencies provide HSEM with an outline of their 5-Year plan for drills and exercises.

RESPONSE

A. City Response

The City must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the EOC may be activated to a level appropriate to the magnitude of the threat. The state's response effort is then initiated through the ICS System with emergency representatives from local agencies and volunteer organizations. These emergency representatives are authorized to use the resources of their respective agency or organization to carry out response and recovery missions, which will be assigned by function.

The city's plans will also include planning for people with functional/access needs. Plans must consider all members of the community, to help them prepare for, respond to, and recover from emergencies. This includes members of the community who have limited English proficiency or are non-English speaking, are transportation disadvantaged, have special cognitive needs, are autistic/on the autism spectrum, or have access and functional needs. The City will work with trusted partner that include TPT/ECHO, Minnesota State Council on Disabilities, American Red Cross, and other organizations to plan or communicate emergency information to affected special needs populations. Focus will be on areas identified by the Centers for Disease Control for special needs populations. Those areas are: Communications, Maintaining health, Independence, Supervision, safety and support, and Transportation (CMIST).

The Saint Paul City Attorney's Office will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into 15 ESFs to carry out assigned missions. Each ESF is comprised of one or more primary agencies serving as lead and several other agencies and organizations providing support.

B. Local Disaster Declaration

Based on the complexity, severity, duration, or resource needs of the event, the Saint Paul Emergency Management Director, or designee, may advise the Mayor to declare a local emergency.

If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through HSEM, via the Minnesota State Duty Officer.

The Saint Paul Emergency Management Director, or designee, will serve as a liaison with HSEM and the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) for coordinating state and federal assistance. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the city.

C. Emergency Operations Center (EOC)

The main purpose of the EOC is to support the Incident Commander and coordinate resource support for an incident or event. It is the primary location from which emergency operations will be coordinated under the direction of the Emergency Management Director. In its most basic form, the EOC is a multi-agency coordination center with the following main objectives:

- Coordinate support to the incident commander
- Collect, analyze and disseminate information
- Communicate with the scene, internally, and to the public
- Allocate and track resources

D. State Disaster Declaration

When an emergency or disaster has occurred or is imminent, the Governor may issue an Emergency Disaster Declaration proclaiming the existence of a State of Emergency or activate the emergency response, recovery, and prevention aspects of state, local, and inter-jurisdictional disaster plans.

State assistance will be provided if it is available and deemed appropriate. If state resources are inadequate, the Governor may request federal assistance through DHS/FEMA.

RECOVERY

A. Presidential Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). (FEMA: Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended) After local government conducts a rapid disaster assessment and reports to the State Emergency Operation Center (SEOC), based on the data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The state's Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

B. Public Assistance (PA) Activities

A Presidential Disaster Declaration initiates a process that allows applicants (cities or counties) to file a Request for Public Assistance (RPA) at an applicants' briefing. These briefings are publicized through the media and notifications to area emergency management directors in accordance with 44 CFR, Ch. 1, Subchapter D, Part. 206 Subpart G & H.

- City departments prepare project worksheets for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the MN Legislature.
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with HSEM are executed with applicants with all reimbursements coming through HSEM, record keeping, inspections. Final closeouts are overseen and approved by HSEM.

C. Individual Assistance (IA) activities

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- The primary means of applying for IA will be made through a national tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

MITIGATION

A. State Mitigation programs (Pre-Disaster)**1. The National Flood Insurance Program (NFIP)**

The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

FEMA: The National Flood Insurance Program

2. The Community Rating System (CRS)

The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP. FEMA: Community Rating System

3. The Flood Mitigation Assistance Program (FMAP)

HSEM administers the FMAP. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMAP is to fund cost-effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures by reducing the number of repetitively or substantially damaged structures.

FEMA: Flood Mitigation Assistance (FMA) Program

4. State Hazard Mitigation Planning

The State Hazard Mitigation Plan is updated annually or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation and maintenance of local mitigation strategies.

B. State Mitigation activities (post-disaster)

Post-disaster mitigation activities at the Joint Field Office (JFO) require a well-orchestrated and coordinated effort among the various levels of governments. This PA Program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

ADMINISTRATION & SUPPORT

A. Local Declaration

1. Declaration Criteria

The EOP is based on the concept that emergency functions for tasked agencies will generally parallel their normal, day-to-day functions. During times of emergency or disaster situations, each agency will provide, to the extent possible, all possible resources necessary to cope with the situation. Efforts normally required for day-to-day functions will be redirected to the accomplishment of emergency tasks.

If a situation exceeds the capacity of the City to respond to an emergency situation, a state of local emergency will be declared by the Mayor. The Emergency Management Director will then notify HSEM.

2. EOP Implementation

This plan is based on a response at the lowest level of government. When a situation requires the response of numerous local emergency agencies or when it appears that numerous lives and/or property are in danger, the Mayor may declare a local state of emergency upon the recommendation of the Emergency Management Director and other key city leaders. The principle deciding factor will be how close the city will come to exhausting its resources.

Furthermore, it should be noted, the Mayor may direct certain aspects of this EOP be implemented without a formal declaration of a local state of emergency. Examples are; planned events, or other circumstances that may require multi-agency coordination.

3. Funding

During local state of emergency actions, the monetary support for logistical and administrative support will be funded out of each agency's budget. Agencies may, however, request reimbursement or provision of additional funds through the city's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds its budget. It has been the experience of the city to fund disaster-related expenses through the general fund by means of a specially assigned tracking number or special line number. Verify with Finance how funding will be handled, as each instance may be different.

Subsequent to a local emergency declaration, local government will be empowered to procure any public resources and supplies essential to emergency operations, in accordance with current laws.

In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

4. Tracking Local Disaster Costs

In the event of a non-federally declared disaster, the Department of Emergency Management may ask the City Financial Director to assign a special project number or line item to track all event-related expenses.

5. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

6. Non-discrimination

There will be no discrimination on grounds of race, color, religion, nationality, gender, sexual orientation, physical or mental disabilities, age, or economic status in the execution of this emergency plan and the emergency management system. This policy applies equally to all levels of government, contractors, and labor unions with responsibilities in the response, recovery, mitigation, or preparedness activities associated with the implementation of this plan.

7. Use of Local Firms

When major disaster assistance activities are carried out by contract or non-city entities (private organizations, vendors, firms, or individuals), preference will be given (to the extent feasible and practicable) to those organizations and individuals residing or doing business primarily in the affected area(s). Every effort will be made to comply with City Human Rights & Equal Economic Opportunity (HREEO) directives, policies, and practices.

8. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency, issued by the EOC or the Mayor, may suspend selected rules and regulations that impede emergency response and recovery operations.

9. Mutual Aid

The City of Saint Paul recognizes that mutual aid agreements are considered to be part of the local resources and does not request aid from HSEM until these avenues of support are exhausted and/or otherwise unavailable. A list of these agreements can be found under ESF 7.

B. State Declaration**1. Support**

Requests for state or federal assistance will be made through HSEM. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

2. Resources

During a local or State disaster, State resources will be requested through HSEM via the MN State Duty Officer.

3. Procurement

A Disaster Declaration may allow local government to expedite bidding procedures when exigent circumstances, and the nature of the incident, requires such a response.

- MN State Statute Chapter 12 deals with the authorities and responsibilities of the state disaster program.

- MN State Statute 12.37 addresses how jurisdictions may obtain assistance in emergencies.

4. Reports and Records

Upon determination of need, the Governor or HSEM may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

C. Federal Declaration

1. Declaration Criteria

When the emergency exceeds the State's capability to respond, assistance may be requested from the Federal government through the Federal Emergency Management Agency (FEMA). Requests may be either for specific Federal agency assistance or for a Presidential Disaster Declaration to allow supplemental Federal financial and technical assistance.

2. National Response Plan (NRP) Implementation

The declaration process under the NRP will be carried out under P.L. 93-288, as amended, and as prescribed in 44 C.F.R, Part 206. Based on the severity and magnitude of the situation, the Governor will request the President to declare a major disaster or an emergency for the State, and the President will issue a declaration, as warranted.

For certain situations, the President may declare an emergency with or without a Governor's request, as specified in Title V of P.L. 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance, either at the request of the Governor (Section 501.(a)), or upon determination by the President that an emergency exists for which the primary responsibility rests with the United States (Section 501.(b)).

3. Coordination

State and Federal assistance supports local disaster operations. The City of Saint Paul will retain the jurisdiction over the disaster area, except for crime scenes on Federal facilities. However, Saint Paul has the responsibility for coordinating disaster operations in all other areas of the city affected by the disaster.

4. Resources

Federal Resources, such as grants, equipment, and expertise, become available upon approval of a Federal Disaster Declaration. Without such declaration, limited Federal resources, such as technical expertise and guidance, may be obtained by the Saint Paul Emergency Management Director through HSEM.

For radiological emergencies (even without a disaster declaration), assistance is available from Health and Human Services and federal agencies under the Federal Radiological Emergency

Response Plan (FRERP). FRERP assistance is normally without cost and should be coordinated through HSEM and DHS.

5. Expenditures and Record keeping

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential Disaster Declaration.

During disaster operations, all agencies will:

- a. Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- b. Develop procedures to ensure financial records clearly and unambiguously identify disaster-related expenditures.
- c. Use available resources and personnel as reasonable to cope with the emergency situation.
- d. Maintain sight of the mission identified in this EOP when taking actions and incurring costs.

Under the provisions of EMAC, Minnesota is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out-of-state sheltering or repatriation of Minnesota residents. Minnesota is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state.

6. After Action Review

After Action Review (AAR) reports are requested to be completed following exercises or drills, and plans will be evaluated and updated to reflect those lessons learned when necessary. Relevant AARs will be kept on record and may be provided to HSEM or other agencies when appropriate.

D. Plan Development, Maintenance and Execution

All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance.

The Saint Paul Emergency Management Director is responsible for coordinating an annual review of the EOP by all agencies involved. Tasked agencies will make notification of necessary changes.

State resources are available for functional and access needs planning. Refer to the HSEM Functional Needs Planning Toolkit for Emergency Planners.

CONTINUITY OF GOVERNMENT

A. Succession of Authority

The ultimate responsibility for all emergency management functions belongs to the City of Saint Paul Mayor and City Council as elected local government officials. Although these officials are legally responsible for all policy level decisions, the City of Saint Paul Emergency Management Director is empowered by the mayor to communicate and coordinate all emergency management activities in the City of Saint Paul.

Reference: City Administrative Code, Part III, Appendices, A-13 -- Emergency Succession

WHEREAS, In the event of an emergency requiring the declaration of a state of emergency, it is found urgent and necessary to ensure the continuity of duly elected and lawful leadership of the City of Saint Paul; and

WHEREAS, Pursuant to Minnesota Statutes, Section 1.27, Subdivision 3, the legislature of the State of Minnesota has authorized the governing body of any municipality to enact such ordinances or resolutions as may be necessary to provide for the continuity of its government and the emergency interim succession of its key government officials, now, therefore, be it

RESOLVED, That the interim emergency successors to the office of mayor shall be first, the acting mayor and then members of the council, and they shall succeed to that office after the president of the council and the vice-president of the council, in order of seniority of uninterrupted service on the council. In case two (2) or more members of the council have equal seniority, the older or oldest in age shall be deemed the senior member; and be it

FURTHER RESOLVED, In the event that vacancies occur on the council such that a quorum could not be met, the person holding the office of mayor, be it elected, acting or interim successor, shall appoint a sufficient number of persons to the council as interim emergency appointees such that a quorum is met, and said appointees shall serve until the vacancy is filled pursuant to the Charter of the City of Saint Paul; and be it

FURTHER RESOLVED, That if the person holding the office of mayor is required to make an emergency interim appointment to the council such that a quorum is met, he shall do so in order of council districts starting with Council District No. 1; and be it

FURTHER RESOLVED, That no person shall be designated or serve as an emergency interim successor unless he may under the Constitution or statutes of the state or Charter or ordinances of the city hold the office of the person to whose powers and duties he is designated to succeed.

FURTHER RESOLVED, That this resolution shall be published as Chapter A-13 in the Appendix to the Administrative Code, replacing C. F. 277165, 7-21-81

B. Delegation of Emergency Authority

The chief elected officials of the City of Saint Paul are responsible for all policy-level decisions. In order to provide the best level of service to the citizens of Saint Paul in the event of a disaster, the mayor and city council has empowered the City of Saint Paul Director of Emergency Management, by resolution, to communicate and coordinate all emergency management activities in the city, according to this plan.

C. Emergency Actions

Emergency actions are those actions that are essential to protect lives and property from immediate threat. These actions will be undertaken based upon the type of threat and at the request of the Incident Commander. Such actions may include:

- Evacuation
- Sheltering in place advisories

D. Preservation of Records

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

1. The Office of City Clerk is responsible for storing laws, ordinances, and city council files.
 - a. Records from 1997 to the present are stored on an onsite database server and offsite on a backup server.
 - b. Records from the 1950s to 1997 are stored on microfilm.
 - c. Records before the 1950s are hard (paper) copies stored at the History Center.
3. The Ramsey County Department of Records and Revenue is responsible for storing tax records.
4. The Public Health Department stores birth and death records
 - a. Records after the 1900s are stored on both microfilm and hard copy
 - b. Records before the 1900s are hard copies only
5. Department of Safety and Inspection (DSI) stores records on an onsite database server and an offsite database server.

E. Protection of Government Resources

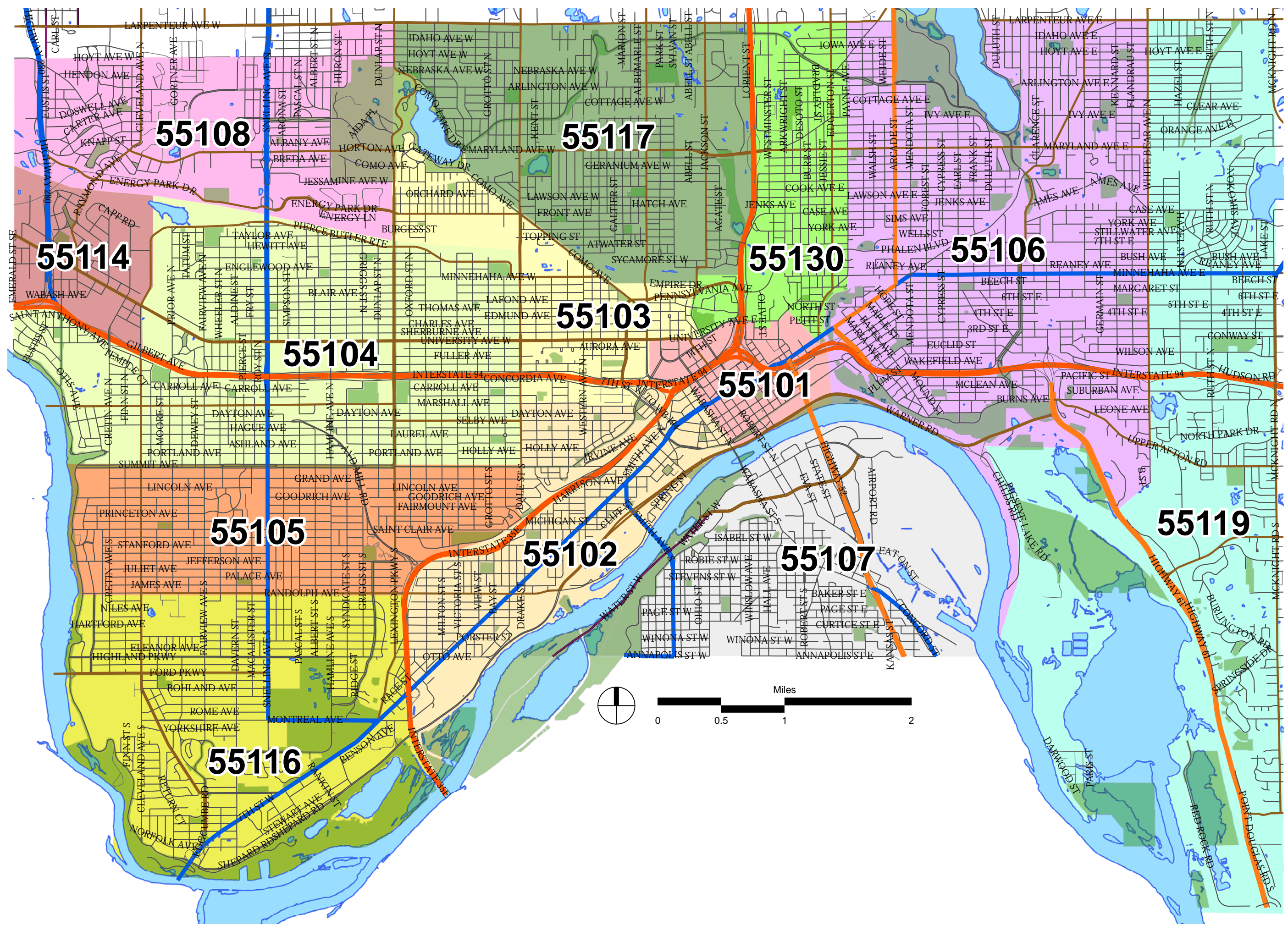
The business of the government, at all levels, must continue in order to provide security, protection, and assistance for recovery. Reasonable efforts have been made to protect government resources through the following methods:

- Plans and procedures
- Backup of computer data
- Offsite storage of computer files
- Backup generators
- Memoranda of Understanding

RECORD OF REVISIONS

<u>Year of Revision</u>	<u>Section / Plan Revision</u>	<u>Summary of Revision</u>
2008	SARA Title III Supplement	Reviewed and accepted by HSEM
2009	Pandemic Influenza Plan	Reviewed and updated by all departments for H1N1
2010	Entire EOP	The plan was reviewed and adopted by the Mayor and City Council
2011 (July)	Economy / ADA	Base plan reviewed and all ESFs updated by all departments for ADA compliance
2011 (Dec)	ESF 13 Public Safety & ESF 16 Military Support	ESF reviewed by the new Police administration
2011 (Dec)	ESF 3 Public Works City Snow Matrix	ESF reviewed and revised by PW Department. Matrix assigned as Annex to ESF 3 (PW lead)
2011	ESF 13 Public Safety	ESF reviewed and revised by SPPD due to appointment of new Chief and staff
2012	Base Document ESF 16 SARA Title III Supplement New Sirens mapped	<ul style="list-style-type: none"> Demographics updated to 2010 census data. ESF 16 Military Support changed to an Appendix. New Siren map created.
2013	EOP Base Plan ESF 6, FOG, Shelter Plan ESF 8 Snow Plan Matrix Flood Matrix Multiple ESFs Animal Services Annex Other attachments	<ul style="list-style-type: none"> EOP Base Plan formatting updates to be uniform in appearance ESF 6 completely rewritten after sheltering exercise, added Sheltering FOG and Sheltering Plan, incorporated ADA, Updated ESF 8 Included newer versions of both the Snow and Flood Plans. Names and positions removed or updated throughout ESFs, where applicable Document formatting uniformed. The Animal Services Annex was updated with new data on animal population, facility locations, contact information and procedures.

		<ul style="list-style-type: none"> • Updated FD/PD charts, City Council Ward maps, flood/river level information, 800mHz talk groups updated • Updated hospital/ER/ambulance contact information were added <p>EOP reviewed and accepted by HSEM</p>
<p>2015</p>	<p>EOP Base Plan Emergency Support Functions Maps Supporting Documents Pandemic Influenza Plan HMP Recovery Procedures Donations Management Volunteer Management Finance/Administration policy EOC Activation Procedures/Brain Book</p>	<ul style="list-style-type: none"> • Entire document uniformly formatted and updated. • Maps updated to current versions to ensure accuracy. • Updated EOP in compliance with the EMAP Standards. • Made updates to Pandemic Influenza Plan to content and formatting. • ESFs reviewed by coordinating departments and updated, as needed, after IEMC. • Reviewed and updated Hazard Mitigation Plan (HMP) • Created Recovery, Donations Management, Volunteer Management and Finance/Administration policy documents • Improved and refined EOC activation procedures to reflect new and updated equipment and personnel
<p>2019</p>	<p>EOP Basic Plan All ESFs Hazard Mitigation Plan</p>	<ul style="list-style-type: none"> • Reviewed and updated EOP Basic Plan and attachments. • Reviewed and updated all ESFs • Updated and rewrote city-wide All Hazards Mitigation Plan. Completed public comment period.



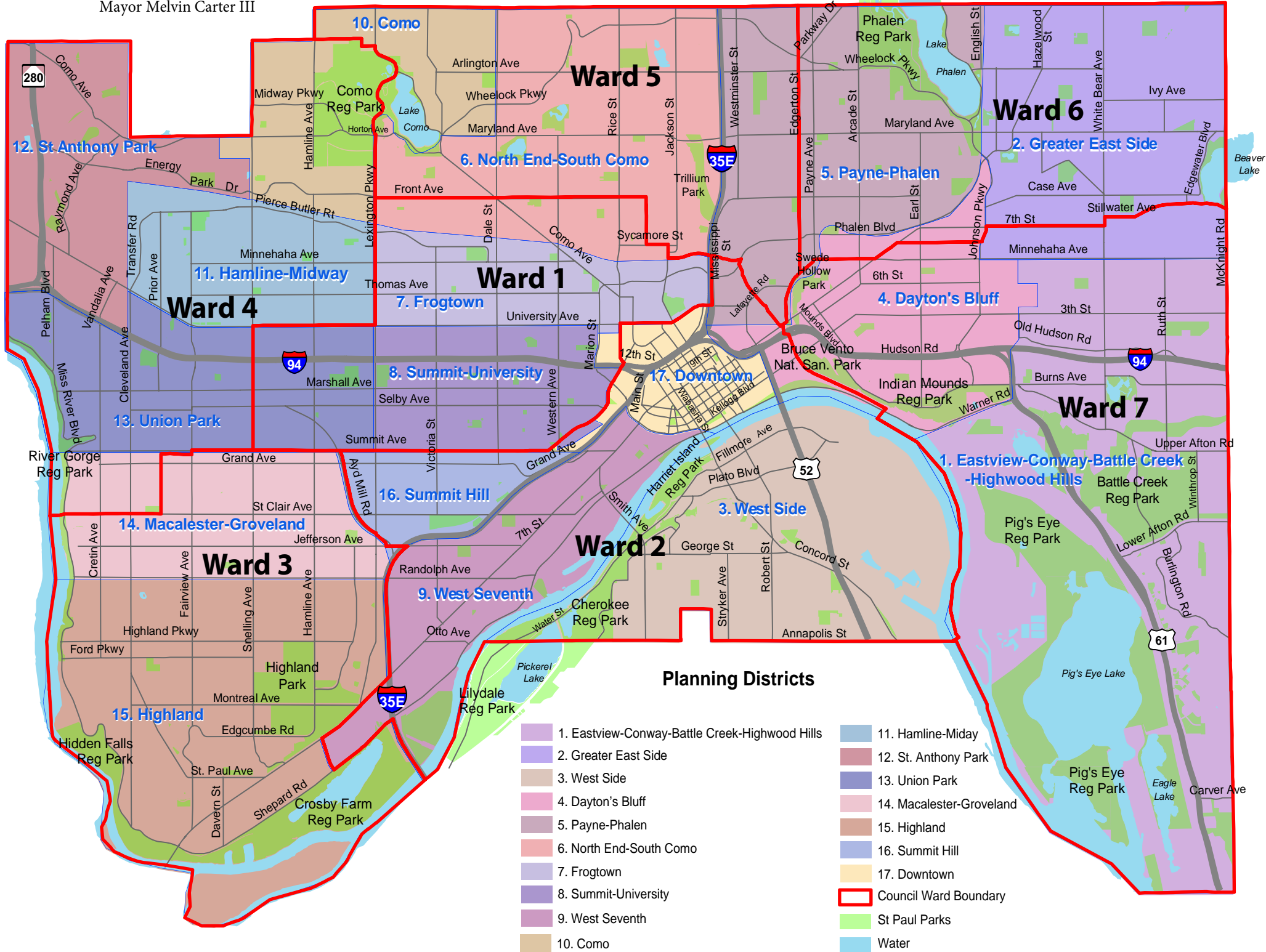
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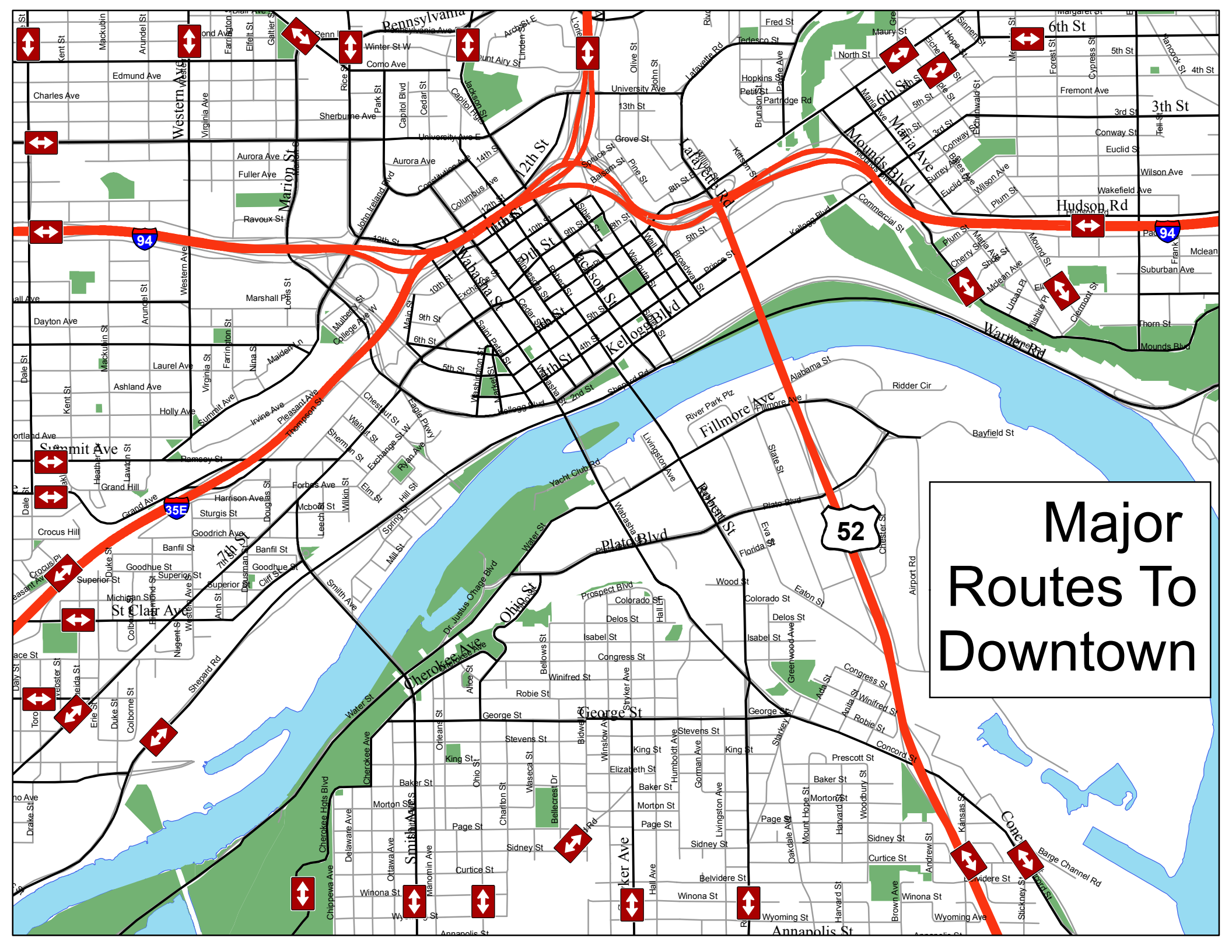
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City of Saint Paul

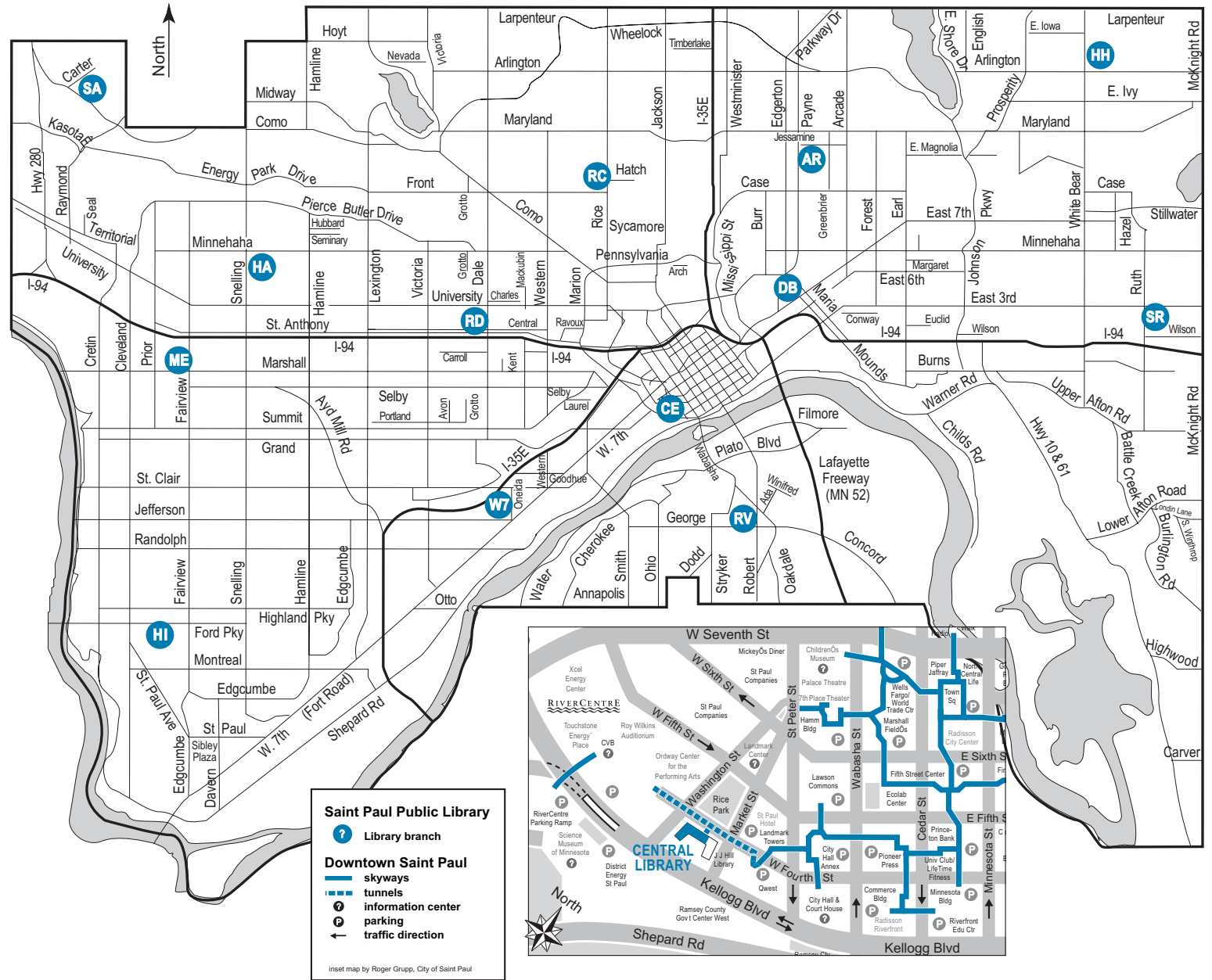
Mayor Melvin Carter III





Major
Routes To
Downtown

- AR** **Arlington Hills**
1105 Greenbrier St. 55106
- CE** **Central Library**
90 W. Fourth St. 55102
- DB** **Dayton's Bluff**
645 E. Seventh St. 55106
- HA** **Hamline Midway**
1558 W. Minnehaha Ave. 55104
- HH** **Hayden Heights**
1456 White Bear Ave. 55106
- HI** **Highland Park**
1974 Ford Pkwy. 55116
- ME** **Merriam Park**
1831 Marshall Ave. 55104
- RC** **Rice Street**
1011 Rice St. 55117
- RV** **Riverview**
1 E. George St. 55107
- RD** **Rondo Community Outreach**
461 N. Dale St. 55103
- SA** **Saint Anthony Park**
2245 Como Ave. 55108
- SR** **Sun Ray**
2105 Wilson Ave. 55119
- W7** **West Seventh**
265 Oneida St. 55102





**City of Saint Paul
Department of Parks and Recreation**
2018



- Regional Parks
- City Parks and Parkways
- County or State Parks
- Water Bodies
- Major Trails
- Council Wards
- Points of Interest
- Recreation Centers
- Repartnered Recreation Center Sites
- Saint Paul Public Schools (SPPS)
- Saint Paul Public Libraries
- Dog Parks
- Aquatic Center
- Skating Arena

Saint Paul Snow Plan Matrix

MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>The City of St Paul is forecasted to receive 15-20 inches of snow or more.</p> <p>(1) Attain & maintain contact with city lifelines</p> <p>(2) Maintain City emergency services</p> <p>(3) Keep all primary routes open</p>	<p>(1) All Departments review how the event affects: People, Facilities & Services</p> <p>(2) Monitor the storms progress using National Weather Service & other sources for forecasts and reports</p> <p>(3) Employees monitor WCCO radio & television for St. Paul City Closure Reports</p>	<p>Continue to monitor storm status using NOAA and other reliable resource points</p>	<p>(1) Return all equipment used to operational status</p> <p>(2) Equipment & personnel accountability for all departments involved</p> <p>(3) Conduct After Action Review</p>	
<p>St. Paul Public Works (Lead Department)</p>	<p>(1) Review the 10 plowing districts & Downtown for road closures.</p> <p>(2) Pre-treat roads & intersections with salt, sand & brine mix as conditions dictate.</p> <p>(3) Conduct pre-operational checks & services on all plows & snow removal equipment</p> <p>(4) Declare/Extend Snow Emergency.</p> <p>(5) Notify plowing contractor's.</p> <p>(6) Call plow drivers</p> <p>(7) Call Automated Vehicle Location (AVL) Technicians.</p> <p>(8) Be prepared to have a PW liaison in the EOC</p> <p>(9) Coordinate towing and tagging instructions with DSI and SPPD.</p>	<p>(1) Initiate/Continue two phased plowing of 10 plowing districts & Downtown</p> <p>(2) Send situation status updates to EOC on a regular interval.</p> <p>(3) Monitor staff and equipment.</p> <p>(4) Initiate tagging and towing of illegally parked vehicles.</p> <p>(5) Monitor PW complaint line (651-266-9700).</p>	<p>(1) Release Contracted drivers & plows</p> <p>(2) Release Parks & Recreation drivers & plows</p> <p>(3) All complaints closed</p> <p>(4) Conduct After Action Review</p>	<p>City Snow Equipment Available</p> <p>8 - 4x4 Pick-ups 65 - Single axle 34 - Tandem Axel 6 - Heavy Loaders 4 - Motor Graders 4 - Snowblower attachments for loaders 2 - Sidewalk snowblowers</p> <p>Contracted Equipment</p> <p>2 - Pick-ups w/8' box end plow 2 - Pick-ups w/ 9' box end plow 4 - Single axle dump w/ 11' front plow & 9' wing plow 12 - Skid steer 4 - Sidewalk machines</p>

Saint Paul Snow Plan Matrix

Rev: 11/2014

MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>St. Paul Police</p>	<p>(1) Be prepared to have the Watch Commander or his/her designee available to the EOC for decision making and situational updates</p> <p>(2) Watch Commander reviews criteria for patrols and response, and the MORGAN Plan</p> <p>(3) Open CCTV access to EOC</p> <p>(4) Review staffing levels for impound lots</p>	<p>(1) Assist Fire/EMS responders as requested.</p> <p>(2) Monitor staffing levels for impound lot's.</p> <p>(3) Patrols report blocked intersections to ECC/EOC.</p> <p>(4) A/C or Watch Cmdr communicates that the MORGAN Plan (crash investigation) is in place</p> <p>(5) Event + 20 hrs, SPPD Parking Enforcement assist in issuing tags and arranging towing of snow birds.</p>	<p>(1) Terminate the MORGAN Plan</p> <p>(2) Monitor the impound lots</p> <p>(3) Return to normal operations</p> <p>(4) Conduct After Action Review</p>	<p>Equipment allocated:</p> <p>4-5 (minimum) SUVs per district (SUV squad cars already on hand)</p> <p>2 - One Ton Trucks w/ Plows</p> <p>1 - Jeep with plow</p>
<p>St. Paul Fire/EMS</p>	<p>(1) Be prepared to have a fire liaison in the EOC.</p> <p>(2) Determine priority of fire stations for staging contracted plows or other supporting element</p> <p>(3) Be prepared to host a snowplow and Contracted Driver at selected fire stations</p> <p>(4) Communicate with ECC on modified response</p> <p>(5) Ambulances take patients to nearest hospital, rather than patient's choice</p> <p>(6) Check generators</p>	<p>(1) Report problem intersections & roadways to ECC</p> <p>(2) Be prepared to assist Police as requested</p>	<p>(1) Return to normal operations</p> <p>(2) Conduct After Action Review</p>	

Saint Paul Snow Plan Matrix

Rev: 11/2014


MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>Emergency Communications Center</p>	<p>(1) Monitor staffing levels for the ECC</p> <p>(2) Be prepared to assign a talk group for snow event response</p> <p>(3) Communicate with SPFD on modified response.</p> <p>(4) Create a Police Case Number for snow emergency related tows</p>	<p>(1) Assign talk group for snow event response</p> <p>(2) Notify tow companies for snowbird tows after initial 24 hours</p>	<p>(1) Return to normal operational tempo</p> <p>(2) Conduct After Action Review</p>	
<p>Dept of Safety & Inspections</p>	<p>(1) Maintain situational awareness</p> <p>(2) Be prepared to have a DSI liaison in the EOC</p> <p>(3) Prepare PIO messages on clearing sidewalks, fresh air intakes, gas meters and fire hydrants</p> <p>(4) Be prepared to assist PW in implementation of City Snow Emergency Plan and snow tagging</p>	<p>(1) Maintain situational awareness</p> <p>(2) Assign DSI staff to EOC as required by DEM</p> <p>(3) Have Information & Complaint 651-266 -8989 staff briefed to assist with snow inquiries</p> <p>(4) Adjust DSI staff to assist PW as needed with implementation of City Snow Emergency Plan and snow tagging</p> <p>(5) DSI field inspection staff to report problem intersections and hazardous roadways as directed while on their inspection assignments</p>	<p>(1) Maintain situational awareness</p> <p>(2) Have Info & Complaint 8989 staff briefed on proper receipt and entry of snow walk and other snow complaints.</p> <p>(3) DSI field inspection staff to report problem intersections and hazardous roadways as directed while on their inspection assignments.</p> <p>(4) Code Enforcement Inspectors prepared to issue compliance notices and do compliance inspections.</p> <p>(5) Move toward returning DSI to normal operations</p> <p>(6) Ensure sidewalks are cleared w/in 24 hours of end of snowfall</p> <p>(7) Conduct After Action Review</p>	<p>Record the number of complaints fielded during the snow event</p>


MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>St. Paul Emergency Management</p>	<p>(1) Maintain open communications with Public Works (Lead Department) & all Departments with ties to this mission. Monitor storm track and advise Mayor and/or Deputy Mayor of the opening of the City EOC</p> <p>(2) A trigger for opening the EOC may be at 10 inches of snow on the ground and forecast for at least 5 or more inches</p> <p>(3) Recommend opening of the EOC to the Mayor after communications with the Director of Public Works & other available stakeholders</p> <p>(4) Upon approval, notify the State Duty Officer, HSEM and Ramsey County that the EOC is on a partial open</p> <p>(5) Assign staff to fill CFLOP positions</p>	<p>(1) Adjust staffing as mission dictates</p> <p>(2) Determine when the snow event goes from response to recovery phase</p> <p>(3) Pass down snow fall rates (current & forecasted) and other weather information to all Departments</p> <p>(4) Maintain communications with City leadership. Attain and maintain communication liaison with Metro Transit, Hospitals, Railroads, Utilities, City Leadership, Business Sector and Colleges.</p>	<p>(1) Conduct closure of EOC facility</p> <p>(2) Notify State, County and City on closure of EOC and send final Situation Report</p> <p>(3) Capture all costs by Department</p> <p>(4) Conduct After Action Review</p> <p>(5) Write After Action Report.</p>	<p>Return facility to original configuration and state of Readiness. Order expended items & initiate repairs as needed.</p>
<p>Mayor's Office</p>	<p>Maintain Situational Awareness thru reports from Public Works and other nodes of City Services</p>	<p>(1) Monitor reports from the EOC.</p> <p>(2) Determine trigger point for closure of nonessential services or early release.</p>	<p>Return to normal operational tempo</p>	


MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>St. Paul Parks & Rec</p>	<p>(1) Be prepared to have a Parks & Recreation liaison in the EOC</p> <p>(2) Be prepared to augment Public Works with drivers from Forestry Section</p> <p>(3) Plan to provide HEO's and Operators to assist PW with loading, hauling and removal of snow</p> <p>(4) Review Sheltering requirements for Oxford and Battle Creek sites</p>	<p>(1) Monitor and maintain contracted plow sites</p> <p>(2) Liaison with St Paul Public Schools Maintenance Division</p> <p>(3) Begin process of clearing access points, park roads, recreation centers and transportation trails</p>	<p>(1) Revisit school sites to ensure bus loading areas are cleared</p> <p>(2) Check all corner entrances after snow emergency process has been completed</p> <p>(3) Sand as necessary and reassess all routes</p> <p>(4) Provide any assistance to PW possible to include mechanic augmentation</p> <p>(5) Conduct After Action Review</p>	<p>1 - Workhorse Snowmobile</p> <p>20 - Drivers from Forestry</p> <p>___ - Snowplows</p> <p>1 - Backhoes</p> <p>1 - Front End Loaders</p> <p>51 - Snowblowers</p> <p>9 - Toolcats</p> <p>10 - Skid Steers</p> <p>2 - Snow cats Piston Bullies</p> <p>1 - Aebi-Broom/Blower</p> <p>1 - Dingo skid steer</p>
<p>Public Information</p>	<p>Homeowners: Keep your fresh air intake pipe free of snow and ice.</p> <p>Public: Stay inside and off the streets.</p> <p>For 24-hour Snow Emergency information call (651) 266-PLOW (7569) for an up-to-date recording of current snow emergency conditions or (651) 266-9700 to talk to Street Maintenance personnel.</p>	<p>(1) We have a plan to keep the roads open</p> <p>(2) Communicate internal and external when a snow emergency is initiated and terminated</p>	<p>(1) Were there any snow rescues during this event to report?</p> <p>(2) Were there any 911 calls that were not responded to?</p> <p>(3) How many complaint calls to Public Works or DSI?</p> <p>(4) Conduct After Action Review</p>	<p>___ of snow rescues</p> <p>___ of missed 911 calls</p> <p>___ of Complaint calls</p>


MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>Libraries</p>	<p>(1) Monitor forecasts (2) Review branch staffing plans</p>	<p>(1) Monitor storm status (2) Communicate Branch status with EOC (3) Determine trigger point for staff release, branch closings or changes in operating hours (4) Communicate decisions with City Leadership</p>	<p>(1) Return to normal operational status (2) Conduct After Action Review</p>	
<p>OTC</p>	<p>(1) Three personnel on call to assist Public Works with any OTC issues (2) Monitor status of the storm (3) Support for all Departments and the EOC will be activated as needed and required</p>	<p>OTC support City Wide as needed and required</p>		


MISSION / DEPARTMENT	BEFORE	DURING	AFTER	COMMENTS / NOTES
<p>St. Paul Regional Water</p>	<p>Maintain situational awareness</p>	<p>(1) Call out staff from Vadnais site to clear the McCarrons campus lots and roads</p> <p>(2) For a snowfall over 3", Dispatch will call out HEOs and Truck Drivers as needed to help move snow from McCarrons lots and roadways</p> <p>(3) Staff will continue to remove snow (with replacements as needed) until lots and roads are passable for SPRWS employees</p> <p>(4) Vadnais crews will then focus on remote stations and tank and reservoir sites</p> <p>(5) After snow is removed from the McCarrons campus and our remote sites, staff is made available to assist Public Works with snow removal as requested. If Public Works is requesting help in the form of front end loaders or backhoes or dump trucks, SPRWS personnel will accompany and operate those vehicles</p>	<p>(1) Return equipment to Vadnais</p> <p>(2) Conduct After Action Review</p>	<p>6 - Pickup type plow trucks 5 - Tandem dump trucks 2 - Front end loaders 7 - Loader-backhoes</p>


Mission	Monitoring Stage 10 Feet	Action Stage 10 Feet >	Flood Stage 14 Feet >	Moderate Flood Stage 15 Feet >	Major Flood Stage 17 Feet >	History
<p>The City of St Paul responds to protect it's citizens and employees from flood waters on the Mississippi River. Priority of effort is to life, life safety, and property. Response End State is attained with no loss of life, water levels below 16 Feet, and recovery actions initiated.</p>	<p>Preventative actions (Pre-Flood) taken by the City based on past experiences.</p>	<p>Necessary mitigation actions in preparation for possible significant hydrologic activity.</p>	<p>An established gage height for a given location above which a rise in water surface level begins to create a hazard to lives, property, or commerce. The issuance of flood advisories or warnings is linked to flood stage.</p>	<p>Some inundation of structures and roads near streams. Some evacuations of people and/or transfer of property to higher elevations are necessary.</p>	<p>Extensive inundation of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations.</p>	<p>Historical Crests (updated Feb 2019) (1) 26.01 ft on 04/16/1965 (2) 24.52 ft on 04/15/1969 (3) 23.76 ft on 04/18/2001 (4) 23.20 ft on 04/30/2001 (5) 22.37 ft on 04/13/1997 (6) 22.02 ft on 04/16/1952 (7) 20.13 ft on 06/26/2014 (8) 19.15 ft on 06/26/1993 (9) 19.02 ft on 03/29/2011 (10) 18.79 ft on 04/16/1951 (11) 18.71 ft on 04/10/2011 (12) 18.38 ft on 03/24/2010 (13) 18.00 ft on 04/06/1987 (14) 16.80 ft on 06/02/1908 (15) 16.70 ft on 10/02/2010 https://water.weather.gov/ahps2/crests.</p>
<p>Public Works</p> 	<p>(1) Determine Branch Leader and staff augmentation availability to SP EM</p>	<p>12.4 Ft - Sanitary Gatewell Yacht Club - close gates. 12.5 Ft - Sanitary Gatewell D (Harriet Island Pavillion) - close gates. 12.9 Ft - Kellogg & Broadway - 24" on SE - Install Muni Ball. 13 Ft - (1) Close Water Street (work with Dakota County) (2) Grate at Sibley/2nd CBs Install Muni Ball.</p>	<p>14.0 Ft - Relief Wells are inspected weekly. 14.9 Ft - Closed Jackson/Sibley to start dike construction. We must remove controllers and at both locations for construction. *(48 hours needed to construct dike)</p>	<p>16.00 Ft (700.16) Multi-track railroad closures - Canadian Pacific Railroad & Union Pacific (1) Mobilization of supplies, materials, equipment and personnel to install closures will begin when the 3- Day NWS predicts river stage of 18.0 Ft, for closures 4,5,6,7, and 8. The installation procedure for closures 4,5,6,7, and 8 were designed with the assumption of river stage prediction at about the closure sill elevations. Closure 8 will be installed first, followed by closures 4, 5, 6, and 7 in that order. Levee & Flood Wall: Patrolling operations should detect the following a. Locations that require prompt action. b. Conditions that could jeopardize the levee and floodwall. c. Seepage or boils.</p>	<p>17.3 Ft - Shepard/Warner Road closed to aid in dike construction. EB closed at Eagle street. WB Closed @ highway 61. Need to coordinate with Metro Council - Environmental Services as they run counter flow in EB lanes of 61 (crossover @ Fish Hatchery Road). Metro Council - Environmental Services provides 24 hour security post at the cross over. 17.5 Ft - Holman Field Shuts Down. 18.1 Ft - Water @ crown of Sibley/Warner intersection (6 inches in the gutter). This is the low point. 50% of the available parking @ Kellogg and allright was lost due to high water. 19.26 Ft - Kellogg WB curb lane closed to allow pumping of water. (Sewer crews bagged sewers to prevent backflow Kellogg could flood if excessive rains because all water needs to be pumped over. 21.7 Ft - Doorway elevation of NSP main Plant. 21.9 Ft - Water on Shepard 250' West of Ontario.</p>	<p>Supplies and equipment stored at various Sewer Utility Properties: 15,000 empty sandbags. 14 rolls of clear poly - 20' X 100'. Sill seal foam - 100'. 10 manhole risers (various sizes), stored at Chester flood station. 2 sand bagger attachments for the bobcats. 1 Fabco / Cat trailer mounted pump. 8", 100gpm. 1 Wacker PT3 3" pump, 300 gpm. 2 - 773 model bobcats. 1 forklift. 1 lowboy trailer. (Used to haul stop logs). 1 Cat backhoe. 2 trailer mounted generators - 75 and 150 KW</p>


Mission	Monitoring Stage 10 Feet	Action Stage 10 Feet >	Flood Stage 14 Feet >	Moderate Flood Stage 15 Feet >	Major Flood Stage 17 Feet >	History
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<p>Public Works, Cont'd</p> 				<p>16.10 Ft. Closure 4 Upper River Services - 40 State Street Structural Levee/Floodwall Closure. Closure 5 East and West - Agrilliance (Farmland Insustries) There are two separate closures 5 E and 5 W. (1) Closure 5 W is located inside the building and (2) 5 E is outside. The stop logs are interchangable. 16.30 Ft. Closure 6 Canadian Pacific and Union Pacific Railroads Structural Levee/Floodwall Closure. 16.40 Ft Closure 7 Canadian Pacific and Union Pacific - Closure 16.5 Ft Sanitary Gatewell P (Fillmore) Close gates when service area becomes flooded. Needs inspections to confirm. 16.7 Ft At Kellogg and Wall St Install Muni Ball before water in manhole and pipe system interfere with process. 16.9 Ft Kellogg & Broadway Private Connection (Allright Parking) Storm Gatewell, close gate.</p>	<p>22.3 Ft - Water on Barge Channel Rd to just NE of Railroad tracks. 22.9 Ft - Kellogg/Allright and Conseco lots closed. 23.1 Ft - Pulled controller @ Shepard and Ontario. 23.2 Ft - Low Point of Kellogg W of Third Street bridge. 23.4 Ft - Water at crown of Shepard and Ontario. Asphalt dike constructed in Kellogg/Allright parking lot to keep water off Kellogg. Conseco lot accessible from far east end if graded. 24.6 Ft - Shepard and Eagle Parkway Elevation (LT Lane).</p>	

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<p>Parks and Recreation</p> 	<p>Parks Branch Leader - _____ 5 Ft (689) (1) Public Dock, Pull pin from the dock and remove appropriate deicers if still in place. (2) Rasberry, Remove the handrails from the East stairwell that leads to the rivers edge. 8 Ft (692) (1) Chestnut Plaza, Crosby, Hidden Falls, Lilydale, Lower Landing and Public Dock - Portions of these areas flood nearly every year based on the geographic elevation and the normal river pool level. Saw horse barricades are typically used every Spring to block pathways and keep the public notified of the dangers of rising water levels (2) Public Dock, remove 5th wheel pin in anticipation of lower ramp removals. Install yard arm chain hoists. (3) Public Dock, remove all trash receptacles. 10 Ft (694) - Lilydale - (1) Remove all mobile picnic tables, trash receptacles, trail and path signs. (2) Communicate with Public Works for road closure consideration and for temporary dike to be built. Public Dock - (1) Remove lower ramp mounts and yard arm and hoist. (2) Install piles and create a sheer boom using</p>	<p>12 Ft (696) Lilydale (1) FULL CLOSURE (2) Notify Public Works of road closure (3) Request to Public Works to turn off power for path and parking lot lighting. (4) Correspond with MN DNR for closure of boat ramp (Close Gates to Park) 13 Ft (697) (1) Padelford, Showboat, & Wigington - Secure access gates & entrances. (2) Dependent of flood levels begin transport and installation of materials used to build dikes and reinforcements (Sand bags, jersey barriers and hockey boards)</p>	<p>14 Ft (698) Chestnut Plaza (1) Turn off power for water fountains and the irrigation system. (2) Pressurize water supply to protect irrigation system, water and drinking fountains. Crosby (1) Remove trail and path signs. (2) Remove materials from building. (3) Turn off power for path, parking lot and restroom building. (4) The floating dock needs to be considered to determine if it will need to be secured from floating away. Upper Landing Install pkugs into openings in fountain rings Watergate (1) Communicate with Public Works to turn off power for path, parking lot lights and restroom building. (2) Communicate with Allied Management (Lease Tennant). Wigington - Coordinate elevator removal or means for securing it above high water level.</p>	<p>15 Ft (699) Harriet Island, pressurize water supply to protect irrigation system and drinking fountains. Padelford (1) protect the gas lines from abrasion at the abutment (Jersey Barrier) (2) pressurize water supply (3) prepare electrical against high water level (4) remove water heater (5) remove hand dryers, remove time clocks for building lighting, remove security system, remove heating controls, remove gas pressure switch (Protect) (6) Install window coverings to protect glass on building. Public Dock FULL CLOSURE (1) Contact Xcel Energy to turn off power to electrical transformer. (2) Communicate with Lease Tenants (3) Secondary (upper) ramps must be raised 16 Ft (700) (1) Rasperry Island & Showboat, Padelford & Wigington FULL CLOSURE (2) Watergate Marina FULL CLOSURE</p>	<p>17 Ft (701) Install piles and create a sheer boom using rented barges. This work requires a permit and approval from ACOE and MN DNR. 19 Ft (703) (1) Chestnut Plaza, City House, Crosby, Hidden Falls, Upper & Lower Landings & Watergate Marina FULL CLOSURE. (2) Pig's Eye - Secure access points (control or close) at Childs Road. 21 Ft (705) Bruce Vento, Desnoyer Trail and DNR Fish Hatchery - Coordinate w/ACOE for permits for dike construction. Coordinate w/Public Works, County and State for consideration for road closure and dike construction.</p>	

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<p>Police</p> 	<p>(1) Identify Staffing for EOC (2) Anticipate road closures and rerouting for response (3) BPT have camera operator in EOC</p>		<p>Monitor road and street closures.</p>	<p>1. Central District is to assume responsibility for traffic control at Shephard/Eagle to close off the road to through traffic and allow city employees access to the heating plant etc. 2. Western District is to assume responsibility for the downtown side of the river. A special area for concern would be the Sibley/Warner Road corner to help control pedestrian traffic and keep people out of the construction zone. 3. Eastern District is to assume responsibility for the West Side of the river. Their special areas of concern were to be the parks to assist in pedestrian control and the pumping stations along the levee. 4. The on-duty Central District supervisor is to be in charge of the detail, respond for special needs and make determinations on personnel needs and placement.</p>		

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<p>Police, Cont'd</p> 				<p>5. City-Wide Services will assign the Mounted Patrol to patrol the areas inaccessible for vehicles and other locations during their normal business hours.</p> <p>6. Sgt. _____ will develop a schedule of Reserve Officer availability and share that schedule with Central District. These Reserves are to be used for traffic control at Shepherd/Eagle to relieve Central of that responsibility when possible. This would allow for more officers for patrol activities, assignment to needed areas or to allow officers to return to their regular duties if not needed. That determination to be made by the Central Supervisor. All officers and reserves assigned to the detail are to check in on the air with their call number and location. The ECC will be briefed on the specifics of the plan and given contact numbers for, first to EOC Liaison, then the Watch Commander and thirdly the on-duty Cental supervisor. The EOC will be notified of this plan to include the progression of contact persons.</p>		

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<p>Fire/EMS</p> 	<p>(1) Identify Staffing for EOC (2) Anticipate road closures and rerouting for response</p>	<p>Determine when to send the following message: Due to the large amount of debris, high and fast moving water, the Saint Paul Fire Department will NOT be putting their boat(s) on the Mississippi River until the waters are below _____ rise and _____ kcfs.</p> <p>RCECC: Dispatchers SHALL contact Upper River Services, Inc. (URSI) immediately after dispatching fire units. SPFD water operations personnel (Boat 15) will respond to a location chosen by the representative of URSI. We will utilize their river vessels to facilitate/mitigate the emergency.</p> <p>Communications between URSI and SPFD will be through RECC. URSI does NOT have our radio frequency.</p> <p>UPPER RIVER SERVICES, INC. PHONE NUMBERS: (answered 24/7)</p> <p>(651) 292-9293 (651) 260-0185 (651) 485-2996</p>		<p>Preposition a non crewed fire rig at the Water Treatment facility prior to the road closure on Childs Rd</p>		

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<p>Department of Safety & Inspections</p>	<p><u>6ft Level</u>: Fire Safety/Director-DSI begins internal departmental communications including internal daily update summary (to be forwarded to EM upon request). Determine personnel capabilities for expected flood duration. Identify core DSI team and assign duties and responsibilities. Evaluate mutual aid agreement needs with regards to most current flooding forecast. Update contact information for all impacted properties. Organize contacts by three types: Hazardous Material Storage Facility, Other Commercial Facility, Residential Facility. Fire Safety staff meets with Upper Landing management to review current scenario and review Flood Response Plan. DSI Communications-compile consumer related information for flood damage. Coordinate current licensed contractor information with Licensing. Begin data collection on complaints for flooding related issues. DSI Finance-begin preparing financial tracking documents.</p>	<p>Fire Safety-Contact all known addresses in the flood prone areas by email, phone, or site visit. Contact all Hazardous Material Storage Facilities in the flood prone areas to verify preparedness and mitigation efforts. For Upper Landing, confirm website information and 'go-kits' available with Master Association Manager. Confirm communication with residents, per Upper Landing Emergency Plan have begun.</p>	<p>DSI Communications-Contact Red Cross regarding clean up kits. Fire Safety-inventory and replenish DART kits. Conduct site visits at all Hazardous Material Storage Facilities and confirm preparedness and mitigation efforts are implemented as first priority. Conduct site visit at Upper Landing with Master Association Manager to confirm Flood Response Plan implemented appropriately as second priority. Also confirm 'population distribution and locations' with Master Association Manager for Upper Landing. Conduct Site visit at all Other Commercial Facilities as third priority.</p>	<p>Fire Safety/Communications-Monitoring and participation in EOC as needed. Identify staffing schedule for potential EOC full activation. Fire Safety-Coordinate with Public Works to conduct site meeting with Upper Landing Master Association Manager and impacted managers. Evaluate the need to implement additional steps in Upper Landing Flood Response Plan with staff as forecast dictates.</p>	<p>Fire Safety/Communications- Provide EOC/IMT support. Fire Safety-Underground garages vacated at 24.4 ft. Lift station shut-down at 26.4 ft and Fire Safety coordinates evacuation plan as necessary.</p>	<p>Recovery: Fire Safety-Continual communications with flood prone addresses to insure safe re-occupancy. Activate DART and inspect as needed. AAR: Assess and review DSI action during flood event, update as required. Send final information notice to flood prone addresses.</p>
<p>Emergency Management</p> 	<p>(1) Prepare Declaration for Mayors signature if forecasted crest is above moderate flood stage (2) Send Declaration to City Attorney for Review and Comment (3) Notify City Council of Action (4) Prepare staffing assignments for 10 day period. (5) BPT brief Mayor and City Council members daily. (6) Prepare for EOC Opening. (7) Plan for "other EM work" (8) Identify Staffing for EOC.</p>	<p>Send Declaration to Mayor</p>	<p>(1) Open EOC 0700-1900 daily if forecasted crest is above moderate flood stage. (return to monitoring status when river levels are below 12 Ft.) (2) SITREP's completed by 1200 and distributed 1400 hrs (3) Mayor/City Council brief TBD</p>		<p>Extend EOC Hours when dike/levy patrols are initiated</p>	
<p>Ramsey County EM</p>	<p>(1) Determine staff augmentation availability to SP EM (2) Identify EOC Liaison</p>					

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<p>City Attorney</p>	<p>Review Declaration of Emergency</p>					
<p>Mayors Office</p>	<p>Public Communications</p>	<p>Signs Flood Disaster Declaration</p>	<p>Mayor/City Council Daily Briefing T/TBD</p>	<p>Mayor/City Council Daily Briefing T/TBD</p>	<p>Mayor/City Council Briefing AM & PM</p>	
<p>Information Management (GIS)</p>	<p>(1) Identify Staffing for EOC. (2) BPT to support EOC with a robust GIS platform.</p>					
<p>Public Information Officer</p>	<p>"We have a plan to protect our city, our citizens and their property" Stay ahead of known media timelines.</p>					
<p>Safety Officer</p>						

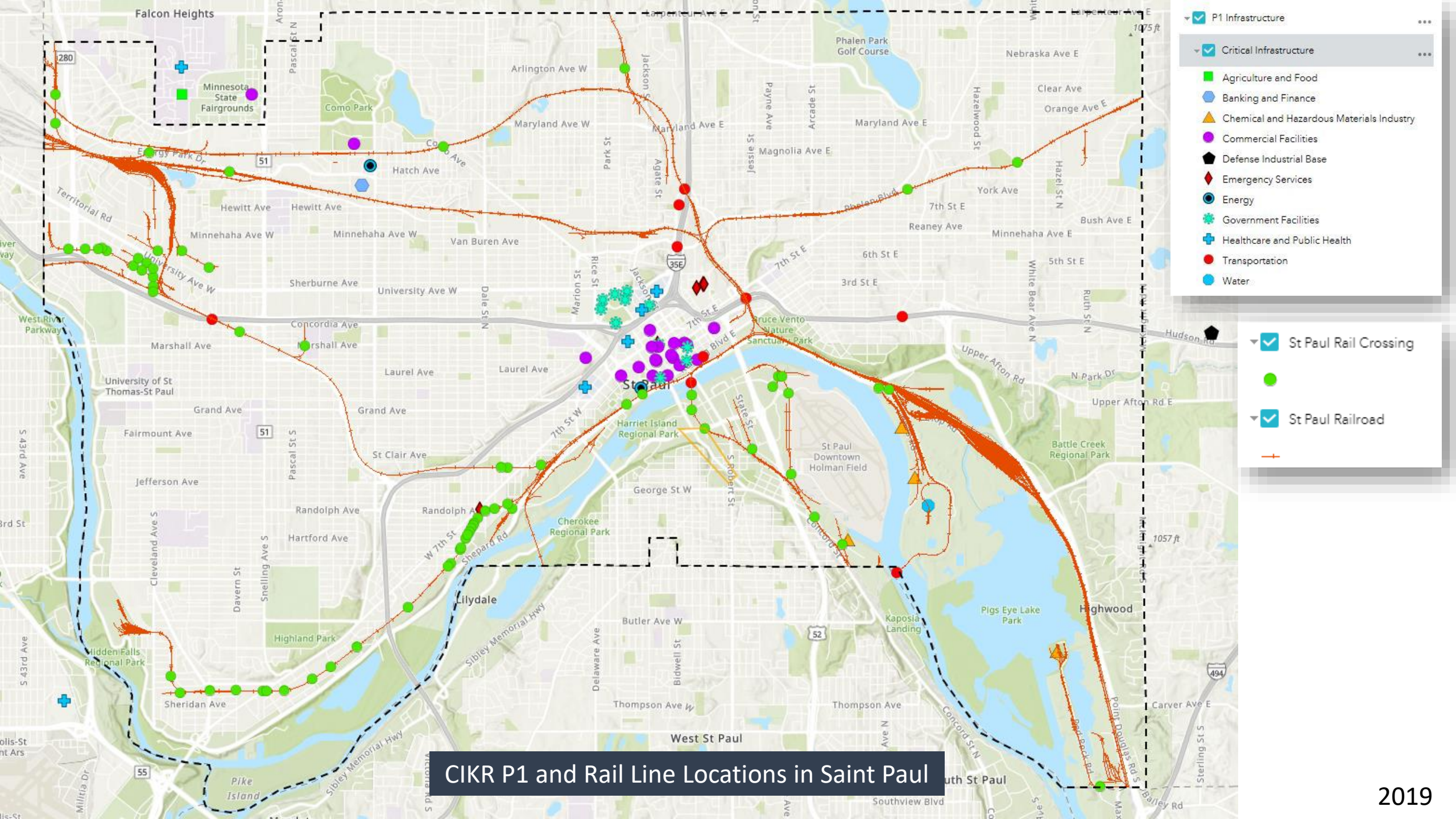
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<p>EOC Operations</p>	<p>(1) Establish communications via e-mail and phone with State, County, and other EOC counterparts. (2) Establish and maintain communication with on-scene IC. (3) Coordinate with on-scene Incident Commander: (a) Establish incident priorities, (b) Tally of personnel by Department, (c) Unit/agencies on scene, (d) Summary of event, current issues and needs. (4) Brief to EOC command section. Section taskings, directives, and completed assignments should be routed through the EOC Coordinator and admin clerk. (5) Obtain incident action plan from Incident Command and post on scrolling updates.</p> <p>EOC OPERATIONS CHECKLIST (1) Review, amend and approval of strategy plans from Planning Chief. Complete ICS chart for on-scene ICS structure and label associated communication links. (2) Brief in-coming counterpart with status of incident. (3) List comments you have for the After Action Report regarding EOC operations and administration and incident operations and</p>		<p>(1) Notify Ramsey, Dakota Hennepin Counties and HSEM of EOC Opening - Give location, operational hrs, phone numbers, IC POC information and briefing schedule. (2) Prepare to conduct daily brief for staff and prepare Mayor, City Council. (3) Determine operational period with IC and post on scrolling screens.</p>		<p>(1) Assist in Area Damage Assessment</p>	

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<p>EOC Plans</p>	<p>Plans Chief _____, (SP EM) Deputy Plans Chief _____, (PW) (1) Assist operations section in developing plans for upcoming operational periods. (2) Designate section staff to specific functions such as phones, radio, computer, etc. (3) Round table briefings will be held every hour. (4) Scrolling screen will give a 5 minute reminder before brief time. (5) Section taskings and directives should be routed through the EOC Coordinator and admin clerk, who will update scrolling screen. (6) Assist the IC in developing an effective action plan and modify plan when necessary. (7) Monitor current weather and forecast weather, also to access impact on operations and EOC. (8) Record and evaluate the incident as it progresses: (9) What has happened? (10) What is currently happening? (11) What may happen? in 12/24/36/72 hours? (12) Anticipate what resources might be needed (13) Will relief personnel be needed for the incident and disseminate information through Situation Report Assemble Status of resources committed to incident</p>	<p>Critical Information Requirements</p> <ol style="list-style-type: none"> When will the flood level exceed the City's capabilities? Reported changes in flood stages. Reports of levee failure or pumpstation loss. Report of major highway, road or bridge closures. Threats to, or failure of, significant civilian infrastructure. Death or serious injury of a City/County Employee while on Flood Duty include contractors sent to local civilian hospitals for medical treatment. Event which necessitates the launch of watercraft. Adverse issues relating to City Employees in support of an Emergency Response. Potential negative media coverage of City Employees in support of an Emergency Response. Change or end of mission. Loss, damage or accident involving major end item. Situation exceeds a Department's organic capabilities. Damage of City/County/State Infrastructure that limits or prevents its use. 			<p>(1) Develop debris removal plan</p>	
<p>EOC Planning, Cont'd</p>	<p>EOC PLANNING CHIEF CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record and protect all documents relevant to incident such as: <ul style="list-style-type: none"> o Communication log o Incident reports o Situation Reports o Injury claims <input type="checkbox"/> Supply and assign technical specialists where needed. <input type="checkbox"/> Brief in-coming staff with status of incident. <input type="checkbox"/> List comments you have for the After Action Report regarding EOC operations and administration and Incident operations and administration. 					

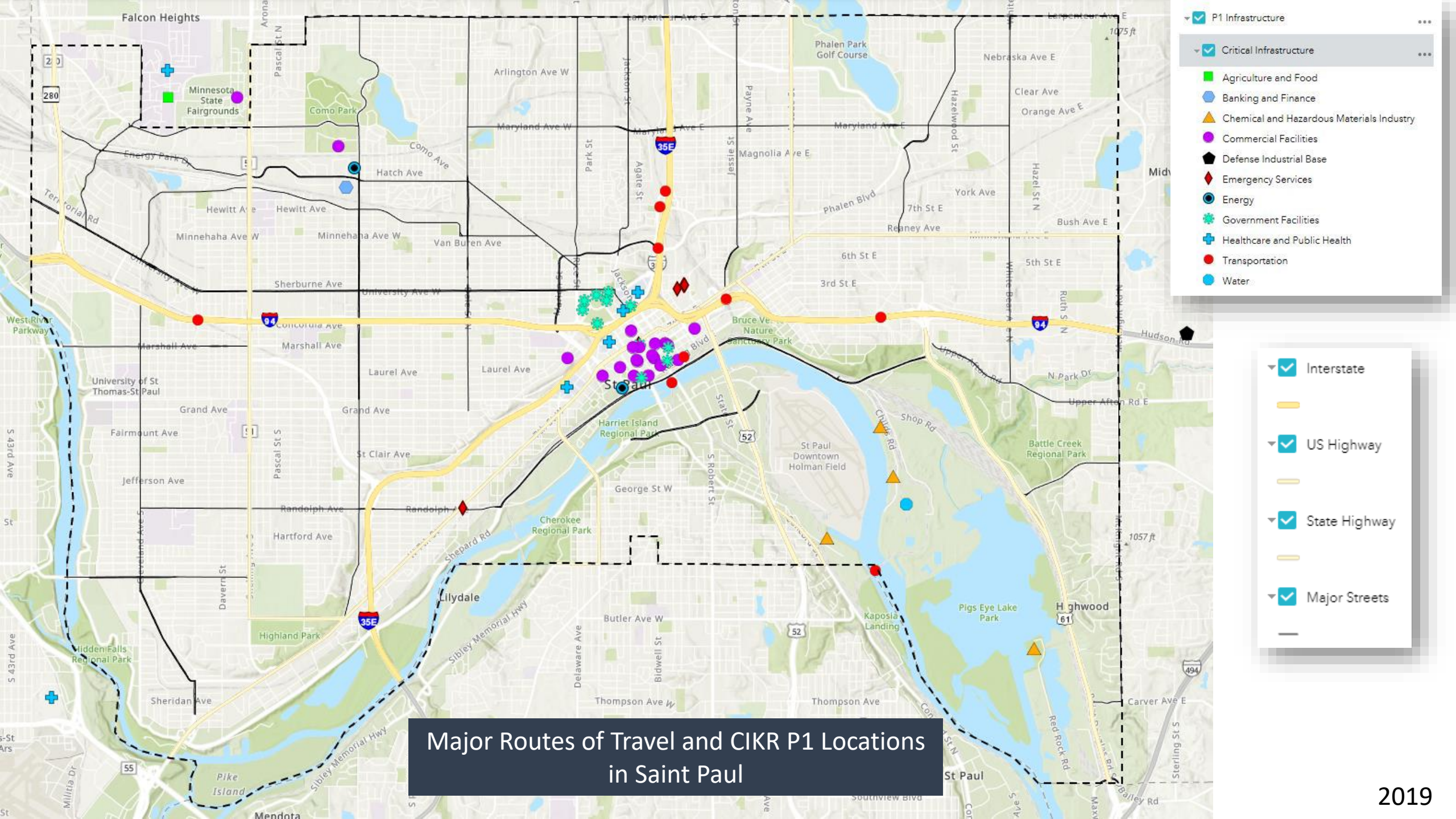
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<p>EOC Admin & Finance</p>	<p>(1) Remind department to begin collecting information on Hours and Dollars. (2) EOC Sign-in & Credentiling</p>					
<p>EOC Logistics</p>	<p>(1) Determine resource gaps. (2) Monitor maintenance status of all city resources available to support flood response. (3) Establish communications via e-mail and phone with State, County, other EOC counterparts and incident if applicable. (4) Meet with operations and planning to see what resources are needed. Determine resource gaps. (5) Section taskings, directives, and completed assignments should be routed through the EOC Coordinator and admin clerk. (6) What kind of help does the incident scene need? (7) Will it need a decontamination area, staging area? (8) Familiarize yourself with binder of EOC information that is on your table. (9) Familiarize yourself with Resource Information that is on the computer X:/ drive. There is also a hard copy of the information on your table. (10) Review resource manual and add on new resource point of contacts when they are identified. (11) Check to see that internal and external</p>					

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<p>EOC Logistics, Cont'd</p>	<p>(12) Check with Radio Center staff to see if any other communications hardware is needed. (13) Activate ham radio personnel if necessary. (14) Consider need to establish delivery system for food and make arrangements for payment. (15) Consider establish emergency shelters for feeding, sleeping and sanitary areas. (16) Arrange for food to be delivered to EOC. (17) Plan for volunteer donation receipt with planning.</p> <p>EOC LOGISTICS CHECKLIST Arrange for video surveillance of scene. Brief in-coming counterpart with status of incident. List comments you have for the After Action Report regarding EOC operations and administration and incident operations and administration.</p>					
<p>EOC Command</p>	<p>(1) Review and Approve Plans and Taskings (2) Establish the Operational Periods (3) Determine the need to issue a Disaster Declaration. (4) Discuss event with Operations Chief. (5) Evaluate incident from City-wide perspective and establish citywide priorities. (6) Establish communications via e-mail and phone with State, County, other EOC counterparts and incident if applicable. (7) Determine the need for additional command staff as needed. Designate section staff specific functions such as phones, radio, computer, etc. (8) Round table briefings will be held as required. (9) Scrolling screen will give a 5 minute reminder before brief time. Everything must stop, calls put on hold, etc. to participate. (10) Section taskings and directives should be routed through the EOC Coordinator and admin clerk who will update scrolling screen.</p>		<p>Mayor/City Council Daily Briefing T/TBD</p>	<p>Mayor/City Council Daily Briefing T/TBD</p>	<p>Mayor/City Council Briefing AM & PM</p>	

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<p>EOC Command, Cont'd</p>	<p>(11) Determine if additional department/agencies should be brought in. (12) Assign Public Information Officer and establish Joint Public Information Center for media briefs. (13) Work with EOC Coordinator to develop operational period plan. (14) Set up briefing with City Council members. (15) Record comments you have for the After Action Report regarding EOC operations and administration and incident operations and administration.</p>					



CIKR P1 and Rail Line Locations in Saint Paul



Major Routes of Travel and CIKR P1 Locations in Saint Paul

ESF 1 TRANSPORTATION

ESF Coordinator:	Saint Paul Public Works Department
Primary Agencies:	Saint Paul Public Works Department
Support Agencies:	<p>Saint Paul Emergency Management</p> <p>Saint Paul Police Department</p> <p>Saint Paul Parks & Recreation</p> <p>Saint Paul Regional Water Services</p> <p>Saint Paul Public Schools</p> <p>Ramsey County Sheriff's Office</p> <p>Ramsey County Public Works Department</p> <p>Minnesota State Patrol</p> <p>Minnesota Department of Transportation</p> <p>Minnesota National Guard</p> <p>Metropolitan Airports Commission</p> <p>Met Council Metro Transit</p> <p>U.S. Coast Guard</p>

PURPOSE

The purpose of this ESF is to provide guidance and direction for the coordination of transportation services in preparation for, during, and after an emergency or disaster and establish plans and methods to identify, assess, and maintain emergency transportation routes and lifeline corridors during an emergency or disaster.

SCOPE

This ESF addresses disaster related transportation issues under all hazards. Policies and procedures herein can be applied to situations ranging from highly localized small-scale events to catastrophic disasters affecting the entire City of Saint Paul jurisdiction including evacuations.

POLICIES

This ESF 1 will not usurp or override the policies of any federal agency, state government, or local government jurisdiction. Particular attention shall be paid to the following Statutes:

1. Minnesota Statute 169.33. Police May Move Vehicle

- a. When any police officer finds a vehicle standing upon a highway in violation of any of the provisions of section 169.32, such officer is hereby authorized to move such vehicle, or require the driver or other person in charge of the vehicle to move the same, to a position off the paved or improved or main traveled part of such highway.
- b. When any police officer finds a vehicle unattended upon any street or highway or upon any bridge or causeway or in any tunnel where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle and remove the same to the nearest convenient garage or other place of safety.

2. Minnesota Statute 169.34. Prohibitions; Stopping, Parking

- a. No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic-control device, in any of the following places:
 - 1) on a sidewalk;
 - 2) in front of a public or private driveway;
 - 3) within an intersection;
 - 4) within ten feet of a fire hydrant;
 - 5) on a crosswalk;
 - 6) within 20 feet of a crosswalk at an intersection;
 - 7) within 30 feet upon the approach to any flashing beacon, stop sign, or traffic-control signal located at the side of a roadway;
 - 8) between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
 - 9) within 50 feet of the nearest rail of a railroad crossing;
 - 10) within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted;

- 11) alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic;
 - 12) on the roadway side of any vehicle stopped or parked at the edge or curb of a street;
 - 13) upon any bridge or other elevated structure upon a highway or within a highway tunnel, except as otherwise provided by ordinance;
 - 14) at any place where official signs prohibit stopping.
- b. No person shall move a vehicle not owned by such person into any prohibited area or away from a curb such distance as is unlawful.
 - c. No person shall, for camping purposes, leave or park a travel trailer on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a campsite.
 - d. No person shall stop or park a vehicle on a street or highway when directed or ordered to proceed by any peace officer invested by law with authority to direct, control, or regulate traffic.
3. **City of Saint Paul Codes, Chapter 13.04, Sec. 13.13. Obeying directions.**
During an emergency every person shall obey all the lawful orders of regular or auxiliary members of the police and fire departments of the City of Saint Paul and all other persons having a specific emergency management assignment and displaying their official identification.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the Saint Paul Department of Emergency Management.

SITUATION & ASSUMPTIONS

A. Situation

Emergency/Disaster Conditions and Hazards.

A wide range of incidents and emergencies may occur that may adversely impact the transportation infrastructure throughout the city. Such events could be the result of natural disasters, catastrophic system failures, technological events, traffic accidents, chemical, biological, radiological, nuclear, explosive (CBRNE) or other human causes. Roadways, bridges/structures, and other transportation facilities and structures may be weakened or destroyed necessitating repair, reinforcement, or

demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands necessitating assistance from other jurisdictions or agencies. Additionally, equipment in the immediate event area may be damaged and/or inaccessible.

B. Assumptions

1. During such events, the city may experience localized or widespread disruptions to the transportation system or infrastructure. Access to areas of the city will improve as routes are cleared and repaired and as detours or bypasses are provided.
2. Damage assessment teams will need to be formed to establish response routes and potential work responsibilities.
3. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response.
4. City of Saint Paul Public Works engineering, construction, and maintenance/operations personnel and equipment may be overwhelmed requiring resource assistance from outside the jurisdiction of the City.
5. Surges in requirements will be placed upon the transportation system by emergencies in other functional or geographic areas.
6. Infrastructure damage and communications or power disruptions will inhibit efficient coordination of transportation support during the immediate response and post-disaster period.

CONCEPT OF OPERATIONS

A. General

It is the policy of the City that public transportation authorities are responsible for restoring the transportation systems under their control. When the Emergency Operations Center (EOC) is activated, the EOC Coordinator may designate a Ground Support/Transportation Unit from the Public Works Department to organize transportation resources and maintain liaison with transportation authorities. The Transportation Unit is located in the Logistics Section of the Incident Management System. Any "Unit" established under logistics is responsible for ground support and operation of the response agencies. Not the general public. Restoration of the transportation network would be part of operations.

In accordance with this Emergency Support Function, the Public Works Department is the primary agency responsible for the assessment of damages to the city street system including bridges/structures.

Requests for transportation resources will be made through and coordinated through the EOC. When local resources are depleted requests will be made through the County, State, or other sources identified herein.

B. Organization

The Saint Paul Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making, including all activities associated with this ESF. The ESF 1 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF 5 – Emergency Management.

The responsibility for assessment and identification of functional transportation systems in the City (excluding mass transit systems) is assigned to the Department of Public Works. Public transportation authorities are responsible for the restoration of transportation systems under their control.

Requests for transportation resources such as buses, heavy equipment, etc., will be coordinated through the Transportation Unit Coordinator of the EOC, if activated. Any “Unit” established under logistics is responsible for ground support and operation of the response agencies. Not the general public. Restoration of the transportation network would be part of operations.

C. Notifications

1. The EOC Coordinator will contact supporting agency members and request that representatives report to the EOC to coordinate ESF #1 activities. This is typically accomplished by cell phone (verbal and/or text messaging), radio broadcast, Everbridge alerting system, EOC direct communication, or other forms of contact.
2. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.
3. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF 1 team.

D. Actions

1. Preparedness

- a. Maintain awareness of the transportation related components of the city EOP.
- b. Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.

- c. Ensure personnel are trained in EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
- d. Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
- e. Develop plans to provide resources to assist with evacuations or other movements of people.
- f. Participate in training, drills and other activities to improve interagency communications.
- g. Review departmental Standard Operating Procedures (SOPs) and maintain personnel emergency call out lists.
- h. Participate in emergency management training and exercises.

2. Response

- a. Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
- b. Coordinate with other response agencies regarding the operational capabilities of the transportation system.
- c. Assign transportation resources to move materials, personnel and supplies as requested by first responders.
- d. Assist in making decisions regarding closures, restrictions, bypasses, and priority repairs to transportation routes.
- e. Assist in initiating traffic management operations and control strategies including work zone traffic control and general traffic control.
- f. Provide transportation engineering and work zone traffic control field support for emergency responders at the scene integrated through the Incident Command System (ICS).

3. Recovery

- a. Continue to coordinate transportation of equipment and supplies (Public Works) and people (Fire and SPPD).

- b. Continue to perform tasks necessary to expedite restoration and recovery operations through a complete and staged implementation plan.
- c. Scale back assignments and personnel requirements to normal in a staged manner.
- d. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- e. Evaluate response and make necessary changes in this ESF to correct shortfalls and improve future response activities.
- f. Participate in after action meetings and prepare after action reports and action plans for implementation.

4. Prevention

- a. Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources.
- b. Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas.

E. Direction and Control

1. All large-scale transportation and evacuation activities will be coordinated through the City EOC that will serve as the source of all direction and control.
2. **Hazardous Materials Incidents:** When evacuation of an area takes place, the MN State Duty Officer will be alerted so the necessary services can be activated and coordinated. The Saint Paul EM will notify HSEM of the event.
3. Due to the specialized nature of hazardous materials response, a specific annex, hazardous materials has been developed as part of this EOP.

4. Evacuation of Special Populations

a. Hospitals

The three hospitals in the City rely on St Paul Fire/EMS to assist in the transportation of patients to/from the hospitals during a mass influx of patients.

Other potential resources for transport of patients include the American Red Cross, Department of Health and Human Services, general transportation vans, taxis, charter vehicles, and Metro Transit busses

b. Disabled

A variety of methods for transportation are available by the various agencies responsible for their care. However, large scale transportation would be difficult with few resources to cover a city of this size.

Among the potential transportation general transportation vans, school buses, private vehicles, and charter vehicles. The numbers of vehicles needed for those with severe physical disabilities are extremely limited and would require the assistance of outside agencies and/or businesses.

c. Schools

All schools in Saint Paul have access to transportation and have transportation plans in place.

d. Jails/Prisons

The Ramsey County Jail (located next to the Saint Paul Police Department) has limited transportation capabilities and would require assistance through/from the city and/or Ramsey County or private vendors to transport its population members and staff to appropriate receiving facilities.

F. Procedures

1. Transportation Systems

The procedures for the assessment and restoration of transportation systems are located with the Public Works Department or the agency having the system under their control; Ramsey County for County Roads and Mn/DOT for Interstate and Trunk Highways.

2. Transportation Assistance Requests

Procedures for the coordination of transportation resources are located under the Direction and Control Section of the Emergency Operations Plan.

3. Evacuation

Prior to recommending evacuation due to an actual/potential hazard or threat, city officials will evaluate the benefit of sheltering-in-place. Determinations will be made on an ad-hoc basis as deemed necessary by the size and scope of the emergency or disaster.

If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens and response personnel.

- a. In the City, the following official(s) will be responsible for recommending evacuation or to shelter in place:
- Director of Emergency Management and/or
 - Emergency Management Coordinator
 - Fire Chief
 - Police Chief
- b. The Director of Emergency Management, in cooperation with on-scene incident command, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the Evacuation activities of other participating departments or agencies. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary, using available resources.
- c. The Director of Emergency Management will coordinate all transportation resources used in an evacuation.
- d. The Saint Paul Police Department, Assistant Chief of Operations, will direct security and traffic control in the affected area.
- e. The EMS Coordinator will work with the Ramsey County Department of Public Health to coordinate evacuation of special needs population.
- f. Evacuation and sheltering of pets is covered in detail in the Animal Services Annex to ESF 11.
- **Humane Society for Companion Animals**
1115 Beulah Lane, Saint Paul, MN
(651) 645-7387
 - **Saint Paul Animal Control**
1285 Jessamine Avenue West, Saint Paul, MN
(651) 266-1100

Notes: A comprehensive resource list for Saint Paul Animal Control is available at Fire and Safety Services. Also, a verbal agreement has been made with the Humane Society for Companion Animals to provide resources if necessary. The resources available may vary and will be determined when necessary. Finally, the City currently does not have a detailed evacuation plan in place. In the case of a mass evacuation order refer to the Minnesota Department of

Transportation’s Metro Evacuation Traffic Management Plan Operational Guidelines Handbook, October 2005. If in the future the City develops an evacuation plan separate from the Mn/DOT plan, it will be included as a part of this document.

4. Requests for evacuation assistance

- a. The Joint Information Center (JIC) will disseminate instructions to the public on evacuation and who to contact if they need transportation assistance.
- b. A hotline would be set up to receive transportation assistance requests. *911*, possibly *211*, would also be other assets.
- c. The hotline staff can then forward transportation requests to the EOC logistics section for resource assignment. Refer to ESF 2 - Communications, for more details.

1) Requests from response entities for transportation assistance related to the provision of their services to the affected area or populace will be prioritized and assigned available resources through the EOC.

2) The Emergency Operations Center will:

- a) Establish a system for receiving and processing requests for transportation assistance from the public and from response agencies.
- b) Ensure that the JIC, 911 system, and City hotline system are available resources to provide information and take incoming requests.
- c) Ensure that applicable mapping resources are prepared and disseminated to share information.
- d) The Planning section of the EOC will develop appropriate policies for handling requests.
- e) Vehicle maintenance and fueling would be established at existing City facilities:
 - Fleet Management - 891 North Dale St.
 - Public Service Garage - 1683 Energy Park Dr.
 - Police Fuel Station- 367 Grove St.
 - Saint Paul Water - 1900 Rice Street
 - Parks & Rec. Vehicle Maintenance Shops

- **Transportation Security** - The following agencies are responsible for various aspects of transportation security or may be used as an additional resource:
- **Met Council Metro Transit Police** - responsible for transit buses and light rail security.
- **Minnesota State Patrol** - responsible for state and interstate highway security.
- **Saint Paul Police Dept. (SPPD)** - responsible for city street security and city general security.
- **Ramsey County Sheriff (RCSO)** - Responsible for security on county highways and county waterways.
- United States Coast Guard - Mississippi River security, particularly in commercial traffic
 - 1) Ramsey County Sheriff and Dakota County Sheriff, Minneapolis PD, and the marine unit from SPPD also have the responsibilities for Mississippi River Security and can be a source of assets.
 - 2) Department of Natural Resources (DNR) has some responsibilities for the Mississippi River.
 - 3) Saint Paul Parks and Recreation Department - Parks Security for park assets.

5. Transportation Recovery Operations

- a. Saint Paul Public Works is responsible for City owned local roads. Public Works will work to re-establish right of ways, traffic lighting, and signage etc. Public Works has maintenance agreements for some county roads within city limits and all trunk highway roads within the city limits and would coordinate response with those agencies.
- b. Ramsey County Public Works is responsible for County infrastructure.
- c. Mn/DOT is responsible for State owned infrastructure.
- d. Metropolitan Airports Commission is responsible for the Downtown Saint Paul Airport – Holman Field.
- e. Mississippi River transportation asset responsibilities include:
 - Corps of Engineers for the river shipping channel.

- US Coast Guard for commercial river traffic.
- Ramsey County Sheriff and SPPD for civilian river traffic
- Dakota County and Minneapolis share these responsibilities in the areas of the River bordering their jurisdictions.

ROLES & RESPONSIBILITIES

A. All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with transportation activities.
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs, expenses, pre and post conditions, and accomplishments, associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City Emergency Management Department.
- Perform other emergency responsibilities as assigned.

The ESF Coordinator will assign a representative to support EOC operations and coordinate ESF 1 activities. This representative will:

- Identify and maintain critical transportation routes.
- Work with other agencies to designate transportation bases, staging area, refueling and repair facilities.
- Coordinate the use of additional transportation resources.

Each agency with responsibilities in this ESF (whether government or non-government) will provide assistance in moving personnel and equipment to the incident scene per their standard operating procedures.

Businesses and agencies with responsibilities for special needs populations are responsible for acquiring and/or contracting resources to meet transportation needs for these citizens.

Additional transportation needs such as fuel and other equipment is covered in ESF 7 Resources.

B. Primary Agency: Department of Public Works

Coordinate all ESF 1 administrative, management, planning, preparation, training, preparedness, response, recovery, and mitigation and redevelopment activities.

1. Assign Public Works personnel to the Emergency Operations Center.
2. Provide all available and obtainable transportation resource support for the ESF 1 mission to include:
 - a. Transportation equipment and facilities listed in Appendix A;
 - b. Vehicular and pedestrian traffic management and control signs and devices of various types;
 - c. Vehicular traffic flow data and information from permanent and temporary monitoring sites;
 - d. Coordinating with Ramsey County and MnDOT the use, repair, or clearing of County and State roads;
 - e. Provide the Emergency Response Team, including deployed personnel, maps for all modes of transportation;
 - f. Provide staffing and resources necessary to conduct impact assessment of the impacted area, and;
 - g. Provide multi-modal transportation engineering, technical, and specialty support and coordination.

C. Support Agencies:

1. Saint Paul Police Department (SPPD)

- a. Assist with traffic control, detours, and securing perimeters.

- b. Escort or otherwise assist with transport of emergency equipment to the impacted area.

2. Saint Paul Parks & Recreation Department (P&R)

- a. Provide personnel, vehicles, and equipment for debris management and/or infrastructure repair/reconstruction.
- b. Provide fueling and maintenance facilities for City equipment.

3. Saint Paul Regional Water Services (SPRWS)

Provide personnel, vehicles, and equipment for debris management and/or infrastructure repair/reconstruction.

3. Saint Paul Public Schools

As available, provide personnel and buses for transportation needs.

5. Ramsey County Sheriff's Office

- a. Assist with traffic control, detours, and securing perimeters.
- b. Escort or otherwise assist with transport of emergency equipment to the impacted area.

6. Minnesota State Patrol

- a. Assist with traffic control, detours, and securing perimeters at Interstate highways, entrances ramps and exit ramps.
- b. Escort or otherwise assist with transport of emergency equipment to the impacted area via the interstate system.

7. Minnesota Department of Transportation

- a. Provide transportation related technical and specialty support and coordination.
- b. Provide immediate and long-term traffic control on interstate and trunk highway system.
- c. Provide personnel, vehicles, equipment, and sites for debris management and/or infrastructure repair/reconstruction.

- d. In the case of a mass evacuation order implement the Metro Evacuation Traffic Management Plan.

8. Minnesota National Guard

- a. When activated by the Governor, assist with traffic control, detours, and securing perimeters.
- b. Escort or otherwise assist with transport of emergency equipment to the impacted area.
- c. Assist with the implementation of the Metro Evacuation Traffic Management Plan.

9. Metropolitan Airports Commission

Provide personnel, vehicles, equipment, and materials necessary to maintain operations of the Saint Paul Downtown Airport (Holman Field).

10. Met Council

Provide buses and drivers for evacuations, transportation of personnel into impacted areas, for the use of busses as shelters for personnel working in the impacted areas, or as otherwise needed. Ensure the number and frequency of light rail trains is functioning to meet demands.

RESOURCES AVAILABLE

There are many transportation assets available to the city, including assets from city departments, other government jurisdictions, voluntary organizations, and private companies. OFS and HREEO can assist with contracting and procuring with companies that provide transportation and maintenance equipment, or other services/equipment.

Ramsey County Emergency Management and Homeland Security Department maintains the County Resource Database with a comprehensive list of the resources owned by government departments in Ramsey County. For information about this database contact Ramsey County Emergency Management Coordinator for more information.

The following is only a partial listing of potential assets – numbers of assets can be immediately summarized out of fleet management systems:

1. City Resources:

- a. **Public Works:** Emergency 24/7 contact: (651) 266-9700

- 1) Dump Trucks; Type II and Type III

-
- 2) Backhoe Loaders; Type III and Type IV
 - 3) Wheel Loaders – Medium; Type IV
 - 4) Wheel Loaders – Small; Type II
 - 5) Graders; Type II and Type IV
 - 6) Skid Steers; Type V and Type VII
 - 7) Snow Plows; Dump Truck, Grader, Pickup Truck
 - 8) Street Sweepers; Broom, Regenerative Air
 - 9) Manlift/Cherry Picker; Type III and Type IV
 - 10) Pickup Trucks;
 - 11) Arrow Trucks;
 - 12) Barricades; Type I (10'), Type II (8') and Type III (6')
 - 13) Programmable Message Boards;
 - 14) Generators-Large; Type V
 - 15) Generators-Small & Medium; Type II, Type VI and Type VIII
- b. Saint Paul Regional Water Services:**
- 1) Backhoe Loaders; Type II
 - 2) Wheel Loaders; Type IV
 - 3) Dump Trucks; Type II and Type III
 - 4) Generators-Large; Type V
 - 5) Generators-Small & Medium; Type VIII
- c. Parks & Rec:**
- 1) Dump Trucks; Type I
 - 2) Backhoe Loaders; Type III
 - 3) Flatbed Trailers;
 - 4) Generators – Large; Type V
 - 5) Skid Steers; Type IV
 - 6) Forklifts; Type III
 - 7) Barricades; Metal Crowd Fence

-
- 8) All-Terrain Vehicles; Type I and Type II
- d. **Police:**
- 1) Small Buses
 - 2) Mobile Field Force Units
 - 3) Transport Van
 - 4) ATVs
 - 5) Boat/Watercraft
 - 6) Squad Cars, Bicycles, Horses
- e. **Fire:**
- 1) Fire Engines
 - 2) Ladder Trucks
 - 3) Rescue Squads
 - 4) Boats/Watercraft
- f. **Metro Transit** can provide buses upon request, if necessary, to assist in the evacuation and re-entry process. Metro Transit emergency plans include contact information for other local busing companies. The EOC will work with Metro Transit to coordinate necessary transportation resources.
- g. **The City has mutual aid (written or unwritten) agreements** with multiple local jurisdictions whose resources, if available, may be able to assist with evacuation and/or with other transportation related issues.
- h. **The Saint Paul School District - School Buses:** Saint Paul Public Schools operates a small fleet of school buses and drivers. They are willing to provide what assets they have available to use in the event of evacuations or disaster transportation assistance such as transporting clean up volunteers to their work site, but there are several considerations for the use of their services.
- 1) Any drivers not supplied by the school district itself must meet federal requirements to drive a school bus including licensure, drug and alcohol testing requirements, and passenger endorsements.

-
- 2) More than 90% of their buses are owned and operated by private companies that SPPS contracts with for service. Those private companies are not under the control of SPPS and must be contacted separately for the use of their services in a disaster.
- h. **Matter, Inc.** is a potential source of over the road shipping transportation assets. They can provide freezer and cooler trucks. Contact Info: 952-500-8652.
 - i. **Minnesota National Guard** has high clearance large capacity vehicles and other transportation assets. See Military Support Appendix to ESF 13 for procedures to request National Guard support.
 - j. **MnDOT** maintains its Traffic Management Plan and is a source for evacuation support. Metro Maintenance Dispatch is the correct entity to contact to get traffic control and other assistance at 651-234-7110 (24/7).
 - k. **River Barges:** Upper River Services, LLC is the contact for barges and tug/tow boats. They may also be explored for evacuation and debris management when needed.
- i. **Other Ground Transportation Resources**
 - 1) Saint Paul Parks and Recreation (P&R) Support Services Branch can perform some basic transportation assistance tasks, and some maintenance and fueling tasks. P&R vehicle maintenance shops are at:
 - a) Phalen, 995 E. Wheelock Pkwy
 - b) Mounds Maintenance Facility, 279 Cypress St
 - c) West Side, 85 Water street
 - d) Southwest Maintenance Facility
 - e) Como Central Service Facility, 1100 Hamline
 - 2) Public Works Traffic Engineering Division will be responsible for developing, in coordination with Incident Command, a ground transportation plan to establish one-way routes from the scene to vehicle services shops and fueling sites.
 - 3) Greyhound and Jefferson Bus lines - these are private interstate bus companies with local depots that could be contacted to see if they may have resources available.
 - 4) The National Disaster Medical System (NDMS) can assist with movement of medical patients during a disaster. This is a federal program and should be requested though the State Duty Officer. Many local hospitals participate in or are members of the NDMS.

2. Air Transportation and Security Resources

- a. Holman Field can provide transportation assets for bringing in and removing items and personnel.
- b. Airspace management; through the Minnesota State Duty Officer the City can make a request for temporary flight restriction in the airspace over the City for life safety issues. Only the federal government can close airspace however.

3. Water Transportation and Security Resources

- a. The US Army Corps of Engineers is responsible for the Mississippi River shipping channel.
- b. The US Coast Guard is responsible for commercial river traffic on the Mississippi, including safety and control.
- c. Ramsey County Sheriff and SPPD for civilian river traffic safety and control.
- d. Upper River Services Inc., for tug boats and marine assets. Located at 40 State Street Saint Paul, (651) 292-9293
- e. Closing the river during an emergency, the Ramsey County Sheriff's Office can close the river to all traffic. Contact RCSO through the Ramsey County Dispatch. The US Coast Guard also has that authority.
- f. Saint Paul Fire provides emergency response for fire and rescue and can aid in Mississippi River security by doing sweeps and carrying law enforcement personnel on their boats.

4. Rail Transportation and Security Resources

- a. **AMTRAK**- may be a source of evacuation assistance. They could be contacted to verify any resources available. They do not own its own tracks, local Amtrak runs on the Burlington Northern-Santa Fe (BNSF-SF) and the Canadian Pacific (CP) tracks. BNSF-SF and or CP should be contacted with any issues regarding the safety of their rail lines or the need to shut them down temporarily. See ESF 10 for railroad contact info.
- b. **Transportation Safety Administration (TSA)** - the TSA is the federal authority over railways. Contact the TSA for emergency operational changes (stop traffic, etc.) for the below companies:
 - Burlington Northern Santa Fe

- Canadian Pacific
- Union Pacific
- Minnesota Commercial Railroad

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under this ESF.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the city to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Declaration of a Local Disaster Emergency by the Mayor or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, documentation of pre- and post-asset condition, and accomplishments, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. general fund for the city, etc.).

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Saint Paul Emergency Management Director. The primary agency representative will be responsible to implement an action plan to address final report findings as feasible.

SUPPORTING DOCUMENTS

- MnDOT Metro Evacuation Traffic Management Plan. Note: This has not been tested nor created in conjunction with the city. It may be a useful reference in specific situations.
- Surface Transportation Plans available at the Department of Public Works
- Map of surface transportation routes available at the Department of Public Works
- MnDOT Traffic Management Plan available on their web site

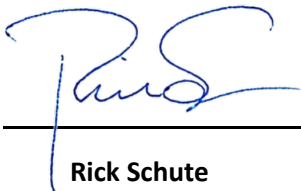
AUTHENTICATION



11-21-19

Kathy Lantry
Public Works Director

Date



November 22, 2019

Rick Schute
Emergency Management Director

Date

ESF 2 COMMUNICATIONS

ESF Coordinator:	Saint Paul Department of Emergency Management
Primary Agency:	Ramsey County Emergency Communications Center (RCECC) Saint Paul Mayor's Office Saint Paul Office of Technology (OTC)
Support Agencies:	Saint Paul Fire Department Saint Paul Police Department Saint Paul Radio Shop Minnesota National Guard Minnesota Voluntary Organizations Active in Disasters (VOAD) TPT/ECHO (Emergency and Community Health Outreach) Joint Information Center (JIC)

PURPOSE

This Emergency Support Function (ESF) will address the notification of emergency responders and agencies with disaster related responsibilities of a disaster event in the City of Saint Paul. Disaster communications and radio operations for those agencies and response personnel responding and the sharing of event related data, intelligence and information between involved agencies and personnel in the event's Incident Command System (ICS) are also covered.

This ESF also addresses emergency public warning and notification, including alerting populations requiring special warning communications considerations as well as information technologies and telecommunications.

SCOPE

This ESF addresses all manner of communications through an event whether it is a disaster, human-caused or natural, or an event such as a national political convention, the annual State Fair, or other large events involving large numbers of attendees.

The policies and recommendations herein cover issues regarding an all hazards approach. Policies and procedures herein can be applied to situations ranging from highly localized small-scale events to catastrophic disasters affecting the entire City of Saint Paul jurisdiction.

POLICIES

The City's Emergency Operations Plan (EOP) as described by this ESF, will guide all city communications, information systems and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.

Communications, information systems and warning support requirements which cannot be met at the local level will be escalated upward for resolution at the state level by appropriate state agencies. If needed, federal assistance will be requested.

SITUATION & ASSUMPTIONS

A. Situations

1. The City of Saint Paul could find itself subjected to many hazards that would require activating emergency communications. The City has developed an All Hazard Mitigation Plan to address such hazards.
2. A disaster of significance will/may impact network telecommunications capabilities.
3. Loss of the network and telecommunications infrastructure for whatever cause is itself an emergency that requires a response by city and/or county resources or personnel.

B. Assumptions

1. The first priority will be to assure the safety of the public and emergency responders.
2. The City's Office of Technology (OTC) operates and maintains the City's internal data communications infrastructure and will coordinate emergency response to and recovery from situations that impact this infrastructure.
3. Ramsey County operates and maintains most of the City's landline telecommunication infrastructure and will coordinate emergency response to and recovery from situations that impact this infrastructure.
4. City Departments that utilize outside telecommunications and data service providers will need to rely on those service providers to coordinate emergency responses and recovery from situations that impact local infrastructure. The OTC cannot fix outside vendor equipment.

The private telecommunications system providers are trained, equipped, and willing to respond and offer assistance with repairing damages to their infrastructure and in providing expert

information about the status of their infrastructure, and the impact of that system on the course of the response and recovery effort.

CONCEPT OF OPERATIONS

A. General

1. The Emergency Management Director is designated as the coordinator for ESF 2. As ESF coordinator this person coordinates meetings, plans, exercises, training, and other activities with the private sector and the ESF 2 support agencies.
2. Saint Paul has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, emergency notification systems, etc.
3. Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the Emergency Operations Center (EOC). Notify RCECC to establish a Communications Unit Leader, in order to develop a communications plan (ICS form 205).
4. Communications with state and federal government will be through landline telephone links, cellular telephones and/or radio contact.
5. Numerous municipal agencies have communications capabilities and field units can communicate among each other and with the EOC primarily by 800 MHz radios.
6. Ramsey County Emergency Communications Center (RCECC) maintains a list of the radio frequencies used by response agencies in the area. All response agencies within the City communicate via 800 MHz radios.
7. The OTC provides information systems support to City government departments and offices in general, and maintains the City's local-area network (LAN).
8. If electronic emergency information systems are not available, paper logs will be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man-hours expended, etc.
9. Event logs (ICS Form 214) and communications traffic records are vital for documenting emergency actions for possible post-emergency investigation or after-action reports.
10. Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential Disaster Declarations.

11. Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept.

B. Organization

1. The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 2.
2. Primary dispatching capabilities in the City exist with the RCECC. The 9-1-1 Center provides 24-hour dispatching capability for all county, city fire, police and EMS districts/departments
3. The RCECC's designated backup dispatch center is located in Arden Hills and could provide short term assistance if needed. NOTE: RCECC maintains its own Continuity of Operations Plan.
4. The ESF 2 team members are critical members of the EOC team and will work within the EOC structure as described in ESF 5 – Emergency Management.
5. The RCECC is responsible for planning, installing and maintaining radio communications systems for the county's dispatch center and repeaters.
6. The City Radio Shop is responsible for the programming and maintenance of their own radio equipment.

C. Notifications

1. RCECC will notify the Emergency Management Director of requests to activate the EOC. The Emergency Management Director in turn may request that a representative report to the City EOC to coordinate emergency communications activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.
2. The Emergency Communications Director/Supervisor, or designee, will rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.
3. The Emergency Communications Director/Supervisor, or designee, will establish procedures to ensure field operations can maintain communications links with both each other and the EOC.
4. The University of Minnesota maintains its own plans, warning point, dispatch center, and warning and communications (including 800MHz) equipment. Their warning equipment includes outdoor sirens, pagers, building alarms, phone notifications, email, and alert radios. Warning

and notification of U of M staff and students on its Saint Paul campus will be carried out by the University and should be coordinated between City and University officials where appropriate.

5. RCECC and Saint Paul Emergency Management will utilize Everbridge for notifying the public. The Everbridge Community Notification Program is a social media tool managed by RCECC. The Everbridge system may be used by authorized department personnel to alert the larger community of major incidents related to large scale public safety events or to enlist the community's help to locate a missing person or a child when an Amber Alert is not warranted.

6. Alert and Notification of Responders and Government Officials

The following methods will be used to alert department directors and EOC team members of important disaster/event developments, changing situations and official directives.

- a. Emergency Management maintains a call list of the Emergency Management Council and the 3-deep roster for each department. When an incident occurs, individual or mass calls will be placed to team members' homes and/or cell phones with a notification via the Everbridge Notification System. This system is activated by RCECC according to the situations and protocols developed jointly by the RCECC and Saint Paul Emergency Management.
 - 1) Everbridge is maintained by the RCECC. The RCECC Management will ensure that a sufficient number of staff is trained in system operation and uses the system regularly for various notifications.
 - 2) Department Directors and EOC staff will use phone rosters as a tertiary means of alerting employees to important developments and directives.
- b. The Emergency Management call list of the Emergency Management Council and the 3-deep roster digital and paper copy will be the secondary alert and notification system.

7. Alert and Notifications of the Public

a. Outdoor Warning Sirens

Saint Paul's outdoor warning siren system is intended to notify people who are outside of structures, buildings, and vehicles of a local emergency situation. The sirens are sounded to alert the public that they need to move indoors and immediately turn on their TV or radio to receive further information and instructions on what protective measures they must take. They are not intended to be heard by people in enclosed structures nor are they strictly signals to take severe storm sheltering actions. They are used for a variety of hazards requiring a variety of protective actions which are described in emergency messages released by the city to the public.

- 1) The city maintains 36 outdoor warning sirens which are tested on the first Wednesday of the month at 1300 hours (1:00 pm). The City has three “back-up” siren activation control points:
 - a) RCECC, 388 13th Street East, Saint Paul, MN 55101
 - b) ECC back-up at 1411 Paul Kirkwood Dr., Arden Hills facility (also known as AHATS)
 - c) Ramsey County Emergency Management and Homeland Security 90 W. Plato Blvd, Saint Paul, MN 55107
 - 2) The siren sites are maintained by the City Radio shop.
 - 3) The siren controls are maintained by RCECC.
 - 4) The physical sirens are maintained by Public Works traffic operations.
 - 5) The sirens are capable of producing two siren tones; traditionally the civil defense tone and the severe weather tone.
 - 6) Sirens for the City of Saint Paul have battery back-up capability. If electrical power is interrupted the siren should still sound.
 - 7) The City of Saint Paul maintains a mutual aid agreement with Ramsey County to sound outdoor warning sirens simultaneously when initiated by either jurisdiction.
- b. Everbridge Mass Notification/Integrated Public Alert and Warning System (IPAWS)**
- 1) Everbridge is a mass notification system that can alert the public in a specific geographical area with text or video messaging that will reach:
 - a) Reverse 911 directory
 - b) White pages
 - c) Yellow pages
 - d) Opt-Ins
 - 2) IPAWS provides the ability to send immediate warnings to the public at large. It ensures the emergency notifications can be sent by President of the United States, to alert and warn the public as a presidential alert. It can also be used by state, tribal, and local authorities to send emergency warnings within their jurisdictions after

an emergency has reached a certain threshold. These alerts will come on cell phones and commercial television and radio stations.

- 3) RCECC is authorized to, and able to, send IPAWS alerts.
- 4) Requests for public facing Everbridge alerts or IPAWS level messaging will be made to the ECC Shift Supervisor.

8. Alert and Notification of Special Needs/Non-English-Speaking Populations

Saint Paul is committed to providing emergency notifications and warnings to its citizens with special needs. It will use its available resources to provide these messages. These resources include:

- Interpreters for foreign languages commonly found in immigrant populations in Saint Paul for limited English speakers
- Closed Captioning
- Everbridge Notifications via cell phone for deaf or hard of hearing
- Sign language interpretation of television messages where feasible for the hearing impaired

a. Emergency and Community Health Outreach (ECHO)

ECHO is a partner within Twin Cities Public Television (TPT) that includes public health agencies across Minnesota, ethnic advisory organizations and non-profit groups. ECHO provides health and safety information in multiple languages during emergency and non-emergency times to people with limited English language skills.

TPT/Now is a channel dedicated to general information, traffic, weather, news alerts and public safety messaging. In an emergency this channel can focus on broadcasting messages in multiple languages. At present time, these options are English, Hmong, Spanish, Somali.

- b. The City can also use the following methods to augment other warning methods to reach additional citizens including those who do not have access to electronic notification, or in case of failure of any electronic warning methods. The decision to utilize these methods follows current procedures & protocols.

- 1) Loud speakers installed on various emergency vehicles

- 2) Door-to-door notification by Police, Fire, Public Works, and/or Parks & Recreation personnel.
- 3) Establish a voluntary, confidential registry for persons with disabilities to request individualized notification, evacuation assistance and transportation. This would be in consultation with the Minnesota State Council on Disabilities or partner organizations to guide, assist, and advise.

9. Alert and Notification of Hazardous Materials Incident

All SARA Title III, facilities designated as “302 Facilities” in the City of Saint Paul must contact 9-1-1, the State Duty Officer, and/or the National Response Center in the event of a hazardous materials release on their property. Under the recommendation of the On-Scene Commander, the RCECC shift supervisor will notify all key response and government personnel and initiate any public warning and notification necessary.

D. Actions

1. Preparedness

- a. Ensure alternate or backup communications systems are available
- b. Coordinate common communications procedures.
- c. Develop and test emergency procedures.
- d. Develop mutual aid agreements.
- e. Develop and/or review procedures for the crisis augmentation of resources.
- f. Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- g. Participate in Emergency Management training and exercises

2. Response

- a. Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- b. Implement procedure to inspect and protect communications equipment.

- c. Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- d. Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

3. Recovery

- a. Continue to perform tasks necessary to expedite restoration and recovery operations.
- b. Evaluate response and make necessary changes in this ESF to improve future operations.
- c. Phase down operations as appropriate.
- d. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- e. Participate in after action reports and meetings as requested.

4. Prevention

Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

E. Direction and Control

Communication activities for disaster events will be coordinated through the EOC serving as the source of all direction and control.

The Emergency Management Director, as the lead for this ESF provides direction and control for this ESF, to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities relating to communications.

F. Warning

The warning process may be activated from any of several points in the system including; Incident Commander, Senior City leadership (Mayor, Deputy Mayor, Emergency Management Director, Fire Chief, Police Chief or their designees). Once the network is activated, the responsibility for its operations belongs to the Emergency Management Director. All warning activities will be coordinated through the EOC staff.

1. Existing Warning Systems and Uses

a. National Weather Service (NWS)

Current weather information and warnings are received over the National Weather Service (NWS) teletype circuit. Radio broadcasts are received over the National Oceanic Atmosphere Administration (NOAA) Weather Radio system broadcasting out of Chanhassen, MN.

b. SKYWARN

SKYWARN is a national program designed to place personnel in the field to spot and track tornadoes. These field personnel are trained by the NWS in basic severe weather meteorology and in how and what to report to the proper officials. The local SKYWARN team is made up of government personnel and private citizen. During periods of severe weather, the spotters are dispatched into the field and relay reports back to the NWS or even directly to the EOC.

c. Flood Warning System

Saint Paul Emergency Management, in cooperation with the NWS, has established a network of rain and river gauges to collect data for flood warning purposes. If excessive rainfall occurs, the data is forwarded to the NWS in Chanhassen where flood predictions are made and, if necessary, flood warnings are issued.

d. Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations. It supplies emergency information as prescribed by the NWS, law enforcement, emergency management, and school officials of emergency closings.

The system may be activated at the local, state or federal level. A list of the local broadcast stations which are a part of the system is found in an attachment to this ESF.

e. Print Media

When time is sufficient, emergency information is provided to print media. It is recognized that this particular medium is not a reliable source of immediate information for the public.

f. Minnesota Department of Transportation (MNDOT) Traffic Signs

Often used for road closure notifications, estimated travel times, and AMBER Alert, MNDOT Traffic Division maintains access to these signs.

g. Everbridge/IPAWS

Alerts that will come on cell phones, commercial television and radio stations.

2. Communications

The RCECC Communications Director has overall authority for the Emergency Communications Center in the city. Communications within the EOC will be the responsibility of the Emergency Management Director, or designee.

During an emergency situation, and in compliance with NIMS, the various radio codes used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.

3. Information Systems

The City believes that information sharing is critical to any emergency or disaster response. The exchange of information across disciplines, jurisdictions, and dissemination throughout the Incident Command Structure greatly contributes to an effective and safe response. However, much intelligence and information gathered in an event may be security, time sensitive or subject to privacy concerns. The city will balance the needs of responders, the media, and the public but its priority is the safety of its responders and citizens.

Information will be shared as appropriate through various means within the city structure per the city's Information Sharing Policy.

- Joint Information Center
- City Clerk or Designee
- Mayor's Staff

4. Remote Access Capability

a. City Extranet

The EOP and related policies, plans, documents will be stored on the City's network and on the City's website. The City's website is housed in another state. The City Extranet will be a secure area of the internet site which will house duplicates of the City's EOP and related policies, plans, and documents. City Media Services will assist the Emergency Management Department with the design and implementation of the City Extranet.

b. Web Mail

The City allows registered users to access their e-mail accounts from a web browser. This can be accessed from any computer that is connected to the internet. Web mail may not work if an emergency situation negatively affects the City's computer network or the City's connection to the internet.

c. Virtual Private Network (VPN)

The use of VPN allows authorized City personnel to access all network files and applications from their home computers. The use of VPN can help ensure that essential functions are

performed during a pandemic when social distancing precludes working in a normal city office or work area.

The OTC-IS Department will be responsible for VPN service management and licensure issues. They will ensure that adequate server capacity is maintained for the authorized VPN users.

OTC-IS will work with the EOC and department directors to ensure that other options for accessing and using city information are available and explained. These include: file sharing, intranet access, and email accessibility through the internet.

The EOC and the Director of OTC-IS will triage priorities in the event of VPN capacity/license limitations.

VPN is not a broad solution for remote access.

d. Geographic Information Systems Support (GIS)

In addition to the GIS support and resources available in the City and County, the following assets have been identified for GIS/mapping support:

- OTC will provide 1 of 5 (GIS) personnel who will be available when the EOC is opened. The OTC will have the other 4 GIS personnel available for mobile command post needs.
- OTC will also provide a large format plotter to be available to the EOC and/or a temporary site command post.
- OTC will use GIS tools and application to generate maps to be used in the EOC and/or temporary site command post. These tools and applications will access available mapping and infrastructure data.
- The GIS tools and applications will be routinely upgraded when technology changes and staff will be trained on the functionality of the tools and applications.

e. Computer Access

The availability of essential computer applications and files is contingent upon being able to access those systems with the appropriate passwords. Key personnel having access to essential files and systems must ensure alternate personnel have the correct access procedures and passwords.

For City owned computers and networks, the Department of OTC-IS will use administrative rights to bypass computer passwords when necessary to access critical information and applications.

Note: OTC cannot bypass nor support computers and systems that are not owned and operated by the City.

Department directors should ensure that adequate “password redundancy” is in place for computer systems and services not owned by the City. This redundancy can be achieved by working with the off-site vendor/owner of the system, or by ensuring that an adequate number of personnel are familiar with system/file access procedures and passwords.

f. Portable Data Storage

Department Directors are encouraged to use flash drives or other devices to store emergency information, contingency plans, department rosters and inventories, and other critical information. These portable devices can be used in the EOC, in alternate work locations, and in mobile or field incident command facilities. These Portable Data storage devices must adhere to City policies related to Portable Data storage devices.

ROLES & RESPONSIBILITIES

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as assigned.

A. Warning

The RCECC is the primary warning point for the City of Saint Paul. The RCECC is responsible for relaying warnings to the appropriate response departments and agencies. RCECC is authorized and able to sound/send/initiate all official alerts across Ramsey County.

1. Activates the weather-related warning siren system as necessary:
 - a. Very severe storms with wind speed equal to or greater than 70 mph
 - b. Tornadoes warnings issued by the National Weather Service
 - c. Incident Command (IC) decides to use the system for any other conditions
2. The Emergency Management Director, Police or Fire Chief notifies the Deputy Mayor of any civilian casualties related to the event.
3. Maintains a contact list of key government officials who it will contact in the event of an emergency or disaster.
4. Department directors will ensure that contact information for the EOC staff and clerical support from their departments is forwarded to the Emergency Management whenever staff changes are made.
5. Emergency Management will make sure departmental updates and corrections will be transferred to contact lists and rosters used for emergency responses.

B. Communications

The Everbridge Mass Notification System will be the means for alerting the public in specific or widespread areas via the phone. Saint Paul Emergency Management and RCECC will ensure that a sufficient number of staff is trained in system operation and maintain their access to the system, and will ensure the system is tested periodically. Department directors will ensure that contact information for the EOC staff and clerical support from their departments is forwarded to the Emergency Management Division whenever staff changes are made

ADDITIONAL RESOURCES

A. Ramsey County Emergency Call Center

Ramsey County will develop plans for increasing staff in the Emergency Communications Center in order to handle the anticipated increase in call volumes.

Early public education and awareness campaigns, the use of pre-scripted emergency directives, and the use of United Way 2-1-1 and State/County/City hotline operations may be the best way to

reduce call loads on the 9-1-1 center. These techniques and options should be maximized by the EOC/JIC staff.

There are personnel for support and a secondary site located in Arden Hills, MN.

B. 800 MHz Radio

The following city departments all 800 MHz capable:

- Police
- Fire
- Emergency Management
- Parks and Recreation
- Animal Control
- Public Works

For jurisdictions who may assist and do not have 800 MHz capabilities, there are various assets available to the City that will “link” the 800 MHz system or allow others to access cached 800 MHz radios for key personnel and positions needing interoperable voice radio service. These assets and techniques include:

- 800 MHz console radios installed in the Emergency Communications Center and the EOC
- Hennepin County 800 MHz Mobile Tower
- Various regional radio caches throughout the Metro Region
 - Ramsey County Emergency Management
 - RCECC
 - Saint Paul Fire Department
 - Minnesota ECN (Emergency Communications Network)
 - Mdewakaton Native American Tribe – Fire
- Cross-band connections available to the Emergency Communications Center or other area dispatch centers
- Everbridge alerts internal to the City or other vetted partners

These assets and options are spelled out in the Urban Area Security Initiative's Tactical Interoperable Communications Plan.

C. Amateur Radio

Amateur radio can provide significant capabilities to the city's emergency response and recovery operations. Amateur radio operators are licensed on a wide variety of frequencies and communications modes not available to public safety systems. In addition, during a disaster or emergency situation, operators are authorized to transmit and receive on public safety radio frequencies. These emergency authorities can provide a significant boost to city operational capabilities during times of crisis.

The City, in conjunction with the State of Minnesota, the Salvation Army, the 3M Corporation, and Ramsey County have purchased and installed an amateur radio repeater that serves the entire east metro area with 70 cm voice radio service. This repeater is controllable by this consortium (the Joint Amateur Radio Service – JAARS), and equipped with an auto-patch device (can make phone calls from a mobile/portable radio). This repeater will be the main amateur radio frequency for disaster operations in Saint Paul.

The services available from the amateur radio services include:

1. Providing self-sufficient, portable and mobile communication services – independent of commercial electrical power – at various sites like shelters, alternate care facilities, and disaster scenes.
2. Television pictures from a remote site to the EOC via direct radio link or through the City's I-Net system in cooperation with OTC – Media Services.
3. "Shadowing" of designated officials or ICS Officers, providing those officials with a dedicated radio operator to ensure direct communications. This is critical during periods when communication demands overload commercial systems (Nextel, telephones), or public safety radio system.
4. Communications across the country or internationally when telephone systems are overloaded or inoperable.
5. Transmission of databases, digital pictures and other digital files via radio links that are independent of commercial electrical systems, telephone or internet services.

Note: In order to use the I-Net system for amateur television, the remote transmitting site must have a line-of-sight transmission path to an I-Net location, and the I-Net receiver at that location must be adjusted properly. The Saint Paul Amateur Radio Service, the Stillwater Amateur Radio

Association, and the Volunteer Unit of the Ramsey County Division of Emergency Management and Homeland Security can provide amateur radio support and coordination as requested by the EOC.

D. Other Available Communication Systems/Assets

1. Use of Medical Resource Coordination Center (MRCC) Radio Frequencies

The East Metro MRCC has a number of reserve VHF voice radio channels available for use by medical units in the region. These channels can provide communication surge capacities for any radio user having the VHF equipment and programmed MRCC channels. A radio or phone call to the MRCC can arrange use of these channels.

2. Public Works Dispatch

The Street Maintenance Division of Public Works maintains a 24/7 dispatch center that could help support response activities.

3. Mobile Command Vehicles

A variety of Mobile Command Posts and Mobile Communications Units are available in the metro area, the closest ones being those owned by the Saint Paul Police Department and the Ramsey County Division of Emergency Management and Homeland Security.

4. Water Dispatch

Regional Water maintains a 24/7 dispatch center that could help support response activities.

5. Marathons & Other Races

The amateur radio community in the Metro area operates the medical communications network for the Twin Cities Marathon. This group has developed a system of tracking the runners, and this same system could be used for tracking patients or family members of patients during a mass casualty incident.

6. City Websites

The City maintains and operates a variety of website that could be accessed by those departments to add content to their website as a means of information sharing with employees and the City of Saint Paul.

7. Tactical Interoperable Communications Plan (TICP)

This document establishes a Tactical Interoperable Communications (TIC) Plan for the Saint Paul/Minneapolis Urban Area Security Initiative (UASI). The TIC Plan is intended to document what interoperable communications resources are available within the urban area, which controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource. Creation of a TIC Plan was a requirement of the Office for Domestic Preparedness 2005 UASI grant program.

8. Cellular on Wheels – COWS

Cellular on wheels, usually referred to as a “COW”, is a mobile cell site that consists of a cellular antenna tower and electronic radio transceiver equipment on a truck or trailer, designed to be part of a cellular network.

COWs can be used to provide expanded cellular network coverage and/or capacity at special events such as major sporting events, major conventions, or in disaster areas where cellular coverage either was never present (e.g. in a wilderness area where firefighters have set up a command center during a major forest fire) or was compromised by the disaster (e.g. in the Gulf Coast after Hurricane Katrina). Contact the vendor(s) to discuss the potential use of a COW in the specific situation.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Declaration of Local Emergency by the Mayor or a State Disaster Declaration issued by the Governor may suspend selected rules and regulations that affect support operations. The Director of Emergency Management for the City or designee will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The Emergency Management Department and Emergency Communications will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from local budget funds such as the General Fund.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative should conduct a critique of the group activities during the event/incident/exercise.

Support agencies should be instructed to provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Saint Paul Emergency Management Director.

AUTHENTICATION



11/22/2019

Scott Williams
Director, Ramsey County Emergency Communications Center

Date



November 22, 2019

Rick Schute
Emergency Management Director

Date

ESF 3 PUBLIC WORKS & ENGINEERING

ESF Coordinator:	Saint Paul Public Works Department
Primary Agency:	Saint Paul Public Works Department
Support Agencies:	Saint Paul Regional Water Services Minnesota Department of Transportation (MNDOT) Saint Paul Department of Safety and Inspections Ramsey County Public Works Department Metropolitan Council Environmental Services and Metro Transit Saint Paul Parks & Recreation Saint Paul Police Department Saint Paul Fire Department Saint Paul Office of Financial Services – Fleet Services Xcel Energy District Energy

PURPOSE

The purpose of Emergency Support Function (ESF) 3 is to provide for citywide coordination of engineering and public works activities. This includes emergency construction, demolition, repair, operation, and management of water, sanitary and storm sewers, transportation systems and debris, the inspection of public facilities for structural condition and safety, maintenance and repair of city vehicles and the coordination of heavy equipment resources required to support emergency operations of City government.

SCOPE

ESF 3 is structured to provide public works and engineering related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

1. Conducting pre and post incident assessments of public works (roads, bridges, sewer, and water) and City infrastructure;
2. Coordinating primary and emergency route clearance for life safety and infrastructure support activities;

3. Executing emergency contract support for life-saving and sustaining services;
4. Conducting overall damage assessment to include private, business, and City-owned structures affected by disaster;
5. Providing technical assistance to include engineering expertise, construction management and contracting;
6. Providing emergency repair of damaged infrastructure and critical facilities; and
7. Providing for debris removal, temporary storage, and final disposal.

POLICIES

It is the policy of the City of Saint Paul to provide public works response services to lands and facilities under city jurisdiction. Public Works response to private property problems shall be performed only when a city facility is causing the problem or when life or public health is threatened and outside the capabilities of the private property owner. The Public Works Department and the Department of Safety and Inspections may assist in the evaluation of unsafe conditions to private property giving recommendations for repair or restoration. The engineering staff may provide a structural engineer to assess conditions on private property if there is an immediate threat to life.

SITUATIONS & ASSUMPTIONS

A. Situation -- Emergency/Disaster Hazards and Conditions

A wide range of incidents and emergencies may occur that may adversely impact the public works infrastructure throughout the city. Such events could be the result of natural disasters, catastrophic system failures, technological events, traffic accidents, chemical, biological, radiological, nuclear or explosive (CBRNE) or other human causes. An emergency or disaster could damage or destroy roadways, bridges, and other transportation facilities as well as retaining walls, levees or other flood mitigation systems, storm and/or sanitary sewers, water pipes and mains, street lights, signals, and utilities. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be damaged and/or inaccessible.

B. Planning Assumptions

1. An emergency or disaster has occurred which may or may not affect private property/structures.

2. Damage assessment teams will need to be formed to establish response routes and potential work responsibilities.
3. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response.
4. Water supplies and infrastructure for firefighting will be evaluated by Saint Paul Regional Water Services and the Saint Paul Fire Department and priority given to those areas most critical.
5. City of Saint Paul Public Works, Parks and Recreation and Regional Water Services engineering, construction, and maintenance/operations personnel and equipment may be overwhelmed requiring resource assistance from outside the jurisdiction of the City.
6. Emergency supplies of potable water will be coordinated system wide by the Water Utility.
7. Damage to the gas and/or electrical generation and transmission systems will be assessed and repaired in accordance with ESF 12 - Energy.
8. Debris management (assessment for potential health issues, collecting, sorting, removal, storage, disposal, hazard management, etc.) will be in conjunction with Ramsey County. Ramsey County Solid Waste Management Master Plan 2018-2038.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the Public Works.

CONCEPT OF OPERATIONS

A. General

1. In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, roadways, retaining walls and other facilities may need to be reinforced or demolished to ensure public safety. Public utilities, including water and waste water systems, may also be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway/structure repairs. Debris clearance and emergency road/structure repairs will be given top priority to support immediate lifesaving emergency response activities.

Note: Maintenance and repair of State freeways and highways servicing the City of Saint Paul are the responsibility of MNDOT. Normal maintenance on many county roads and all trunk Highways with-in the City is typically performed by the City of Saint Paul with additional

resources available upon request from State maintenance forces and County Public Works forces.

2. Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Public Works and Dept. of Safety & Inspections personnel, insurance companies, Minnesota Homeland Security and Emergency Management, American Red Cross, FEMA, and utility companies.

B. Organization

1. The Saint Paul Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 3.
2. The ESF 3 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF 5 – Emergency Management
3. In accordance with this Emergency Support Function, the City of Saint Paul Public Works Department is the primary agency responsible for ESF 3.
4. To maintain a manageable span of control, the ESF 3 Group Supervisor may designate Unit Leaders for the following functions:
 - a. Route Clearance Unit
 - b. Bridge/Structures Inspection Unit
 - c. Debris Management Unit
 - d. Wastewater Systems Unit
 - e. Stormwater/Environmental/Sanitary Sewer Unit
 - f. Water Supply Systems Unit
 - g. Damage Assessment Unit

C. Notifications

The Emergency Management Department will notify the City Public Works Director, or designee, of City EOC activations and request that a representative report to serve as the coordinator for ESF 3. As additional EOC staffing needs become apparent, other agency/division representatives may be asked to report to the EOC.

D. Actions**1. Mitigation Activities****a. Primary Agency – Saint Paul Public Works Department**

- 1) Mitigates City utility systems to increase the integrity and decrease damage potential.
- 2) Implements hazard mitigation in the development of policy, issuing of permits and the design and construction of City facilities, including streets, flood mitigation systems, sewers, lights, and structures. This mitigation program will include the designation of methods to support emergency power sources for City sewer pumping stations and fuel supplies necessary to Public Works operations.
- 3) Identifies opportunities to lessen the effects of future emergencies or disasters and makes them known to all agencies that could be impacted.

b. Support Agencies

- 1) Saint Paul Parks & Recreation
- 2) Saint Paul Regional Water Services
- 3) Saint Paul Department of Safety and Inspections
- 4) Ramsey County Public Works Department
- 5) Saint Paul Police Department
- 6) Saint Paul Fire Department
- 7) Metropolitan Council Environmental Services and Metro Transit
- 8) MNDOT
- 9) Xcel Energy
- 10) District Energy

These agencies should identify opportunities to lessen the effects of future emergencies or disasters and makes them known to the City of Saint Paul Public Works Department.

2. Preparedness Activities**a. Primary Agency – Saint Paul Public Works Department**

- 1) Develops policies and procedures for emergency response and recovery for public works activities.
- 2) Ensures that field personnel have training, proper protection and equipment necessary for response to an emergency or disaster.
- 3) Provides regular training to staff for home and work emergency preparedness.
- 4) Maintains liaison with City support agencies, Ramsey County Public Works and MNDOT.
- 5) Works with neighboring jurisdictions and water utilities to establish mutual aid and inter-local agreements.
- 6) Provides and participates in emergency management training, drills and exercises in coordination with the Emergency Management Department, in support of this ESF.

b. Support Agencies

- 1) Agencies that participate in emergency management training, drills and exercises in support of this ESF:
 - a) Saint Paul Parks & Rec Division
 - b) Saint Paul Regional Water Services
 - c) Saint Paul Department of Safety and Inspections
 - d) Ramsey County Public Works Department
 - e) Saint Paul Police Department
 - f) Saint Paul Fire Department
- 2) Agencies that provide training to ensure that personnel are prepared to accomplish their response and recovery activities in support of the City of Saint Paul Public Works Department:
 - a) Metropolitan Council
 - b) MNDOT
 - c) Xcel Energy
 - d) City of Minneapolis

3. Response Activities

a. Primary Agency – Saint Paul Public Works Department

- 1) Organizes trained personnel to perform preliminary damage assessment of city roads, bridges/structures, water and sewer utility systems, city vehicles and equipment.
- 2) Provides emergency restoration of city roads, county and trunk highways within city jurisdiction and under maintenance contract, storm and sanitary sewers, street lighting and traffic control signals.
- 3) Coordinates the city flood fighting operations and complete management of flood mitigation activities.
- 4) Provides debris clearance with the assistance of Ramsey County including providing personnel and equipment to transport debris to temporary or permanent disposal sites. Refer to Ramsey County Solid Waste Management Master Plan 2018-2038
- 5) Coordinates with support agencies to supply requested services and resources.
- 6) Requests activation of the Emergency Operations Center, if necessary.
- 7) Performs and/or contracts major recovery work to restore damaged public facilities.
- 8) Coordinates and provides for the placement of traffic control devices and barricades for road closures, detours and potential road hazards by city forces or contractor.
- 9) Provides operational control of traffic signals, lighting, and flashers under city jurisdiction.

b. Support Agencies**1) Saint Paul Parks & Recreation Division**

- a) Provides debris clearance; provides personnel, equipment, and transports debris to temporary or permanent disposal sites.
- b) Provides emergency restoration of city parks' roads and facilities.
- c) Provides Parks facilities, as necessary, for use as emergency shelters, staging areas and materials storage.

- d) Provides maintenance personnel and equipment to support public works response and recovery activities.

2) Saint Paul Regional Water

- a) Works response and recovery activities of water system.
- b) Provides debris clearance; provides personnel, equipment, and transports debris to temporary or permanent disposal sites.

3) Saint Paul Department of Safety & Inspection

- a) Provides ACT-20 trained personnel to the preliminary damage assessment teams.
- b) Provides trained personnel to manage debris removal on private property

4) Ramsey County Public Works Department

- a) Provides support and resource allocation for Saint Paul Public Works response and recovery activities when requested.
- b) Organizes trained personnel to perform preliminary damage assessment of county roads, bridges/structures, and utility systems within the City of Saint Paul.
- c) Provides emergency restoration of County roads, bridges/structures, storm and sanitary sewers, street lighting and traffic control signals within the City of Saint Paul

5) Saint Paul Police Department

- a) Provides police personnel and equipment to support Public Works response and recovery activities.
- b) Provides communication support as needed.

6) Saint Paul Fire Department

- a) Provides fire personnel and equipment to support Public Works response and recovery activities.
- b) Provides hazardous materials personnel and equipment to support Public Works response and recovery activities, when requested.

- c) Provides ACT-20 trained fire prevention personnel to the preliminary damage assessment teams.

7) Saint Paul Office of Financial Services – Fleet Management

- a) Provides and maintains city vehicles
- b) With Public Works, coordinates equipment loans from other agencies

8) Met Council

- a) Assists with interagency communication.
- b) Environmental Services - Provides assistance with personnel and equipment to restore sanitary sewer system.
- c) Metro Transit - Provides buses and drivers to support Public Works response and recovery activities.

9) MNDOT

- a) Reconstructs, repairs, and maintains the State transportation systems.
- b) Provides support and resource allocation for Saint Paul Public Works response and recovery activities when requested.

10) Xcel Energy

Provides damage assessment evaluations to the Saint Paul Public Works Dept. and/or the Emergency Operations Center. Furthermore, they identify power outages, gas main breaks, their locations, and probable restoration times on the utility systems within the City of Saint Paul.

11) District Energy

Provides damage assessment evaluations to the Saint Paul Public Works Dept. and/or the Emergency Operations Center. Furthermore, they identify power outages, gas main breaks, their locations, and probable restoration times on the utility systems within the City of Saint Paul.

4. Recovery Activities – Primary and Support Agencies

- a. Continues with response and recovery activities until completed

- b. Provides documentation of costs incurred for the response and recovery efforts of the City of Saint Paul Public Works operations to the Emergency Management Dept.

E. Direction and Control

1. The ESF 3 Public Works and Engineering Coordinator in the City EOC will:
 - a. Coordinate all responding public and private Public Works & Engineering resources and work with the EOC team to ensure required emergency tasks can be accomplished.
 - b. Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
 - c. Serve as liaison with private contractors and if necessary, with state and federal public works and engineering resources.
 - d. Work with those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
 - e. Ensure Public Works & Engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances and have a clear chain of command for shift change and support services, etc.
 - f. Work with the support agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.

RESPONSIBILITIES

A. All tasked agencies will:

1. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2. When requested, deploy a representative to the Saint Paul EOC and Ramsey County EOC to assist with ESF 3 activities.
3. Provide ongoing status reports as requested by the Public Works and Engineering Coordinator.

4. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
5. Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.
6. Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
7. Accomplish other emergency responsibilities as assigned

B. ESF Coordinating Agency -- Public Works

The Director of Public Works is responsible for the coordination and supervision of all city public works operations within the boundaries of the city's jurisdiction. These responsibilities can be broken down into the following sections:

1. Pre-Emergency

- a. Rendering assistance to the Incident Commander as requested to mobilize and coordinate operations.
- b. Call back of essential personnel.
- c. Contact resources for availability.
- d. Treat roads as necessary to prevent accidents.
- e. Barricade non-essential roads to control traffic flow.
- f. Assure that hazardous material identification and protection training is provided to all Public Works personnel.

2. During Emergency

- a. Restore traffic routes, providing priority service to roads and streets designated as primary or support routes.
- b. Make emergency repairs on streets, bridges and other structures.
- c. Minimize impacts to the environment to the extent possible
- d. Establish detour routings.

- e. Provide barricades for traffic control points; assist in traffic control as requested.
- f. Remove debris and transport to selected sites for disposal.
- g. Implement existing standard operating procedures, such as snow removal plans and supports to facilitate law, fire, and search/rescue operations.
- h. During a flood situation, provide assistance in sandbagging operations, emergency dike establishment and repair, and clearance of floating debris obstructing free water flow.
- i. Provide protection for water supplies and sewage systems from the effects of hazardous materials.

3. Post-Emergency

- a. Assess potential structural damage of roads and bridges/structures for integrity for the movement of heavy equipment.
- b. Assist with damage assessment to essential transportation routes, bridges/structures, other infrastructure, and public buildings.
- c. Make recommendations for changes to building codes as required.
- d. Develop and implement recovery plan.

4. Primary Agency - Saint Paul Public Works Department

- a. Emergency Construction
- b. Demolition
- c. Repair
- d. Operation/Maintenance
- e. Management of essential facilities
- f. Inspection of those facilities during or following an emergency or disaster

5. Support Agencies

- a. Saint Paul Parks & Rec Division
- b. Saint Paul Regional Water Services
- c. Saint Paul Department of Safety and Inspections
- d. Ramsey County Public Works Department
- e. Saint Paul Police Department
- f. Saint Paul Fire Department
- g. Metropolitan Council
- h. MNDOT
- i. Xcel Energy
- j. District Energy

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements

1. All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.
2. The Declaration of a Local Disaster Emergency issued by the Mayor or a State Disaster Declaration by the Governor may suspend selected rules and regulations that affect support operations.
3. The primary agency will determine the specific impact of the situation and inform the ESF group members.

4. All mutual aid agreements are the responsibility of the Director of Public Works. All formal requests for mutual aid will be coordinated between the Mayor of Saint Paul, Director of Emergency Management, and the Director of Public Works.
5. Currently the City of Saint Paul Public Works Department has a Joint Cooperative Agreement for Use of Public Works Personnel and Equipment with the City of Minneapolis. As other agreements are signed, they will be referenced here.

C. Status Reports

The Saint Paul Department of Public Works will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from local funds such as those administered by local departments or a special line item in the city’s General Fund.

E. Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Saint Paul Emergency Management Director.

RESOURCES AVAILABLE

A. Saint Paul Department Emergency Contacts

Note: All below office phone numbers are area code 651

<u>Department</u>	<u>Contact</u>	<u>Title</u>	<u>office phone</u>	<u>cell phone</u>
Public Works	24 Hour Emergency Number		266-9700	
Public Works	Kathy Lantry	Director	266-6099	651-343-7020

Public Works	Beverly Farraher	City Engineer / Operations Manager	266-9820	651-356-5388
Public Works	Paul Kurtz	City Engineer / Engineering	266-6203	651-319-1057
Public Works	Matt Morreim	Street Maintenance	266-9714	612-240-3295
Public Works	Eriks Ludins	Right of Way / Permits	266-9810	651-356-5615
Public Works	Glenn Pagel	Bridge Division	266-6187	651-274-3173
Public Works	Nick Peterson	Construction Division	266-6155	651-341-1336
Public Works	Ron Mundahl	Municipal Equipment	266-9815	651-307-7117
Public Works	Jason Pommier	Right-of-Way	266-9808	651-485-0418
Public Works	Bruce Elder	Sewer Utility	266-6248	651-274-2939
Public Works	Joe Spah	Traffic Operations	266-9773	651-338-3660
Public Works	Kris Hageman	Waste Management	266-8866	651-269-3389
Public Works	Randy Newton	Traffic Engineering	266-6137	651-448-0870
Water Utility	Dispatching and Emergency		266-6868	
Water Utility	Steve Schneider	General Manager	266-6274	651-775-6210
Water Utility	Jim Graupman	Production Division Manager	266-1650	651-775-6186
Water Utility	Dave Wagner	Distribution Manager	266-6261	651-755-7936
Park & Rec	Mike Hahm	Director	266-6409	651-248-0629
Park & Rec	Gary Korum	Operations Manager	632-2402	651-248-0784
Park & Rec	Joe Buzicky	Building Trades Supervisor	632-2419	651-775-6219
Park & Rec	Ron Hall	Equipment Services Manager	632-2425	651-248-1388
Fire	24 Hour Emergency Number		911	
Fire	Barton Inks	Chief	224-7811	
Police	24 Hour Emergency Number		911	
Police	Todd Axtell	Chief	266-5588	

B. Debris Management

1. Ramsey County's Solid Waste Management Master Plan identifies the county's support for all aspect of debris management in an emergency.
2. Ramsey County, Department of Public Works, Department of Parks and Recreation, and the Department of Safety and Inspections would create a list of temporary storage or sorting sites for debris and possible locations for final debris disposition including carcasses.
3. A listing of the major private construction contractors (which have debris removal equipment) in the City of Saint Paul is maintained by the City of Saint Paul Department of Safety and Inspections (DSI).
4. DSI maintains a listing of licensed waste removal providers.
5. DSI would coordinate disposal of debris from private property.
6. Written (or non-written) debris clearance agreements exist with neighboring communities.
7. Parks and Recreation maintains facilities that may be utilized for temporary storage of debris (See Temporary Storage Site List).
8. The Parks & Recreation Department has a Management Agreement with an entity for storage, processing, and disposal of natural wood debris generated during an emergency event.
9. National Emergency Resource Registry; Debris Contractor Registry. **Note:** This is not an official registry. It is contractor owned and maintained.
10. All standard operating procedures of Saint Paul Public Works and Parks and Recreation are available through their department representative.

C. Debris Management Resources

The Saint Paul Parks and Recreation Division have identified the following areas where debris may be stored temporarily in case of an emergency. Specific locations within these facilities shall be determined by Parks personnel at the time of the occurrence and incorporated into

D. Temporary Debris Storage Locations**1. City West**

- a) Southwest Maintenance Facility: Snelling Ave. @ Boland Ave.
- b) Highland Pool parking lot: Edgecumbe Rd. @ Otto Hummer Dr.

- c) Highland Picnic Pavilion parking lot: Montreal @ Antonio Dr.
- d) Hidden Falls Park: Mississippi River Blvd. At Prior (south) and McGoffin (north)
- e) Dunning Park parking lot: 1221 Marshall Ave.

2. City Central

- a) Central Service Facility: 1100 N. Hamline Ave.
- b) McMurray Field: Jessamine Ave. @ Lexington Pkwy.
- c) Como Park open spaces: As determined by Director of Parks and Recreation
- d) MaryDale Park parking lot: Maryland Ave. @ Dale St.
- e) Jimmy Lee Recreation Center: 1063 Igelhart Ave.
- f) Rice and Arlington Field Complex: Rice St. @ Montana Ave.
- g) Lilydale Park open spaces: as determined by Director of Parks and Recreation
- h) Cherokee Park open spaces as determined by Director of Parks and Recreation

3. City East

- a) Phalen Regional Park parking lots: Lots 1, 2, 3 and 4 along Phalen Dr.
- b) Phalen open space: Johnson Pkwy. @ Maryland Ave. (NW corner and SW corner)
- c) Mounds Park maintenance facility: McLean Ave. @ Cypress St.
- d) Pigs Eye Park open spaces as determined by Director of Parks and Recreation
- e) Eastview Recreation Center: 1675 E. 5th St. @ Kennard St.
- f) Battle Creek Recreation Center parking lot: 75 S. Winthrop St (needs joint approval from Ramsey County Parks).

SUPPORTING DOCUMENTS

- Master Contract List

- National Emergency Resource Registry; Debris Contractor Registry
- Ramsey County Solid Waste Management Master Plan 2018-2038
(Available through Ramsey County website, and is currently available for download at:
<https://www.ramseycounty.us/sites/default/files/Recycling%20and%20Waste/Solid%20Waste%20Management%20Master%20Plan%20Final%202018-2038.pdf>)

AUTHENTICATION

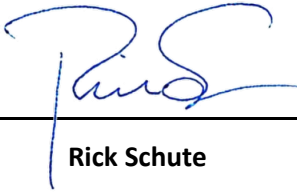


11-21-19

Kathy Lantry

Date

Director, Saint Paul Public Works



November 22, 2019

Rick Schute

Date

Emergency Management Director

ESF 4 FIREFIGHTING

ESF Coordinator:	Saint Paul Fire Department
Primary Agency:	Saint Paul Fire Department
Support Agencies:	Saint Paul Department of Emergency Management Saint Paul Public Works Saint Paul Police Department Saint Paul Department of Safety and Inspections Regions Hospital Ramsey County Sheriff's Office Minneapolis Fire Department Minnesota State Patrol Minnesota Department of Natural Resources Minnesota Task Force-1 Minnesota State Fire Marshal State Hazardous Materials Teams

PURPOSE

This Emergency Support Function (ESF) describes firefighting services the Saint Paul Fire and Emergency Medical Services Department (SPFD) provide. Furthermore, it covers typical responses to include suppression of urban fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation.

SCOPE

This ESF is a functional annex to the Saint Paul Emergency Operations Plan (EOP). ESF 4 manages and coordinates firefighting activities including search, rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of emergency medical services.

POLICIES

This ESF applies to all agencies with assigned emergency responsibilities as described in the EOP.

- Priority will be given to saving lives and protecting property, in that order.
- The Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies.

- The SPFD personnel Accountability System will be used to track and control the movement of SPFD personnel.
- SPFD will operate at incidents using standard operating procedures (SOPs). SOPs are pre-determined standardized practices that enable the firefighting units to operate in a coordinated and safe manner.

SITUATION & ASSUMPTIONS

A. Situation

1. The management of a large firefighting operation is complex, often involving dozens of firefighting resources. Fire resulting from, or independent of, but occurring coincidentally with, a public emergency, may place extraordinary demands on available resources and logistics support systems.
2. A public emergency may result in numerous urban fires. The damage potential from fires in urban areas during and after a public emergency exceeds that of all other causes. Fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

B. Assumptions

1. Urban fires may result from a natural disaster. They also may occur as the result of another significant event. Large, damaging fires may be common.
2. At the time of a public emergency, there may be fires burning in multiple locations in the city. These fires will draw upon the same resources (engines or other tactical and support resources) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the public emergency-related firefighting operations competing for resources.
3. Telephone communications may be interrupted.
4. SPFD 800 MHz radio communication may be interrupted in certain situations.
5. Bridge failures, traffic, landslides, damaged road systems, and so forth, may hamper access, making conventional travel to the fire location extremely difficult or impossible.

6. Efficient and effective mutual aid among the various local fire-suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

CONCEPT OF OPERATIONS

A. General

1. This ESF will manage and coordinate firefighting and fire suppression activities, by mobilizing fire and rescue resources in support of urban firefighting operations. It will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with Incident Commanders.
2. Requests for firefighting assistance and resources will be coordinated through the Ramsey County Emergency Communications Center (RCECC) to the appropriate fire and rescue units.

B. Organization

1. SPFD is an integrated system of firefighting, rescue, and emergency medical units strategically located throughout the city. These units are continually staffed with highly trained firefighters, emergency medical technicians, and paramedics. An ICS will be implemented to effectively manage and control resources at the scene of emergencies.
2. Implementation of standard operating procedures will be the responsibility of the Saint Paul Fire Chief and on-scene incident commanders. A comprehensive manual of department standard operating procedures will be available at 645 Randolph Ave, Saint Paul, MN and the EOC. All on-scene incidents are managed in accordance with accepted ICS/National Incident Management System (NIMS) standards.

C. Notification

1. In most cases, fires are reported directly to the RCECC via 9-1-1.
2. Upon notification by Emergency Management of a potential or actual public emergency requiring response, beyond normal response operations, the fire chief or designee will cause all senior command staff officials to be notified by telephone or other means through the RCECC.
3. Mutual aid support will generally be requested through the RCECC and coordinated through Emergency Management when necessary.

D. Response Actions

1. Initial Actions - This ESF coordinator, or designate SPFD chief officer with the working knowledge of the SOPs, resources, and capabilities of SPFD – will typically perform the following:
 - a. Locate at the Saint Paul Emergency Operations Center (EOC) within two hours of notification.
 - b. Establish communication links with primary and/or support agencies.
 - c. Establish communication links with the Incident Commanders.
 - d. Establish communications links with the SPFD senior command staff.
 - e. Obtain an initial fire situation and damage assessment through established intelligence procedures.
 - f. Contribute to situation reports.

2. SPFD operations will typically perform the following:
 - a. Provide command and control of incident(s).
 - b. Institute an incident management system, including unified command as necessary.
 - c. Maintain an adequate on-duty force as first responders.
 - d. Activate the Department’s Emergency call-back plan as necessary to call additional personnel.
 - e. Provide sufficient firefighting apparatus to the scene, as required by immediate firefighting needs.
 - f. Maintain sufficient front-line fire apparatus for immediate response.
 - g. Perform search and rescue as necessary, as required by immediate firefighting needs.
 - h. Provide trained search and rescue personnel to the scene.
 - i. Perform technical rescue as necessary, as required by immediate firefighting needs.
 - j. Provide trained technical rescue personnel with appropriate equipment to the scene, as required by immediate firefighting needs.

- k. Provide emergency medical technicians and paramedics to the scene with appropriate equipment, as required by immediate firefighting needs.
- l. Perform triage and emergency medical treatment as necessary.
- m. Provide EMS transport units to the scene, as required by immediate firefighting needs.
- n. Perform emergency medical transportation as necessary.
- o. Maintain sufficient in-service ambulances.
- p. Determine if evacuations are needed.
- q. Direct and coordinate as needed.

E. Continuing Actions

1. Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
2. Determine and resolve, as necessary, issues regarding resource shortages, slow processing, and interagency conflicts.
3. Maintain close coordination with the support agencies.
4. Maintain a complete log of actions taken, resource orders, records, and reports.
5. Document resource expenditures.
6. Request additional resources as necessary from support agencies, mutual aid providers, the Emergency Management Assistance Compact, and Federal resources.
7. Procure and maintain sufficient reserve fire apparatus to enable additional units to be placed in service as required.
8. Activate mutual aid agreements to ensure additional immediate response if necessary, from surrounding jurisdictions.
9. Procure and maintain an adequate stock of medical supplies.

10. Activate agreements for emergency resupply as needed.
11. Activate and maintain sufficient reserve ambulances to enable additional units to be placed in service as required.
12. Perform fire/arson investigation.
13. Maintain an on-duty investigation team for duration of investigation.

F. Disaster/Contingency

1. It is assumed that in the aftermath of a natural or man-made disaster, system failures and barriers may hamper ordinary firefighting operations. In a large-scale incident, the SPEOC will be initiated. Resources available to the department to assist in mitigating these situations will be requested either through the SPEOC, or the RCECC, directly.
2. Saint Paul Public Works (see ESF 3) – The SPPW has the resources to assist in:
 - a. Conducting post incident assessments of public works (roads, bridges, sewer, and water) and City infrastructure;
 - b. Coordinating primary and emergency route clearance for life safety and infrastructure support activities;
 - c. Executing emergency contract support for life-saving and sustaining services;
 - d. Conducting overall damage assessment to include private, business, and City owned structures affected by disaster;
 - e. Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services;
 - f. Providing emergency repair of damaged infrastructure and critical facilities; and
 - g. Providing for debris removal, temporary storage, and final disposal.

Note: Maintenance and repair of State freeways and highways servicing the City of Saint Paul are the responsibility of Minnesota Department of Transportation (MNDOT). Normal maintenance on county roads is performed by the City of Saint Paul.
3. Saint Paul Building Maintenance – Building Maintenance is the primary resource for restoring systems directly related to the SPFD fire stations.

- a. Numerous generator trailers (GenSets) are situated throughout the city and can be mobilized to any affected station.
- b. Minor structural damage to fire stations is handled through Building Maintenance.

4. Emergency Communications

SPFD is utilizing the 800Mhz radio communications system. In the event the trunked system fails, each portable is equipped with numerous Scene of Action (SOA) channels that are not “repeater-dependent.” Truck to-truck communications can be handled on these channels until contingency plans have been enacted by the RCECC.

5. Equipment Services

Equipment Services is the primary contact for vehicle breakdowns and for re-fueling at major incidents. In the event of a major power outage that affects the fuel pumps at any/all of the cities I3 locations, Equipment Services has the ability to bring fuel to the fire unit. On-scene repairs of fire vehicles are carried out utilizing their mobile field maintenance vehicle.

6. Electric/Gas Emergencies

As with any other utility emergency, dispatching of Emergency Response Team’s will be coordinated through the RCECC.

ROLES & RESPONSIBILITIES

A. Primary Agency

Saint Paul Fire Department responds to calls from residents, visitors, and organizations in the City of Saint Paul. SPFD will provide a liaison to the SPEOC to provide SPFD’s operations status. The department accomplishes this responsibility through four areas of operations:

1. **Fire Prevention**—preventing fires before they occur.
2. **Fire Suppression**—extinguishing fires that do occur.
3. **Emergency Medical Services**—providing state-of-the-art pre-hospital emergency medical and transport services.
4. **Support Services**—including administration, finance, communication, fleet maintenance, research and development, professional standards, management information and technology services, and departmental training.

B. Support Agencies

Support agencies will assist at the scene of a fire in accordance with their mission and responsibilities assigned under the Mutual Aid/Joint Powers Agreement.

1. **Minnesota Department of Health (MDH)**—MDH will coordinate health and medical assistance in the city as needed in firefighting efforts. This will be done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
2. **Minnesota Department of Human Services (MDHS)**—MDHS will assist in providing for evacuees including food, bedding, supplies, and transportation using contractual services of the American Red Cross.
3. **Minnesota Department of Mental Health (MDMH)**—MDMH will coordinate mental health activities within the District through needs assessment and provision of critical incident stress management (CISM) for first responders and crisis counseling for victims/families and special vulnerable populations.
4. **Saint Paul Department of Public Works (SPPW)**—SPPW will provide water redistribution (if necessary), and on-site sand and salt for slippery conditions.
5. **Saint Paul Department of Emergency Management** — Emergency Management will activate the City’s EOC and require ESF’s to staff the Consequence Management Team (CMT) and perform an assessment of the situation through Situation Reports (SITREPS), determining the immediate critical needs and the need for state and federal assistance.
6. **Saint Paul Police Department (SPPD)**—SPPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after a fire to protect the health and safety of persons and the integrity of the fire scene. SPPD will also perform criminal investigations as necessary.
7. **Medical Examiner (ME)**—The ME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains, through ESF 8 Health and Medical Services, Fatality Management.
8. **Metropolitan Transit Commission (MTC)**—MTC will respond with SPFD to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as needed, for evacuating the population.

9. **Xcel Energy**—Xcel Energy will provide an Emergency Response Team (ERT) to address electric power utility disconnects as necessary. Xcel will also provide an ERT to address natural gas utility disconnects as necessary.

RESOURCES AVAILABLE

A. Mutual Aid (see also ESF 7 Resource Support)

The SPFD has mutual aid agreements with neighboring communities.

These agreements are either written or verbal. SPFD is a member of the Capitol City Mutual Aid Agreement and also has a formal Mutual Aid Agreement with the Minneapolis Fire Department. Any request for mutual aid assistance is the responsibility of the Saint Paul Fire Chief or appointed designee.

B. Support Agencies Notification

The Saint Paul Fire Chief or appointed designee will activate the EOC and notify support agencies under the following conditions:

1. Escalating three alarm fires.
2. Three or more working incidents at one time.
3. The private sector resources phone list is utilized by the on-duty Deputy Chief.

C. Communications Capability

1. The Saint Paul Fire Department vehicles are typically equipped with 800 MHz radios and wireless laptop computers. All command vehicles and medic rigs have cell phones. Specialized response unit's vehicles are equipped with cell phones and typically with satellite phones as well.
2. All Mutual Aid departments are 800Mhz compatible. The RCECC typically dedicates proper radio channels (Talk Groups) for individual fire and EMS incidents.
3. All responding agencies have SOA-P1 dedicated for "emergency communications."
4. Incident Command will typically carry two radios and continually monitor for emergency traffic.

ADMINISTRATION & SUPPORT

A. Requests for Emergency Assistance

These will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the city to the

county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Declaration of a Local Disaster Emergency by the Mayor or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. general fund for the city, etc.).

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique or After-Action Review of the group activities during the event/incident/exercise. Support agencies should provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

SUPPORTING DOCUMENTS

All of the SPFD Standard Operating Procedures, Capital City Mutual Aid Association documentation, and Mutual Aid/Joint Powers Agreement documentation can be found at the SPFD Headquarters, 645 Randolph Ave, Saint Paul, MN 55102.

AUTHENTICATION



November 15, 2019

Barton Inks
Saint Paul Fire Chief

Date



November 22, 2019

Rick Schute
Emergency Management Director

Date

ESF 5 EMERGENCY MANAGEMENT

ESF Coordinator:	Saint Paul Department of Emergency Management
Primary Agencies:	Saint Paul Department of Emergency Management Saint Paul City Attorney Saint Paul City Council Mayor of Saint Paul
Support Agencies:	Saint Paul Office of Technology and Communications Saint Paul Police Department Saint Paul Fire Department Saint Paul Mayor’s Office – Communications and City PIOs Saint Paul Public Works Saint Paul Parks and Recreation Saint Paul Human Resources (HR)/Risk Management Saint Paul Office of Financial Services (OFS) Ramsey County Emergency Communications Center (ECC) Ramsey County Homeland Security/Emergency Management MN State Homeland Security and Emergency Management MN Volunteer Agencies Active in Disasters (MN VOAD) Private and Public Partners

PURPOSE

The Emergency Management Department coordinates and collaborates with our partners to reduce the impact of emergencies and disasters and support the response to emergencies and disasters through a comprehensive emergency management program. The purpose of Emergency Management is to support our partners and help set the conditions to facilitate a coordinated response effort. ESF 5 activities include functions that are necessary to support and facilitate planning and coordination for operations involving incidents requiring multi-agency/multi-jurisdictional coordination.

ESF 5 coordinates the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts.

SCOPE

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Saint Paul Emergency Operations Plan (EOP).

Emergency Management, as the coordinating agency for ESF 5, will actively engage the emergency support agencies in planning, training, and exercises to ensure an effective operation upon activation. ESF 5 is focused on the response phase of operations. As the situation stabilizes and transitions to recovery, the Emergency Management role transitions to ESF 14 Long Term Recovery.

ESF 5 actions are categorized to include six primary functions:

1. **Incident Support:** supports incident decision-making, setting objectives and provides a system of emergency management when needed.
2. **Resource Acquisition and Tracking:** provides a system for acquiring, assigning, tracking mobilization, deployment, utilization and demobilization of resources.
3. **Planning:** supports the development of Incident Action Plans which details the priorities, objectives and results to be achieved by the city-county EOC and the incident.
4. **Incident Documentation:** provides for documentation, cost analysis, damage assessments and other coordinating activities.
5. **Declaration Process:** facilitates the emergency or disaster declaration process, policy review and consideration of disaster or emergency funding sources.
6. **EOC Management:** provides for management of the EOC.

During the post-incident response phase, ESF 5 is responsible for the functions that are critical to support and facilitate multi-agency planning and coordination. This includes:

- Alert and notification (ESF 2)
- Incident action planning
- Coordination of operations
- Direction and control
- Information collection, analysis, and management, including information flow and sharing
- Facilitation of requests for state/federal assistance and provide updates or coordination
- Resource acquisition/logistics and resource management (ESF 7)
- Financial management (ESF 7)
- Worker safety and health (HR/Risk Management)

- Support from MN VOADs
- Other support as required

POLICIES

ESF 5 applies to all agencies and organizations with assigned emergency responsibilities as described in the “Responsibilities” portion of this Annex. All emergency operations conducted by ESF 5 will be in accordance with NIMS/ICS.

Emergency Management functions will be utilized to support liaison activities in the field or with partner agencies, in anticipation of, or in response/reaction to the occurrence of an emergency, disaster or large scaled planned event in the City. Additionally, Emergency Management can be utilized at the request of on-scene commanders to support activities.

Resource allocation will be requested through and tracked by the EOC and the EOC serves as a central hub for information and situation reports. The EOC will manage and implement any Mutual Aid Agreements.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the city ordinances related to the Saint Paul Department of Emergency Management. Additionally:

- Public Law 81-920 – Federal Civil Defense Act of 1950, as amended
- Public Law 93-288 – Disaster Relieve Act of 1974, as amended
- Public Law 99-499 – Superfund Amendment and Reauthorization Act (SARA) of 1986, as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, November 23, 1988, as amended
- Post-Katrina Emergency Management Reform Act of 2006
- Sandy Recovery Improvement Act (SRIA) of 2013
- Disaster Relief Appropriations Act of 2013
- National Response Framework, National Incident Management System, Incident Command System Policies
- Mutual Aid Agreements/Memoranda of Understanding
- Current FEMA regulations

SITUATION & ASSUMPTIONS

A. Situation

When response to an emergency that exceeds the capabilities of on-scene responders that may require mutual aid, commercial resources and/or state level assets, the Emergency Management Department can coordinate, facilitate and assist our partners in the response effort. Procedures are maintained by the department, in accordance with the City Charter, local ordinances, state and federal laws.

B. Assumptions

The Emergency Management Department will have the City's Emergency Operations Center (EOC) ready to respond quickly and be stood up in a graduated, controlled manner with prescribed procedures to support response operations in a modular manner. Emergency Management will also facilitate the staffing of the EOC from both within its department as well as with city-wide agency support as the situation requires. The EOC or alternative locations will provide city leaders a location and ability to meet, plan and coordinate the city's response.

CONCEPT OF OPERATIONS

A. General

1. The Saint Paul EOC will serve as the central location for inter-agency coordination and executive decision making. Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure. The Mayor and City Council, by promulgation of this plan, assures that the EOC and its equipment are used primarily for emergency management functions.
2. The Saint Paul EOC is located at 367 Grove Street – 6th Floor, Saint Paul, MN 55101. The EOC is equipped to communicate with response personnel, as well as with other local, State, Federal and private sector agencies. In the event that the Saint Paul EOC should become unusable, the first alternate location will be the William & Alfred Godette Memorial Building, located at 645 Randolph Ave, Saint Paul. Security, if needed for the EOC, is coordinated through the Saint Paul Police Department. All EOC personnel will be checked in and provided with an EOC pass.
3. In case of the need for relocation, Emergency Management staff will report to the alternate site to begin the process of setting up the alternate site. Responding personnel will be notified to redirect their response to the new site.
4. The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:
 - Collect, record, analyze, display and distribute information

- Support activities at the scene and in the field
 - Coordinate public information and warning
 - Prioritize and coordinate disaster related activities
 - Conduct liaison and coordination activities with external entities
 - Notify and provide ongoing information to elected officials
 - Coordinate long term recovery operations
 - Prepare action and policy plans
 - Situation assessment
 - Inter-agency coordination
 - Priority establishment
 - Resource management and augmentation
 - Public Information coordination
5. For events originating as a health event (e.g., a disease outbreak or a possible biological terrorist event), Saint Paul/ Ramsey County Public Health may establish a departmental operations center (DOC).
 6. Since routine emergencies can quickly grow into disasters, response agencies will keep Emergency Management informed of escalating situations that may require EOC activation.
 7. Field operations will normally communicate with the EOC primarily by 800 MHz radio and cellular telephone (voice or text). Most other agencies and organizations will communicate with the EOC via landline and cellular telephone, email and/or facsimile.
 8. As information reaches the EOC, it will be recorded into an electronic scrolling events log.
 9. Common Operating Picture systems such as Haystax, HSIN Connect, WebEOC or others may be used to collaborate and share information between locations and agencies.
 10. Incident photographs with GPS coordinates or other specific location identifiers will be forwarded to the EOC along with other reports or documentation. These will be collected and consolidated to be used for HSEM/State, FEMA, investigative authorities, or other reasons.

11. Activating the EOC

a. EOC Activation Levels

<u>Level</u>	<u>Who</u>
<p><u>Routine/Monitoring (Level 1)</u></p> <ul style="list-style-type: none"> • Normal daily activities; Staff monitoring Knowledge Center and email alerts; maintaining 24/7 readiness. 	<p>EM Staff, EM Department Duty Officer (EM “3-Deep”)</p>
<p><u>Partial Activation (Level 2)</u></p> <ul style="list-style-type: none"> • Low impact incident requiring increased staffing • Scaled to meet the needs of the incident; can be used to ramp up to full activation • Used when coordination between 3 or more departments/agencies is required. 	<p>2-3 EM staff and other applicable department/agency representatives scaled in size for the incident/event</p>
<p><u>Full Activation (Level 3)</u></p> <ul style="list-style-type: none"> • Full staffing representing city-wide departments/agencies to coordinate events/incidents • Typically working in 12-hour shifts; may sustain 24-hour operations • Incident Action Plan is created and regular Situation Reports (SITREPs) are published 	<p>Personnel from each department identified as the department’s representative(s) for that incident or assigned members of the IMT</p>

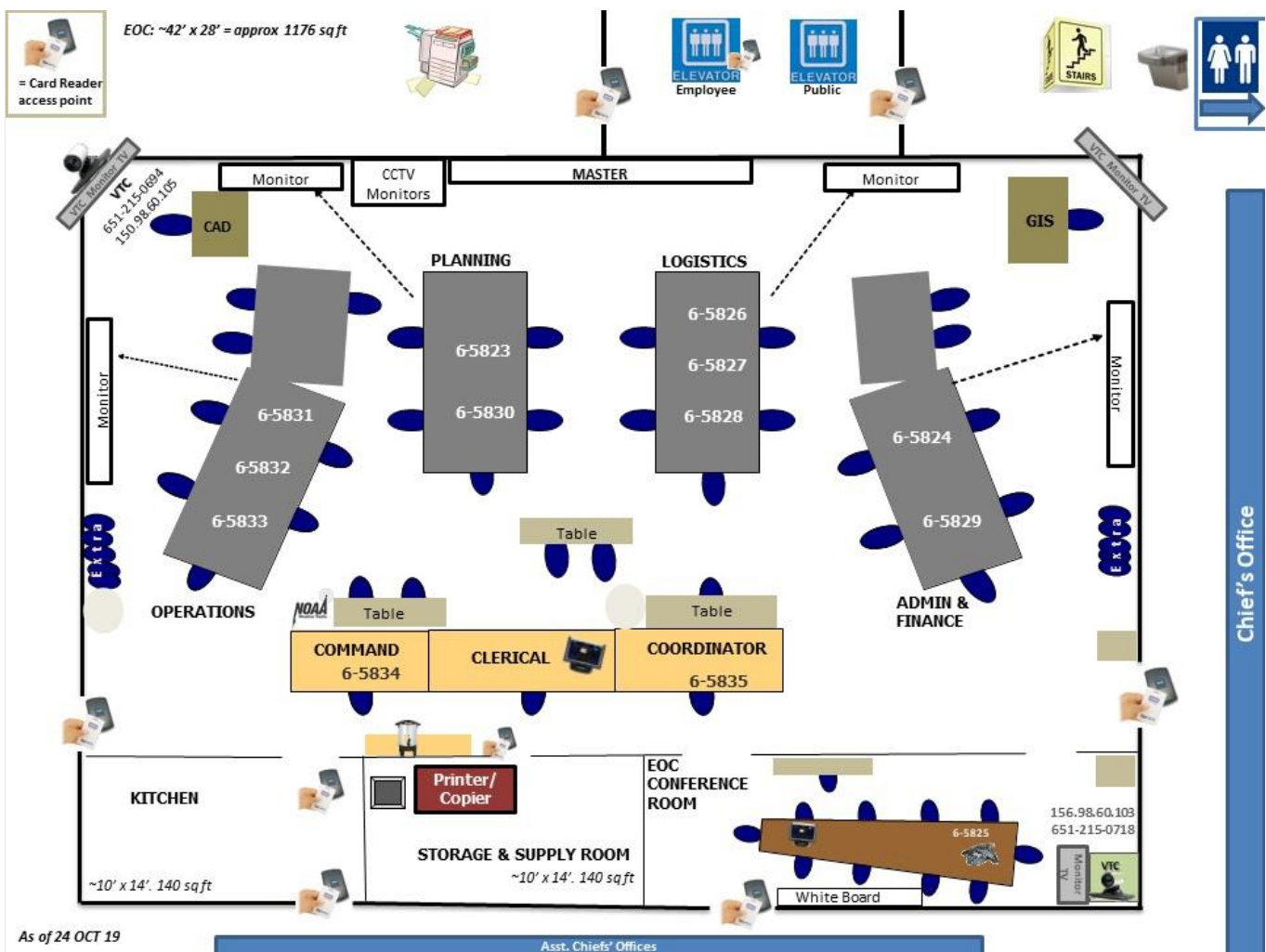
b. Triggering an activation

The EOC may be activated or deactivated as required for exercises, impending or actual emergencies or for the following reasons:

- 1) **Felt Event:** Incident is observable in the community, causes public concern or unique media interest. Where there is no clear indication of the need, activation at a level 2 is recommended. Typically, this event is learned about by media reports, CAD, over the radio, or through direct alerting communication. Example – officer involved shooting, line of duty death, an incident involving 3 or more departments that go outside daily operational capabilities, structure collapse
- 2) **Response-Based Event:** Listed in the hazard specific protocols as requiring activation at some level. The nature and scope dictate the activation level; typically the event and response builds. Example – Activation in accordance with the Flood Matrix.
- 3) **Protocol Response:** A unique hazard with the potential for major impacts requiring activation per department protocol, possibly full or partial staff recall requiring multi-agency/multi-jurisdiction coordination; Example –Structure collapse, tornado warning, terrorist attack, major train derailment with HazMat release, etc.

- 4) **Requested:** Activation in support of multi-agency coordination or field operations is requested by the on-scene incident command. Example – Coordination for an imminent and significant snowstorm/snow emergency, large public protest, an on scene commander or Incident Commander requests it for an event that can expand rapidly or have follow on cascading events, etc.
- 5) **Directed:** The Mayor, Deputy Mayor/Acting Mayor, as Chief Executive, can direct the EOC be activated for a specified reason or mission.

12. Figure 1 EOC Diagram Layout – 6th floor, 367 Grove Street



B. Organization

- 1. The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this ESF under Direction and Control. The organization and staffing of the EOC will be

designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

2. Incident Command System

The principles of the Incident Command System and the National Incident Management System will be used to guide and coordinate activities at the disaster scene. The EOC will organize using ICS and NIMS principles in support of field operations. Using the ICS, there are five functional sections as follows, known as CFLOP:

- Command Section
- Finance and Administration Section
- Logistics Section
- Operations Section
- Planning Section

3. The functions of ICS/NIMS will be as follows:

a. Command and Management

The Incident Commander will provide overall management at the incident site, including public safety, public information actions, and the direction and control of resources. This will be done in conjunction either with the activation of the EOC or establishment of a Command Post/Multipurpose Staging Area (CP/MSA) depending on the severity of the incident. The size of the incident and potential for multiple local, state or even federal agencies will require a joint command system to be established.

b. Operations/Communications and Information Management

The Incident Commander will rely on information received from responding agencies on scene, radio traffic from communications, and the EOC to address tactical actions. The response to incidents will be determined in accordance with SOPs developed and maintained by each response agency.

It is in the best interest of those agencies with responsibilities associated with this ESF to have the freedom to augment those actions that, in their best judgment, will neutralize a situation and bring it back to normalcy.

c. Logistics/Resource Management

In the event of a disaster or major incident, the EOC will be responsible for providing facilities, personnel, services, equipment, and materials based upon the needs of the on-scene commander.

d. Planning/Preparedness

Overall planning coordination is the responsibility of both the on-scene commander and the EOC. The on-scene commander will collect and evaluate information about the incident and pass this information along to the EOC who will document and disseminate the information to the appropriate authorities. The EOC will then provide additional resources as requested by the on-scene commander based upon the information received from the incident site.

e. Finance and Administration

In the event of a disaster or major incident, the Office of Financial Services Director, will assign a special tracking number for all disaster-related expenditures. Each department will then be responsible for the tracking and submittal of disaster-related expenses through the usual avenue of purchase orders. The special tracking number should be posted on all purchase orders.

4. EOC Positions

a. Following are the EOC positions that may be filled during most EOC activations.

- **EOC Command/Incident Commander/Incident Manager** – Attains and maintains situational awareness and shares a common operational picture. Pulls information from the incident and pushes the information up the leadership chain two levels up and informs adjacent jurisdictions. Approves the EOC operational periods.
- **EOC Clerk/Scribe** – Maintains the EOC electronic information sharing “scroller.” This may be shared by more than one person.
- **EOC Coordinator** - Ensures that all EOC equipment resources are operational.
- **EOC Operations Chief** – Focus is on the present – Develops the operational periods and manages the mission assignment process.
- **EOC Planning Chief** – Focus is 24, 48, and 72 hours out. The Planning Section Chief provides for the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources. The Planning Section is responsible for the entire Incident Action Planning process. This includes preparing and documenting incident priorities, establishing the operational period, and developing contingency, long-term, demobilization and other plans related to the incident, as needed.
- **EOC Logistics Chief** – Fills resource requests, both internal and external to the EOC. The Logistics Section Chief is responsible for Logistics Section Chief for managing the control and accountability for supplies and equipment, resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations;

transportation coordination; and information technology systems services and other administrative services

- **EOC Finance/Administration Chief** -- Finance and Administration Section Chief(s) are responsible for monitoring funding requirements and incident costs.
- b. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position on a 24/7 basis.
- c. The National Incident Management System (NIMS) has six primary components:
 - Command and Management (includes ICS)
 - Preparedness
 - Resource Management
 - Communications and Information Management
 - Supporting Technologies
 - On-going Management and Maintenance
- d. Emergency lines of succession have been established to ensure the availability of a City official with the authority to declare an emergency. Refer to the Continuity of Government Plans.
- e. Regardless of the level of assistance provided by outside entities, overall support, direction and control of the EOC remains the responsibility of Saint Paul Emergency Management.

C. Notifications

Field response agencies will be aware of the EOCs information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s).

Emergency information will be relayed to the EOC primarily from the Emergency Communications Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:

- Private sector
- Media
- Citizens/Residents
- Other jurisdictions
- State and Federal government agencies

D. Direction and Control

1. The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.
2. To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.
3. The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.
4. The EOC Coordinator will deactivate EOC staff as circumstances allow, returning the EOC to its normal operations/steady state condition as the situation determines, whether that is a scaled down approach or immediate approach. Functions provided by the EOC staff will then be managed by individual organizations or by EOC steady-state coordination mechanisms.

ROLES & RESPONSIBILITIES

A. ESF Coordinating Agency

As provided in Chapter 13 of the City Code, the Emergency Management Director is responsible to the Mayor for the proper functioning of the Incident Management System within the city.

The Emergency Management Director and the Emergency Management Department is responsible for facilitating and coordinating EOC operations and activities, ensuring the EOC is adequately staffed to accomplish its mission of providing coordination and support to our partners. Additionally, the Emergency Management Director is responsible for briefing and advising city leadership concerning emergency/disaster situations, coordinating overall disaster response, and serving as the primary point of contact with State and Federal emergency management agencies. The Emergency Management Director also acts in the capacity of adviser to a variety of local governing and non-governing agencies, response agencies, law enforcement, emergency medical and fire agencies.

B. ESF Primary Agencies

1. Saint Paul City Attorney

The City Attorney is responsible for providing legal support to include interpretation and rulings, to review operations and support all agencies in carrying out duties associated with the incident.

2. Saint Paul City Council

The City Council is the chief legislative body for the City, officially declares a local emergency requested by the Mayor, or Acting Mayor, and may provide personnel in the EOC during response operations.

3. Mayor of Saint Paul/Mayor's Office

The Mayor of Saint Paul is the Chief Executive of the City, a city of the first class, and is the primary stakeholder. The Mayor's Office will support response efforts through various means to include providing oversight and coordination for all response communications.

C. Supporting Agencies/Departments**1. Saint Paul Fire Department**

This city department is the lead agency for fire/arson investigations, emergency medical responses, HazMat incident responses, fire responses, and performs limited search and rescue missions to the community.

2. Saint Paul Police Department

This city department is responsible for law enforcement, security, traffic control and evacuations and supports the City's response through these areas to provide safety and security to the community.

3. Office of Technology and Communications

The Office of Technology and Communications is the lead department relating to all technology for the City. Furthermore, they provide customer "Help Desk" support, network and phone access and other areas to facilitate communications and technology needed to share information and communicate throughout response efforts.

4. Ramsey County Emergency Management Homeland Security

This county agency has the role of supporting response and recovery efforts in the city when requested. They also coordinate county response and recovery activities including incorporating county assets assisting the efforts in the City.

5. Saint Paul Public Works

This city department is responsible for coordinating through the EOC, support primarily related to the services of roads, sewer systems, transportation, snow removal and other areas.

6. United States Coast Guard

Through the EOC, this federal military service agency can provide support regarding river related activities. During a commercial traffic incident, the Coast Guard typically is the primary agency on the waterway.

7. Minnesota National Guard

The EOC may request support through the State Duty Officer and Governor's Office, this state/federal entity can assist the City when situations warrant. For example, the SPPD may need assistance with law enforcement activities. Other departments may utilize their multi-disciplines upon Guard activation by the Governor and will be under their military command structure support the Incident Commander(s).

D. All tasked agencies will:

1. Develop applicable standard operating procedures, guidelines and/or checklists detailing the capabilities and intended accomplishment of their assigned functions. Also, they will:
 - Provide on-going status reports as requested.
 - When requested, send a representative to the EOC to assist with ESF 5 activities and EOC activities.
 - Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
 - Document all costs and expenses associated with response and recovery activities ensuring to clearly separate disaster related work in the event that reimbursement from State and/or Federal government becomes available.
 - Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
 - Perform other emergency responsibilities as assigned.
2. Each and every agency, department, office and department of the city government is charged with the development of and assistance in their respective ESF. Each of these entities, as well as schools, hospitals, industry, and other public and private agencies that have responsibilities for the public should maintain and periodically test, review, and update their ESF and service continuity plans.
3. Special population needs will be accomplished by each individual agency charged with their care. All agencies rely upon the expertise of those entities that deal with special populations on a day-to-day basis. This is not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during, and after a disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transportation
- Sheltering
- Mitigation assistance
- Miscellaneous or unmet needs.

E. Outside Responders

If mutual aid response agencies are called upon to assist during a disaster event, they typically will be requested by the incident commander through the EOC or radio dispatch. They typically would then be requested to report to the designated Command Post or Staging Area. Mutual aid requests from surrounding cities/counties, State or Federal agencies would normally be made through the incident commander to the EOC or the Ramsey County Emergency Communications Center (ECC). The EOC will notify the incident commander of the arrival of such resources and the incident commander will then direct responding agencies to a staging area for assignment.

F. Command Post/Multi-Purpose Staging Area (CP/MSA)

CP/MSA can be activated upon the direction of the Incident Commander, based on the incident conditions. The CP/MSA, when activated, will provide a base for coordinated field emergency operations; the location to be determined at the time based upon the following:

- Location of the disaster scene.
- Responder safety (especially in the event of a hazardous materials incident).
- Ample parking facilities.
- Capability for electrical power hook-ups.
- Capability of communication systems to include telephone lines.

CP/MSAs typically are used as a “rally point” for incoming forces and a staging area for post-disaster support and recovery activities.

G. On-Going Management and Maintenance

On-Going management of the situation during post-event proceedings typically will continue to be the responsibility of the EOC group. This includes all communication; records and other information that will assist the affected area(s) begin to return to pre-event levels.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance should be resolved at the lowest levels. Unresolved assistance requests will normally flow upward from city to the county or state, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The proclamation of a Local Emergency by the Mayor, or a State-wide disaster issued by the Governor may suspend selected policies and published guidance that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification, and, should State/Federal reimbursement be possible. Typically, the first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

D. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, departments and support agencies should provide written and/or oral inputs for this critique. The primary agency representative should consolidate all inputs into a final report and submit it to the Emergency Management Director or designated official.

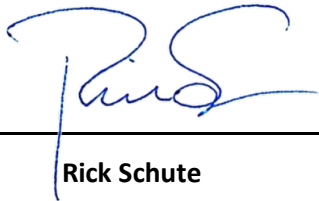
RESOURCES AVAILABLE

- Mutual Aid with other municipalities and state agencies
- US Army Corps of Engineers (i.e. Lock and Dam operations and security)
- Minnesota National Guard - 55th Civil Support Team and CERFP Team (CBRNE Enhanced Response Force Package)
- Ramsey County Mobile Incident Command Center (for activities such as - command & control support, on-scene command facility, communications support, rehab, etc.)
- The Minnesota Fusion Center
- Disaster Mortuary Operational Response Teams
- MN VOADs

SUPPORTING DOCUMENTS

- Emergency Operations Plan Base Guide, its supporting EFSs and other documents
- Emergency Operations Guide (Red Book located in EOC)
- Ramsey County Emergency Operations Plan
- MN HSEM Emergency Operations Plan
- Saint Paul City Code and Ordinances

AUTHENTICATION



Rick Schute
Emergency Management Director

November 12, 2019

Date

ESF 6 MASS CARE HOUSING AND HUMAN SERVICES

ESF Coordinator:	Saint Paul Department of Emergency Management
Primary Agencies:	Saint Paul-Ramsey County Public Health (SPRCPH) Ramsey County Emergency Management and Homeland Security
Support Agencies:	American Red Cross Minnesota Region Saint Paul Parks and Recreation Saint Paul Public Works Saint Paul Police Department Saint Paul Department of Safety & Inspections Saint Paul Public Schools Saint Paul HR/Risk Management Saint Paul Human Rights and Equal Economic Opportunity Department Ramsey County Sheriff's Office Ramsey County Emergency Communications Center Ramsey County Social Services Department Ramsey County Financial Assistance Services Department MN State Homeland Security and Emergency Management Minnesota Volunteer Agencies Active in Disasters (MN VOADs)

PURPOSE

This ESF describes how the emergency Mass/Congregate Care, housing and human services needs of the citizens of Saint Paul will be met in the event of an emergency or disaster. This ESF also includes the provision of mass care to professional and volunteer disaster responders.

Mass Care includes the provision of emergency shelter, and any life care needs for people in shelters such as food, sanitation, clothing, bedding, etc., necessary for the length of their stay at the Mass Care facility (emergency shelter) depending on the duration of their sheltering needs. Emergency human services includes the registration of victims in need, referral to victims' services, and mental health counseling for victims and responders. Emergency human services also includes the provision of temporary housing, feeding, and basic needs services to people affected by the disaster who are not staying in shelters or after the shelters have closed.

Mass Care during Pandemics (including Alternate Medical Care) will be guided by ESF 8 partners for the Public Health response. Additional plans such as Pandemic Flu plans may be referenced. In addition to,

or in lieu of specific pandemic planning, public health officials and medical professionals will guide policies, planning and execution of mass care during pandemics or other mass health outbreaks.

Mass patient care including the provision of medical Alternate Care sites, where large numbers of sick or injured disaster victims/patients are provided temporary in-patient medical care outside of a hospital or nursing home is covered in ESF 8 - Health and Medical.

Animal care, including companion animal care, is addressed in ESF 11.

SCOPE

This ESF can be implemented prior to or during an emergency to meet existing or anticipated needs. It addresses disaster related Mass Care, Housing, and Human Services issues under all hazard situations. Policies and procedures herein can be applied to situations ranging from highly localized small-scale events to catastrophic disasters affecting the entire City of Saint Paul jurisdiction.

The City may also activate this ESF to offer its shelters to victims of disasters outside the City's jurisdiction. Saint Paul may be called upon in mutual aid to provide shelter space and mass care to citizens from other cities, counties, and even other states.

POLICIES

- **Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended**
- **U.S.C. 36** mandates that the American Red Cross provide disaster mass care (provide disaster “relief” and “mitigate suffering”) as part of its mission.
- **Title II of the Americans with Disabilities Act [ADA] (42 U.S.C)** prohibits discrimination on the basis of disability in public services, programs, or activities.
- **Title III of the ADA (42 U.S.C)** prohibits discrimination on the basis of disability in private services, programs, or activities
- **Minnesota Statutes 12A.08** – charges the Commissioner of Health with evaluation and assessment of facilities including nursing homes and mass care facilities; food safety, lodging and shelter; public swimming pools; community and other drinking water systems; and private drinking water supply wells in times of natural disaster.
- **City of Saint Paul Statutes: Chapter 13.04**
 - **(e) Utilize existing facilities.**

This section of the City Code stipulates that the Director of Saint Paul Department of Emergency Management will utilize city facilities, personnel, and resources to the “maximum extent practicable,” and that City department Directors and personnel will cooperate with the Saint Paul Emergency Management and any requests by the Governor. Department Directors, in coordination with the Director of Emergency Management, will also be responsible for “planning and programming...emergency management activities” involving their facilities.

- **(g) Emergency facilities.**

This section of the City Code requires the Director of the Saint Paul Department of Emergency Management to provide and equip emergency facilities including mass feeding and temporary shelter facilities for disaster victims in accordance with the City EOP.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinance.

SITUATION & ASSUMPTIONS

A. Situation

The City of Saint Paul is urban in nature and densely populated. The 2018 U. S. Census Bureau’s population estimate for the City is 307,695 residents. Most disaster hazards faced by the City are sudden in nature and would require limited, short-term mass care. Slow developing and catastrophic disasters can present situations where long-term and widespread mass care operations would need to be implemented. Mass care operations may even extend into the recovery stage of the disaster and will likely require many facilities, large logistical efforts and resources, and a significant number of disaster workers that will also require their own logistical support/mass care. To provide the best mass care possible under all circumstances the City of Saint Paul will utilize its resources as needed and available to provide for the care needs of its citizens and will call upon mutual aid assistance should those resources be exceeded.

Mass or congregate care refers to numerous care functions that aid in the response and recovery phase of an emergency or disaster. The scope of resources may vary depending on the event, but in most cases, city and county departments, along with non-profit volunteer and church-based organizations can provide valuable services to aid in emergency response and recovery efforts.

Saint Paul may also be called upon to shelter and provide other mass care services to people evacuating other jurisdictions. While Saint Paul may not be directly affected by the disaster prompting the evacuations, the effects of sheltering large numbers of people could be a significant strain on the City requiring a great deal of coordination and resources. The Red Cross has traditionally carried the greatest load of responsibility for sheltering operations, but in large-scale

sheltering events the American Red Cross will be overwhelmed. They will call on mutual aid from other chapters, assistance from other VOADs, and other volunteers. The ARC also covers the entire metropolitan area and may already have their resources tasked to shelters operating on other areas of the Twin Cities. In these cases, this may mean that limited to no ARC mass care resources may be available to assist the City. The City has designated four large City facilities to serve as public emergency shelters to supplement the ARC shelters in the jurisdiction. City employees are being trained to coordinate mass care activities and serve as shelter managers, and will be able to assist Red Cross personnel or serve in that capacity if they are unavailable.

Mass care needs for responders mirror many of the needs of disaster victims. Disaster workers will require food and drink, restroom and sanitation facilities, and occasionally formal Relief Areas and temporary housing. Another critical need of disaster workers is crisis and stress management counseling, also known as Critical Incident Stress Management (CISM). Working in a disaster can cause great and unexpected mental distress even in experience professional responders.

B. Assumptions

1. All local entities have emergency response plans for dealing with structural collapse/technical rescues and have the means for initial and, in many cases, complete response to structural collapse/technical rescue incidents.
2. Some incidents will be beyond the capabilities of the local responders, some of which have specific mutual aid agreements with contiguous local forces and private entities for needed resources. Local forces know how to request assistance for the State response agencies.
3. Primary and support agencies are familiar with and know how to activate ESF 6.
4. Agencies personnel have been trained in the types of response they may need to perform, and the limitations of their agency.
5. Agencies have the capability of protracted operations.
6. Primary and support agencies have developed SOPs to further detail their responsibilities and response actions, have current lists of personnel and equipment will be available during the incident.
7. The City has Mutual Aid and or Letters of Agreements with other local, state, and private organizations for additional equipment and personnel. Refer to ESF 7 for more information.
8. The public will be kept advised of the situation, potential dangers and precautionary actions they should take. If further information needs to be disseminated it is assumed agreements or

procedures exist to make that information available whether it be through the media, press releases etc.

9. The majority of the public will listen and heed warnings and protective action instructions.
10. Structural Collapse/Technical Rescue incidents often give no warning and protective actions may need to be redesigned should situations change.
11. Communications among responders exist or there are alternate and back-up systems in place and available.
12. Proper execution of the noted ESFs will reduce the devastating effects an incident may cause/produce.

CONCEPT OF OPERATIONS

A. Mass Care Sheltering

Note: this section covers mass care public emergency sheltering within the city limits for Saint Paul citizens or as a receiving jurisdiction for evacuees from other jurisdictions. Public emergency sheltering outside the city limits for Saint Paul citizens will be handled under the emergency plans of the receiving jurisdiction.

1. Saint Paul citizens will be encouraged to use public emergency shelters only as shelters of last resort and only until they can find other sheltering options or return home. Using public address systems and the media the City will recommend that citizens requiring temporary housing first seek out relatives, friends, vacation homes/cabins, hotels etc. outside the affected area with which to shelter until they are able to return home. Only when none of these options are available/viable should they use public emergency shelters. The Twin Cities metropolitan area has several thousands of hotel rooms, enough hotel rooms to host large conferences and large-scale sporting events.
2. The city will make every effort to inform people of their sheltering options. This includes the locations of public emergency shelters, and of transportation methods to reach those shelters. There will always be some people for whom public emergency shelters are the most viable option for emergency sheltering.
 - a. **Low income families** with limited access to reliable transportation or reliance on public transportation may require additional assistance from the city for transportation to shelters if needed. ESF 1 covers additional information on evacuation and transportation assistance requests and hotlines.

- b. Homeless populations** in the city will require extra effort for warning and notification of the need to seek shelter and the location of shelters. Outdoor sirens can indicate the existence of an emergency but cannot convey specific information on the hazard and directions for protective action. Saint Paul employees who work out in the field and who have radio access may provide a source of information and direction for the homeless populations. Of particular use will be vehicles with public address systems such as police vehicles.
- 3. Primary Shelter Coordination Agencies:** The Saint Paul Director of Emergency Management and Ramsey County Public Health will be responsible for coordinating shelter mass care activities with the American Red Cross, other City/County departments and agencies, and VOAD organizations.
- 4. Pre-designated Shelters.** There are several pre-designated shelters facilities within the city limits. These shelters are either private facilities that have agreements with the American Red Cross or are City of Saint Paul facilities.
- a. American Red Cross Shelters** will be managed by the Red Cross under their procedures and in coordination with the City.
- b. Saint Paul Emergency Public Shelters and Mass Care Facilities:** Saint Paul Parks and Recreation is the lead City department for sheltering coordination and management of City shelters (excluding Alternate Care Sites). The Red Cross can aid in shelter operations and management or serve as the lead in those areas by the request of Incident Command.
- 1)** The RiverCentre is designated by the Hospital Compact as the Primary Alternate Care Site in the City. These plans for medical care can be converted to general sheltering if required. See ESF 8 for further information on Alternate Care.
- 2)** Parks and Recreation Pre-designated Emergency Shelters: The City has four pre-designated emergency shelter facilities. These facilities are all ADA-compliant. These facilities are Parks and Recreation Department buildings. All pre-designated City emergency shelters are capable of co-sheltering both humans and animals (see ESF 11 for Animal sheltering plans)
- **North Dale Recreation Center - 1414 N St. Albans Street**
Capacity: Estimated at 154
Approx. 80 standard cots/ 12 special needs cots
Gym Size 61x97
 - **Oxford Community (aka Jimmy Lee) Center -270 Lexington Parkway North**

Capacity: Estimated at 565

Approx. 80 standard cots/ 12 special needs cots/ gym

Gym Size

- Main Gym 67x97
- Field House: 134x97 (67x97) (67x97)
- Animal Shelter: 67x97

- **Battle Creek Recreation Center- 75 S. Winthrop Street**

Capacity: Estimated at 141

Approx. 80 standard cots/ 12 special needs cots/ gym

Gym Size - Main Gym 60x94

- **Wellstone Center (aka El Rio Vista)- 179 E Robie Street**

Capacity: Estimated at 270

Approx. 80 standard cots/ 12 special needs cots/ gym

Gym Size Field House: 134x97 (73x95) (73x95)

- 3) The EOC will designate the use of these sites, and select appropriate additional sites if needed based in part on the following considerations:
 - a) Size and location of the facility as appropriate to the location and number of victims
 - b) Transportation assets needed to bring people to the facility
 - c) Security needs of the facility
 - d) Availability of emergency electrical power at the facility
 - e) Facilities and amenities afforded by the facility, specifically kitchen, storage, shower, and restroom facilities. This is particularly important in the case of longer-term sheltering
 - f) Ability to provide co-located animal shelters where pets can receive care while their human owners are staying in a shelter or alternative care site. See Animal Services Annex to ESF 11 for additional information on Animal Shelter operations.
 - g) Access to the facility and its amenities for people with functional/access needs

- 4) **Animals/Pets**- Citizens evacuating their home are encouraged to bring their pets with them. However, due to health concerns Public Emergency Shelters cannot accept pets in their human habitation areas. Animals/Pets are addressed in detail in ESF 11. The following animal sheltering considerations may affect human sheltering decisions and operations.
- **Pet Shelter Options: The City will provide pet owners sheltering options for their animals that include one or both of the following:**
 - **Animal Shelters (existing or Emergency Animal Shelters)**
 - **Animal/human Co-shelters**
5. **Service Animals** – ADA compliant Service Animals will not be separated from their owners and will be allowed in to all human habitation areas of all shelters in accordance with the American's with Disabilities Act standards.
6. ESF 6 activities will be coordinated through the EOC. Primary and support agencies for this ESF will provide staff to the EOC during all hours of operations for the duration of their participation in activities of this ESF.
7. Sheltering related public information inquires. All sheltering related public information inquires will be handled by the incident's Incident Commander, Public Information Officer or other designated staff. If multiple agencies are involved in the response, all public communications will be coordinated through a joint information system or center.
8. Sharing of shelter occupant information. In accordance with confidentiality considerations, information about shelter occupants will not be released to the general public. Information about shelter operations and occupants will be handled via Red Cross Disaster Welfare Inquiry procedures. General information about the numbers of occupants and other information meeting Red Cross/City privacy guidelines and deemed necessary to operations will be shared with the EOC for purposes of shelter operations.
9. ICS in shelter operations. Shelter operations will be organized and managed in accordance with National Incident Management System (NIMS) Incident Command System (ICS) guidelines. All mass care facilities operating in the City will establish an Incident Command System and a direct liaison to ESF 6 in the EOC. A unified command structure may be used. A person trained and certified as a shelter manager by the Red Cross will act as Shelter Branch Director for the facility. Parks and Recreation Department staff and other city personnel are undergoing Red Cross Shelter Management certification to fill this role.
10. Medical care providers at public emergency shelter facilities can be provided through the Ramsey County Medical Reserve Corps, and American Red Cross Medical Teams, when available.

In large scale or long-term events assistance from federal Disaster Medical Assistance Teams (DMAT) or Emergency Management Assistance Compact (EMAC) requests for medical personnel may need to be considered. See the EMAC procedures attached to ESF 7.

- Medical care at general emergency shelters will consist of basic first aid. Victims/patients requiring more extensive medical care will be transferred to a medical facility or Alternate Care Site, if activated.

11. Public emergency shelters and Alternate Care Sites should be segregated to prevent the spread of disease in either.

12. Mass Care coordination should include the following considerations and tasks:

- a. Determine the need to open, consolidate, or close shelters in coordination with the Red Cross
- b. Coordinate the tasking of all sheltering activities during a disaster, to include the sheltering of people with access and functional needs
- c. Coordinate the establishment of mass feeding operations in the disaster shelters
- d. Coordinate with volunteer organizations supporting mass care functions
- e. Establish a system for the screening of persons registering at the shelter to determine suitability for that shelter:
 - 1) Screening should include general questions designed to indicate any health issues that may make the registrant unsuitable for a general shelter. Persons triggering these indicators should go through a second on-site private screening with a health provider to determine if their health needs require special sheltering considerations including the need to transfer them to an Alienate Care shelter. Shelter staff will provide secondary health screenings as indicated via the American Red Cross/Department of Health and Human Services Initial Intake for Assessment Tool.
 - 2) Persons with access and functional needs who are able to self-care or who have their care providers with them will be sheltered in the general public emergency shelters. Persons requiring supportive medical care (who cannot care for themselves or do not have personal care providers with them when entering the shelter) will be transferred to an appropriate medical facility using the protocols in section ii below. See also the Access and Functional Needs Sheltering section

- 3) The following resources may be used to do health screenings for shelter entry:
 - a) Ramsey County Medical Reserve Corps
 - b) Red Cross medical team members
 - c) EMS
- 4) Some transfers from general emergency shelters to medical care sites may require ambulance level care. These transfers will be coordinated with ESF 8 - EMS.
- 5) Screening must meet federal and state medical privacy requirements
- 6) Establish a process for the dissemination of information on shelter occupancy to the EOC. Shelter registration should include information on:
 - a) Full name and address, number of persons in their party.
 - b) Any special dietary, communication, religious, or cultural needs the evacuee may have during their stay
 - c) See the Reunification section of this ESF for registration of evacuees into systems to reunite them with loved ones
- 7) Use the Red Cross National Shelter System for recording and tracking the number of persons continuing to use shelter/mass feeding/ bulk distribution/ or any other mass care service, and ensure that information is disseminated to the proper authorities in the Shelter Command Post and to ESF 6 in the EOC.
- 8) Coordinate the provision of emergency first aid in shelters and in the disaster area (EMS, Red Cross, CERT, MMRS, MRC)
- 9) Coordinate with ESF 8 for the provision of medical aid beyond that required for standard first aid, and for the prevention of communicable diseases related to mass care
- 10) Coordinate with ESF 13 on the provision of security at mass care facilities
- 11) Coordinate with ESF 11 on Animal Mass Care issues
- 12) Coordinate with ESF 4 to ensure fire protection at shelters

- 13) Coordinate with Human Services, Public Health, the Red Cross, and the Salvation Army for the provision of psychological first aid for shelter occupants
- 14) Coordinate with Social Services and through the City's Human Rights and Equal Economic Opportunity Department for the provision of interpreters for limited English and sign-language speakers for shelter occupants requiring those services
- 15) Coordinate with Department of Safety and Inspections for safety inspections at shelters for fire and life safety
- 16) Coordinate with Minnesota Department of Health for inspections of food preparation and environmental health.

B. Access and Functional Needs Sheltering

1. All policies and procedures listed in this ESF will be adhered to in the case of sheltering people with access and functional needs.
2. All American Red Cross and City pre-designated emergency shelters are Americans with Disabilities Act compliant for accessibility.
3. All shelter residents will be assessed to determine if they require support for access and functional needs.
4. The City will make every effort to accommodate persons who are able to self-care or who have their personal care providers sheltering with them.
 - a. Persons with access and functional needs who are able to self-care or who have their personal care providers with them will be sheltered in public emergency shelters.
 - b. Persons requiring supportive medical care (who cannot care for themselves or do not have personal care providers with them when entering the shelter) will be transferred to an appropriate medical care facility. Their families will be moved to the nearest public emergency shelter and regular transportation to and from the alternate care facility will be provided.
 - c. In addition, agencies participating in sheltering efforts will coordinate with ESF 8 for the provision of staff and resources necessary to meet the requirements of access and functional needs victims. The lead agency responsible for ESF 6 will provide lists of resource sources for:

- 1) Tools and aids (such as large print signs) appropriate for assisting the sheltering of persons with access and functional needs
 - 2) Staff and care providers with the ability to care for access and functional needs victims including medical, mental health, and language needs
 - 3) Medical supplies available to each shelter and who is responsible for them
 - 4) Health protocols for assisting in the care of individuals with access and functional needs
 - 5) Interpreters for Limited English speakers and the Deaf and Hard of Hearing
 - 6) The City will coordinate with mass feeding service providers and other available resources to provide special dietary items such as non-pork products, meatless products, low sugar products etc., whenever possible
- C. The City will make every effort to provide for the cultural and religious needs of persons staying in its shelters with what resources are available

D. Disaster Services Case Management

Disaster services case management for both victims in shelters and victims in the disaster area during recovery, clean up, etc. can be accomplished or assisted by the Red Cross and Salvation Army. Ramsey County Social Services, the Red Cross, and several other VOADs can assist with case management, VOADs such as the Red Cross and United Way can assist with information and assistance referrals. See the VOAD contact and matrix list.

E. Mass Feeding

Mass care feeding of both victims in shelters and victims in the disaster area during recovery clean up etc. can be accomplished or assisted by the Red Cross and Salvation Army. Second Harvest, Saint Paul Public Schools and Hope for the City are potential sources for freezer and refrigerator trucks and warehousing. Other VOADs have additional mass feeding and food resources. See the VOAD contact and matrix list.

1. Coordinate with SPRCPH and other ESF 6 agencies on the provision of food to individuals not in shelters and unable to attend mass feedings. (Meals on Wheels, etc). Needs for these services will be established ad hoc by local disaster responders identifying people with these needs and informing ESF 6 coordinators
2. Saint Paul Public Schools can potentially assist with some mass feeding services through their District Kitchen. Availability of this service will vary.

F. Bulk Distribution

Bulk distribution of emergency relief supplies are those items such as clothing, bedding, basic hygiene supplies, etc. needed by victims to meet their basic needs immediately after a disaster. Many VOADs specialize in this resource area and can provide both the supplies and systems for transporting and distributing them. See the VOAD contact and matrix list.

G. Emergency Housing

Disaster damage to residential structures can leave large numbers of citizens homeless. Emergency Shelters are meant to be short-term solutions to housing needs, and repairing or rebuilding damaged homes takes much longer than emergency shelters are open for. Once emergency shelters close some City residents still may not have homes to return to and no other means of sheltering themselves until they can repair or rebuild their previous home or find new housing

The availability within the City of long-term temporary housing on a short notice is a recognized gap. County wide, there exists a large backlog within Ramsey County Social Services for housing assistance outside of any disaster events. Assistance from charitable organizations, private businesses, including hotels and housing complex owners with available space, are potential solutions, but availability will vary greatly and be at the discretion of those organizations or businesses. MN VOAD maintains a list of charitable organizations that assist in disaster response and recovery. Some of these organizations specialize in long term recovery assistance, grants to victims, and assistance with home repair and rebuilding, which may allow victims to return home sooner.

Short-term temporary housing assistance may be available through:

- 1. The American Red Cross**
- 2. Other MN VOADs**
- 3.** If the disaster has qualified for federal assistance, FEMA can provide emergency housing as well as assisting with sources of funding and supplies for emergency repairs to houses. Emergency repairs can reduce the need for long-term housing solutions by making homes able to pass safety inspections, allowing owners to return and live in them while they work on permanent repairs.

H. Behavioral Health and Psychological First Aid

Ramsey County Social Services is the lead agency for behavioral health response and will coordinate with the ARC/NMNR, Salvation Army, and local Psychological First Aid providers for the provision of behavioral health and counseling services to disaster victims and shelter clients. ESF 8 will assist with this task, including providing Ramsey County Medical Reserve Corps counseling professionals. Saint Paul Public Schools can also provide crisis counselors.

I. Family Assistance Center

Family Assistance Centers assist the families and loved ones of missing, injured or deceased disaster victims with finding information pertaining to the victim and receiving counseling. A draft Family Assistance Center Plan is available through the Ramsey County Sheriff's Office. This plan can be adapted to meet the needs of the City for providing Family Assistance Center services to disaster victims' family members.

***Note:** Ramsey County Financial Assistance Services will coordinate eligibility screening for emergency assistance and food support benefits, authorizing additional benefits, and replacement EBT cards for current income and food support recipients. Financial Assistance may also provide staff to support a call center.*

ROLES & RESPONSIBILITIES**A. General Direction and Control**

The on-scene Incident Commander/Unified Commander (IC/UC) at the scene or Incident Manager (IM) in the EOC determines that a mass care situation exist in Saint Paul.

1. If the situation requires mass sheltering the IC/IM, in coordination with the ARC, will determine which shelters to open, based on the number of people requiring shelter, the location of the incident and shelter site availability.
2. The IC/IM will have the American Red Cross Duty Officer called and/or the Director of Parks and Recreation (or their EOC designee) to open up the appropriate shelters.
3. The IC, IM or Director of Parks and Recreation (or designee) may request American Red Cross support of their operations in City Shelters.
4. The IM or Director of Parks and Recreation (or designee) may further assign tasks and responsibilities to support shelter and mass care efforts.

B. Specific Responsibilities**1. The American Red Cross**

- a. Perform its sheltering responsibilities under the Red Cross Shelter Guidelines in coordination with Saint Paul Emergency Preparedness and any other participating agencies.
- b. Provide regular reports to Emergency Management, or EOC, when the EOC is activated, on its shelter statuses while they are operational.

- c. Maintain a list of Red Cross shelter facilities in the city and its vacancy/capacity at each

2. Saint Paul Emergency Management

- a. Will coordinate with the Red Cross and SPRCPH on all their mass care activities. The County Manager must release county assets such as the resources of Ramsey County Social Services to assist the City of Saint Paul. To access these resources, contact the County Duty Officer.
- b. Will maintain a list of all pre-identified city shelters including those facilities operated by Saint Paul Parks and Recreation.
- c. Assure the maintenance of this document in coordination with lead agency.

3. Ramsey County Social Services

Note: *The County Manager must release county assets such as the resources of Ramsey County Social Services to assist the City. To access these resources, contact the County Duty Officer.*

Community Social Services will coordinate the human services support to ESF 6 activities. Specific tasks include:

- a. Upon request from the lead coordinator of ESF 6, activate the Mental Health Disaster Response Team.
- b. Upon request from the lead coordinator of ESF 6, activate the Financial Assistance Services Disaster Response Team.
- c. Assist in administration of disaster assistance programs.
- d. Coordinate support services for functional needs populations.
- e. Coordinate efforts to replace destroyed personal property.
- f. Coordinate efforts to locate and secure limited-term housing.

4. Saint Paul - Ramsey County Public Health

Public Health will coordinate ESF 8 support to ESF 6 activities. Specific tasks include:

- a. Upon request from the Incident Commander, on-scene Incident Commander, Operations Section Chief, ESF 6 lead, or RCEMHS, activate the Ramsey County Medical Reserve Corps

- b. Provide technical assistance for shelter, feeding, and storage operations related to food, vector control, water supply, and waste disposal
- c. Assist in the provision of medical and first aid supplies for shelter and first aid stations
- d. Assist in locating mental health, social service, and welfare workers to staff shelters and care facilities.
- e. Coordinate with ESF 6 agencies on the status of and provision of care to persons in its service registry such as individuals on feeding assistance, or in assisted living facilities etc.
- f. Assist with locating and coordinating shelter client prescription medication issues (if the prescriptions resupply resources available to the shelter and ESF 6 agencies are exhausted/unavailable).
- g. Coordinate the provision of medical aid beyond that required for standard first aid, and for the prevention of communicable disease related to mass care.

5. Saint Paul Parks and Recreation

- a. Coordinate with Saint Paul Emergency Management on maintaining a list of all Parks and Recreation facilities designated as potential mass care shelters
- b. Will coordinate and provide staff to the Saint Paul Shelter Management Team
- c. Will assist in security measures at any of their facilities activated as Mass Care Shelters
 - 1) Parks and Recreation may provide limited staff trained in security for facility control only, but those resources may not be available. Contract security staff will be arranged through the EOC
 - 2) Parks and recreation will assist with the existing security systems in place in their facilities operating as shelters, and with locking or unlocking appropriate doors for access and security control, etc. or providing the necessary keys to shelter management during operations.
- d. Coordinate with Saint Paul Department of Safety and Inspections and Saint Paul Public Works for the structural inspection of their shelters. Saint Paul shelters have been inspected pre-disaster. If a designated shelter is suspected to have sustained disaster damage it may need to be inspected again prior to being activated as a disaster shelter to insure its safety for occupancy and shelter operations.

- e. Coordinate with the MN Department of Health for licensing of shelter food and sanitation service vendors
- f. Coordinate with Saint Paul Ramsey County Department of Public Health for health inspection of their shelters during shelter operations.
- g. The Parks and Recreation Department: under coordination of the ESF 6 coordinator and upon activation by the IC/IM, will:
 - 1) Mobilize their members and any additional staff required to set up shelter operations within any city facilities designated to operate in this event as emergency shelters.
 - 2) Serve as shelter managers of the emergency shelter facility(-ies) above
 - 3) Shelter management duties may be shared or transferred to the Red Cross as determined by the ESF 6 coordinator
 - 4) During co-sheltering operations in any City facility, Saint Paul Shelter Management Team personnel will serve as the overall General Shelter Manager. In coordination with the General Shelter Manager, the Red Cross or Saint Paul Shelter Management Team will manage the human side of the shelter, and Animal Control personnel will manage the animal side of the shelter.

6. Police Department

- a. Will develop security plans for any Mass Care facility activated in the City and provide initial security at the shelter
- b. Will provide Saint Paul Police officers for shelter security, if available
- c. Mutual aid agreements for additional Police assets, or assistance from the National Guard (see Appendix 1 to ESF 13 - Military Support), and/or contracts for private security may be necessary

7. Department of Safety and Inspections (DSI)

Coordinate with Saint Paul Parks & Recreation and/or the American Red Cross, and Saint Paul Public Works for inspection of shelters for structural integrity. Saint Paul shelters have been inspected pre-disaster. If a designated shelter is suspected to have sustained disaster damage it may need to be inspected again prior to being activated as a disaster shelter to insure its safety for occupancy and shelter operations.

8. Department of Public Works

Coordinate with Parks & Recreation, Red Cross, and Department of Safety & Inspections for inspection of shelters for structural integrity. Saint Paul shelters have been inspected pre-disaster. If a designated shelter is suspected to have sustained disaster damage it may need to be inspected again prior to being activated as a disaster shelter to insure its safety for occupancy and shelter operations.

9. Saint Paul Fire – EMS

Through ESF 8, will assist in coordinating with emergency public shelter providers to transport persons requiring medical care beyond the public emergency shelter capability to the proper medical or alternative care facility

10. Minnesota Department of Health

- a. Coordinate with Saint Paul Parks & Recreation for licensing of Parks & Recreation shelter food and sanitation service vendors if used for shelter services
- b. Provide technical assistance for shelter, feeding and storage operations related to food, vector control, water supply and waste disposal.
- c. Inspect facilities during shelter and/or mass feeding operations to ensure compliance with local health codes.

C. Responder Mass Care

1. ESF 6 provides coordination and support to the various types of disaster workers.

2. Disaster Workers

Disaster workers, whether on scene or in the EOC, will be provided appropriate personal breaks during their shifts. The Incident Commander is responsible for insuring that section chiefs and officers provide breaks to everyone participating in the disaster response and recovery efforts.

3. Feeding

Feeding of responders on scene will be coordinated by the Red Cross, and Salvation Army.

4. Sanitation

In disaster work areas without working bathroom facilities such facilities can be provided in whole or in part through existing Saint Paul contracts with sanitation vendors.

5. Relief areas

- a. For long term disasters the Saint Paul Emergency Management will coordinate with other ESF 6 providers on the decision to open up Relief Areas.

- b. Relief areas will be located near disaster work zones to provide shelter, feeding, rest, and various counseling services.

6. Housing

Temporary lodging for emergency responders who do not live within a reasonable commuting distance, such as mutual aid responders, may be accomplished with assistance from the Red Cross and/or the Salvation Army. Saint Paul Parks and Recreation may be able to use its unoccupied pre-designated shelters or additional facilities to house responders while they assist the City.

7. Critical Incident Stress Management (CISM)

- a. Critical Incident Stress Management can be provided through mental health counselors and religious counselors trained in disaster psychology.
- b. CISM counselors should be available to responders at relief areas. Additionally, CISM may be needed at responder lodging facilities, the EOC, and on or near the incident scene such as at the staging or briefing areas.
- c. CISM personnel should be involved with any debriefings and after-action briefings to assist with and educate responders on the mental health effects of disaster work.
 - 1) Mental health effects of disaster work can take a long time to appear and a long time to heal. CISM services should be made available to responders throughout the response and recovery effort.
 - 2) Local and regional CISM professionals can be requested through the County Dispatch, and through the State Duty Officer. Additional sources of CISM are listed in the Resource section.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance should be resolved at the lowest levels. Unresolved assistance requests will normally flow upward from city to the county or state, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The proclamation of a Local Emergency by the Mayor, or a State-wide disaster issued by the Governor may suspend selected policies and published guidance that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will normally maintain the status of all outstanding/unfilled assistance requests and unresolved ESF-related issues. This information should be summarized into periodic status reports and submitted in accordance with applicable operating procedures/guidance.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification. This is not only prudent use of taxpayer dollars, it is also needed should State/Federal reimbursement be possible. Typically, the first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative should conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies should provide written and/or oral inputs for this critique. The primary agency representative should consolidate all inputs into a final report and submit it to the Emergency Management Director or designated official.

RESOURCES AVAILABLE

Specific Resources Available

- **Minnesota VOAD Resources**
Contact the MN State Duty Officer
- **Saint Paul Parks and Recreation - Shelter Managers**
Available through the Director of Parks and Recreation, the Parks and Recreation Programming Manager, or the Parks and Recreation Operations Manager
- **Saint Paul Public Schools**

The Saint Paul Schools District Kitchen may be able to provide mass feeding services. Contact the Director of Nutrition and Commercial Services (651-603-4950) for availability of this service. Crisis Response Team and School Psych Recovery Team- for mental health counseling

- **Saint Paul Ramsey County Public Health**
Ramsey County Medical Reserve Corps - Medical and Behavioral Health volunteers. Contact the Ramsey County Emergency Management duty officer

- **Twin Cities Metropolitan Medical Resource Control Center (MRCC)**
All resources for West and East Metro hospitals will be made available through Twin Cities Metropolitan Medical Resource Control Center (MRCC).

Contact Minneapolis EM for activation coordination

- **American Red Cross** – 24-hour Duty Officer (612) 871-7676
 - Shelters and shelter workers
 - Mass feeding
 - Victim reunification assistance
 - Disaster services referral
 - Disaster Health Services in shelters
 - Bulk Distribution
 - Technical specialists for the EOC in any of the above

- **Salvation Army** – 24-hour Duty Officer Pager (952) 365-3369
 - Mass Feeding
 - Mass Sheltering
 - Clean-Up & Restoration
 - Spiritual & Emotional Care
 - Emergency Financial Support
 - Long Term Recovery
 - Case Management
 - Donations Management
 - Disaster Social Services

- **Psychological First Aid and CISM services**
 - County Dispatch - to request local CISM resources
 - The Saint Paul Fire and Police Departments have their own notification procedures.
 - Ramsey County Social Services - assist in providing and locating mental health and social service workers to counsel disaster workers.
 - The Ramsey County Medical Reserve Corps (MRC) - has trained CISM personnel.
 - The Metro Region EMS Program Metro CISM Service - available through the State Duty Officer or by calling directly (612) 347-5710 (24-hr number)

- **MN VOAD Duty Officer** - (612) 490-6713

- **CERT**- CERT volunteers are available from the Ramsey County Sheriff's Department CERT team by contacting the department Volunteer Coordinators at the RCSO.

- **Disaster Massage for first responders and disaster workers.** This relief area resource can be reached at: Emergency Response Massage International MN's Coordinator (612) 926-3548

- **Ramsey County Social Services**

Note: The County Manager must release County assets such as the resources of Ramsey County Social Services to assist the City. To access these resources, call the County Duty Officer.

 - Staff who specializes in crisis phone line operation, phone triage, and referral
 - Interpreters and existing contracts with additional interpreters

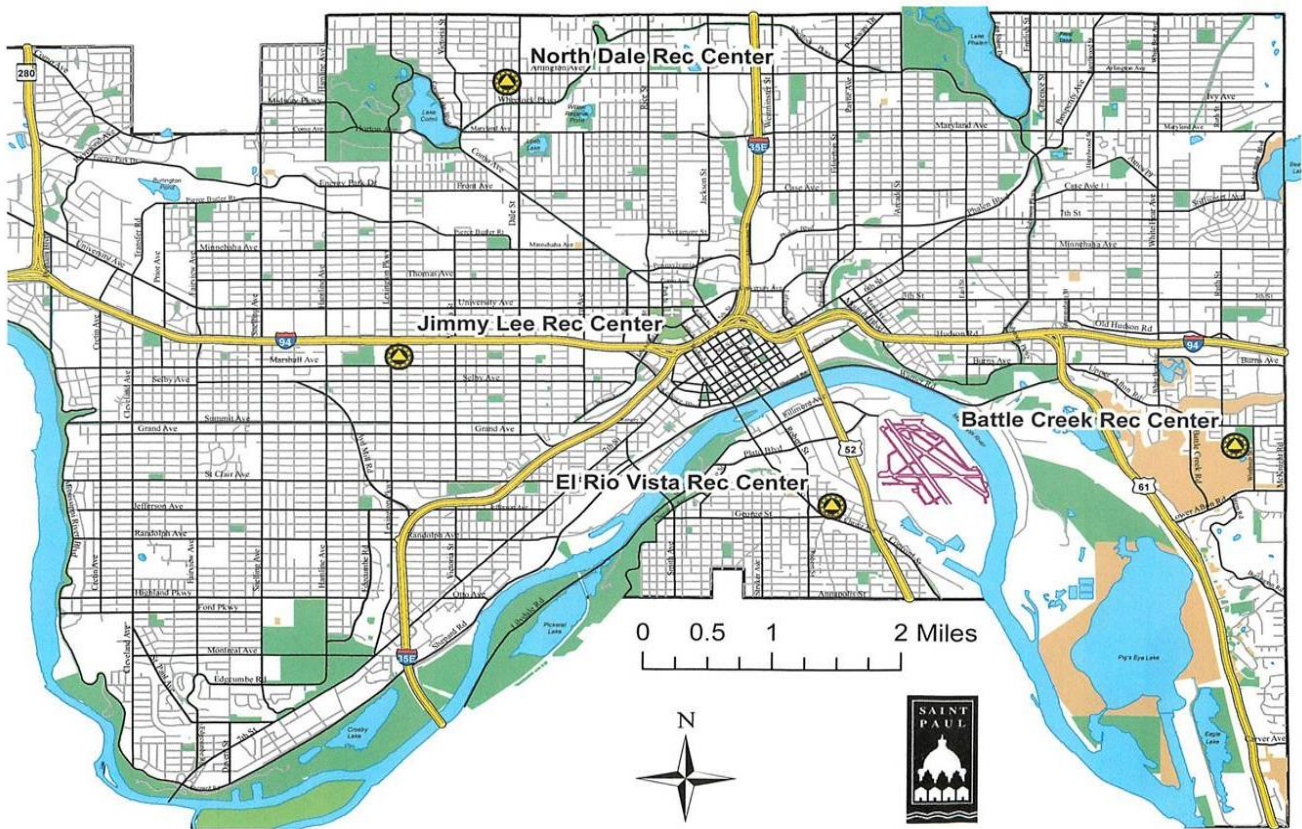
AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under this ESF. County regulations can be found through Ramsey County website, through the listed agencies, or the Ramsey County Emergency Operations Plan.

SUPPORTING DOCUMENTS

- Saint Paul Combined Reception Center, Reunification Center, & Family Assistance Center Plan
- Saint Paul Shelter Field Operations Guide (FOG)
- Saint Paul Shelter Plan
- Map of Shelters in Saint Paul

Human/Animal Mass Care Shelters



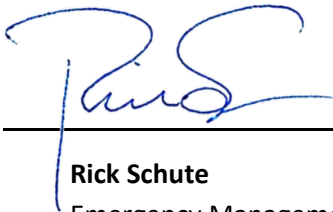
AUTHENTICATION



November 25, 2019

Kathy Hedin
Interim Director, Saint Paul Ramsey County Public Health

Date



November 25, 2019

Rick Schute
Emergency Management Director

Date

ESF 7 RESOURCE MANAGEMENT & PROCUREMENT

ESF Coordinator:	Saint Paul Office of Financial Services
Primary Agency:	Saint Paul Office of Financial Services Saint Paul Human Rights and Equal Economic Opportunity Saint Paul Department of Emergency Management Ramsey County Emergency Management and Homeland Security
Support Agencies:	Saint Paul Department of Planning and Economic Development Saint Paul Office of Technology and Communication Saint Paul Fire Department Saint Paul Department of Safety and Inspections Saint Paul Public Works Saint Paul City Attorney Saint Paul Regional Water Service Saint Paul Parks and Recreation Saint Paul Office of the Mayor Saint Paul Police Department Saint Paul Public Library Saint Paul City Council

PURPOSE

This Emergency Support Function (ESF) describes the City's plans, procedures, and protocols for resource management in accordance with the National Incident Management System (NIMS) to efficiently and effectively respond to an emergency or disaster. The overall goal is to support Saint Paul agencies and work in close coordination with non-governmental and private sector organizations to obtain and deploy resources to meet the needs of disaster victims and responders.

SCOPE

This ESF includes policies, responsibilities, and concepts of operation for the ESF 7 elements in response to a potential, imminent, or declared disaster. Policies and procedures described include emergency categories, from highly localized, small scale events to disasters affecting the entire City of Saint Paul jurisdiction. Emergency Management and the Human Rights and Equal Economic Opportunity Department (HREEO) coauthored the City of Saint Paul Resource Management Plan to assist and guide emergency procurement.

Specific objectives are to:

1. Delineate procedures to activate the resource management system for any emergency;
2. Acquire and manage critical equipment, supplies, services and other resources;
3. Describe applicable communications procedures and requirements associated with effective resources acquisition and management;
4. Describe plans, procedures, and systems to pre-position resources for an efficient and effective response in the event of an incident;
5. Delineate the systems and methods for tracking and recording resource acquisition and utilization;
6. Delineate processes and procedures to ensure that resource providers are reimbursed in a timely manner; and,
7. Delineate plans and procedures for addressing unused resources and disposal of waste materials generated by logistics operations.

POLICIES

All emergency transactions shall be under the jurisdiction of the Office of Financial Services (OFS) and shall be completed in accordance with applicable Minnesota and City policies, laws, and ordinances along with Federal requirements for Federal Emergency Management Agency (FEMA) reimbursement. Specifically:

1. All emergency purchases shall be made by HREEO staff unless specifically delegated to other City staff.
2. Staff members who are assigned responsibility for emergency purchasing are required to document all transactions in writing per existing city guidelines and The Saint Paul Resource Management Plan.
3. Emergency purchases will be made from existing department/office budgets and will be coded with the unique project code assigned by OFS.
4. In the event of a declared emergency, P-card limits may be increased at the direction of the OFS Director, or designee, in coordination with Emergency Management.

SITUATION & ASSUMPTIONS

OFS is responsible for overseeing all financial transactions through the full “procure to pay” cycle. Accordingly, OFS staff has developed appropriate procedures and systems to address a wide range of purchasing and payment needs. In particular, the HREEO procurement team routinely identifies and/or develops Master Contracts covering different kinds of supplies, equipment, materials, and services used by City departments in the normal course of business. Such contracts are established pursuant to all Minnesota and City laws and policies along with Federal requirements for FEMA reimbursement, and provide an efficient way to order and pay for needed items. For those items where it is not possible to establish a Master Contract, HREEO procurement staff solicits pricing and other information to set up contracts through a public, competitive process.

Historically, most of the emergencies faced by the City arise suddenly and are fairly limited in scope. Often responders are able to address and manage these incidents using resources on hand or made available from partner agencies; the need for actual “emergency purchasing” is minimal. When there are specialized emergency needs, HREEO staff will procure the goods and/or services following procurement policies, laws, and ordinances, to include federal guidelines. Similarly, Accounting staff are often able to process emergency payments by simply expediting requests. Thus, in many situations, emergency resource and payment needs can be met with no or just a few adjustments to standard procedures.

To abide by an open and public competitive contracting process, the City may contract with many different vendors each year. These suppliers vary in both size and “scope,” though the majority of vendors are located within the Twin Cities metro area. The level of planning and experience with emergencies also varies from vendor to vendor. Though contracts may exist for key emergency resources, not all vendors have the capacity to respond to City requests under all types of emergencies.

CONCEPT OF OPERATIONS

A. General

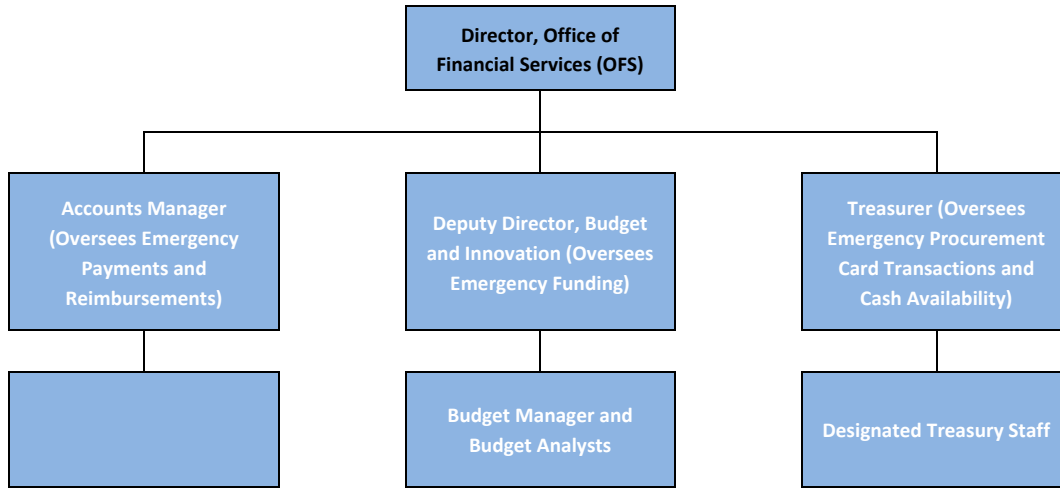
1. The overall goal of this ESF is to support and facilitate an effective and timely response to emergency incidents of all types and durations. OFS and HREEO departments will work closely with other internal and external agencies and partners to acquire and manage priority resources.
2. In carrying out this mandate, a general strategy will be to use well established, standard procedures and protocols and make use of existing agreements and relationships whenever possible.
3. A key purpose of the emergency purchasing process is to assure clear and effective communications with and among vendors, suppliers, and other partners. The process will help

to minimize conflicts, assure that essential resources are allocated quickly and in accordance with established priorities. It will also assure the likelihood that the City will receive any reimbursement for costs to which it may be entitled.

4. At all times, staff associated with implementing this ESF will work in conjunction with and under the direction of the Emergency Management Director, or designee.

B. Organization

1. The Mayor has designated the Director of Financial Services as the individual responsible for overseeing the activities associated with this ESF. Responsibilities have been further assigned as follows:



2. During an incident, the professional buyers and designated department staff will have the authority to make emergency purchases of goods, services, supplies, and equipment in accordance with the Saint Paul Resource Management Plan.

3. Designated department staff is responsible for preparing the required documentation in the correct format, under the direction of the OFS Director (or designee).

C. Notification:

In response to an anticipated or actual event, ESF 7 critical staff will be notified activated, and deployed in accordance with Emergency Management’s “Three Deep Roster.”

1. Emergency Procurement Procedures and Protocols

- a. HREEO will maintain a list of Master Contracts covering commodities and services likely to be needed to respond to emergency incidents. The terms and conditions of such contracts will be developed with all applicable City, State, and Federal laws, policies, regulations, statutes, and ordinances.
- b. The HREEO Procurement Team will make all emergency purchases and may authorize the Emergency Management Director or designee to make purchases as needed. The OFS Director or Emergency Management Director may authorize designated department staff (Appendix B) to make certain purchases with procurement cards up to the City’s Procurement Card transaction maximum according to City Ordinance.

2. Documentation of Emergency Transactions

- a. Emergency Management in coordination with the Accounting Section of OFS will maintain copies of requirements, forms, and procedures for reimbursement of City emergency costs by FEMA and other sources of funding. Accounting will serve as the central coordinating point for all reimbursement claims to be submitted by the City.
- b. Emergency Management Department staff shall collect, review, approve, and submit all claims for reimbursement.
- c. Departments who have requested an emergency purchase must coordinate with the Emergency Management Department to prepare all documentation for FEMA using the required forms.

3. Responsibilities of Support Agencies

- a. Work with HREEO staff to identify needs for emergency master contracts and any pre-, during-, or after- event purchases.

- b. Complete required emergency documentation correctly and submit to OFS in accordance with specified time lines.
- c. Share emergency procurement processes with all individuals who are involved with the standard (non-emergency) procure to pay process.

4. Deactivation/Debrief

- a. Emergency Management staff, in coordination with OFS and/or other designated departments, should meet with designated department representatives in a timely fashion to discuss/document successes and areas needing improvement.
- b. Contact relevant vendors in a timely fashion to gather their feedback on how the process worked. Identify and document successes and areas for improvement
- c. Use debriefing information to modify procedures and contracts; identify gaps and establish new contracts.

APPENDIX SUPPORT MATERIALS

- **Appendix A** - List of Key Staff (Accounting, Budget/Treasury)
- **Appendix B** - Guidelines for Federal Emergency Management Agency Documentation

AUTHENTICATION

November 18, 2019

John McCarthy

Date

Interim Director, Office of Financial Services

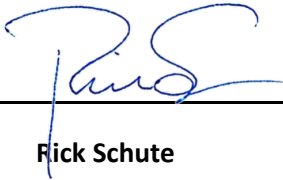


November 25, 2019

Toni Newborn

Date

Interim Director, Human Rights & Equal Economic Opportunity



November 25, 2019

Rick Schute

Date

Emergency Management Director

APPENDIX A

List of Key Staff

Directors

John McCarthy	Interim Director, Office of Financial Services
Toni Newborn	Interim Director, Human Rights and Equal Economic Opportunity

Accounting Manager

Chris Eitemiller	Accounting Manager, Emergency Payments and Reimbursements
Kevin Mannerter	Accounting Manager Backup
Lou Biagi	Accounts Payable Manager
Dolly Lee	Accounting Grants Manager

Budget

Susan Earle	Interim Deputy Director Budget and Innovation, Emergency Funding
Mary Guerra	Budget Manager
Madeline Mitchell	Budget Analyst
Laura Logsdon	Budget Analyst
Mark Strom	Budget Analyst

Treasury

Mike Solomon	Treasurer
Kate Aamot	Procurement Card Coordinator

APPENDIX B

Guidelines for Federal Emergency Management Agency Documentation

Below are the guidelines for Federal Emergency Management Agency (FEMA) Documentation:

- a. Forms must specify the location of emergency work, the specific staff at that location, title, rate of pay and their hours of work.
 - i. Forms must specify the equipment used (make and model) and the number of hours the equipment was used and who used the equipment.
 - ii. Any requests to reimburse overtime must be consistent with the City's Emergency Overtime policy.
 - iii. Staff time that would have been covered by the City whether or not there was an emergency is not a candidate for FEMA reimbursement.
 - iv. FEMA will only pay to repair or replace what was damaged; it will not pay for improvements.
 - v. If the City wishes to engage non-profits as part of the emergency response, contracts with those non-profits must be in place prior to the emergency.
 - vi. FEMA will not reimburse for damaged equipment or property that is covered by a City insurance policy.
 - vii. FEMA requires evidence that purchases of goods, equipment, services, supplies, materials were competitively bid.
- b. Must follow the City's documented procurement procedures which reflect applicable state, local, and tribal laws/regulations, provided that the procurements conform to applicable federal law and the standards identified in
 - i. General procurement standards (2 C.F.R. § 200.318)
 - o Awards to Responsible Contractors: A Non-Federal entity must award contracts only to **responsible** contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, and will give consideration to such matters as: (2 C.F.R. § 200.318(h))
 - o Contractor integrity
 - o Compliance with public policy
 - o Record of past performance

- Financial and technical resources
 - Records: A Non-Federal entity must maintain records sufficient to detail the history of the procurement. This include, but are not limited to, rationale for the method of procurement; selection of contract type; contractor selection; and the basis for the contract price (2 C.F.R. § 200.318(i))
 - Time and Materials Contract (2 C.F.R. § 200.318(j)) A Non-Federal entity may use time and materials (T&M) contracts only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk
 - A time and materials type contract means a contract whose cost to a non-Federal entity is the sum of: (1) the actual cost of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit
 - Settlement of Issues – A Non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual issues (2 C.F.R. § 200.318(k))
 - The Uniform Rules also “encourages” various standards (use of federal excess property, intergovernmental agreements, and value engineering) (2 C.F.R. § 200.318(e), (f), and (g))
- ii. Price or rate quotations are to be obtained from an “adequate number” of qualified sources
- Sealed Bidding (2 C.F.R. § 200.320(c)) Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the “responsible” bidder whose bid, conforming with all the material terms and conditions of the invitation for bids (IFB), is the lowest in price
 - Bids must be solicited from an “adequate number of known suppliers,” providing them sufficient response time before date for the opening of bids
 - Local and tribal governments must publicly advertise the invitation for bids (change)
 - All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly (change)
 - This method is “preferred” for construction when sealed bidding is “feasible,” which is when certain conditions are present
 - Other procedural requirements at 2 C.F.R. § 200.320(c)(2)
 - Competitive Proposals (2 C.F.R. § 200.320(d)) Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids

- The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded
- Requests for proposals must be publicized and identify all evaluation factors and their relative importance
- Proposals must be solicited from an adequate number of qualified sources
- Must have written method for conducting technical evaluations of the proposals received and for selection of the contractor
- Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered
- Noncompetitive Proposals (2 C.F.R. § 200.320(f)) (change) Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply

One Source: The item is available only from a single source

Exigency/Emergency: An exigency or emergency will not permit a delay resulting from competitive solicitation

Awarding Agency Approval: The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity

Inadequate Competition: After the solicitation of a number of sources, competition is determined inadequate

- The award of a contract no longer has to be “infeasible” under one of the competitive methods of procurement (which was another condition precedent under 44 C.F.R. § 13.36(d)(4))

Mutual Aid Agreements

Council Resolution	Department	Year	Agreement with	Purpose
Yes	SP Public Works	Aug-07	City of Minneapolis Public Works	Equipment, Personnel and other resources available to the Cities of St. Paul and Minneapolis
Yes	SP Fire Dept	Aug-08	City of Roseville FD	Equipment, Personnel and other resources available to the Cities of St. Paul and Roseville
Yes	SP Fire Dept	Aug-05	City of Minneapolis Fire Department	Equipment, Personnel and other resources available to the Cities of St. Paul and Minneapolis
Yes	SP Fire Dept	Aug-08	Metropolitan Regional Compact Agreement (30 Agencies)	Communication, Evacuation Coordination, NDMS Activation, Surge Capacity/Capability, Casualty Collection Locations, Medical and Pharmaceutical Supplies, Miscellaneous
Yes	SP Fire Dept	Aug-08	HCMC EMS	Ambulance services
Yes	SP Police Dept	Jun-15	City of Duluth PD	Equipment, Personnel and other resources available to the Cities of St Paul and Duluth
Yes	SP Police Dept	Jan-15	City of South St Paul PD	Equipment, Personnel and other resources available to the Cities of St Paul and South St. Paul
Yes	SP Police Dept	Jan-14	City of Woodbury PD	Equipment, Personnel and other resources available to the Cities of St Paul and Woodbury
Yes	SP Police Dept	Jan-15	University of Minnesota PD	Equipment, Personnel and other resources available to the Cities of St Paul and U of M PD
Yes	SP Police Dept	Jan-14	City of Oakdale PD	Equipment, Personnel and other resources available to the Cities of St Paul and Oakdale

Mutual Aid Agreements

Council Resolution	Department	Year	Agreement with	Purpose
Yes	SP Police Dept	Nov-14	Cities of Maplewood, North St. Paul, St. Anthony Village, Mounds View, Rasmey County Sheriff, New Brighton Public Safety, Roseville, and White Bear Lake	Equipment, Personnel and other resources available to the Cities of St Paul and Maplewood, North St. Paul, St. Anthony Village, Mounds View, Rasmey County Sheriff, New Brighton Public Safety, Roseville, and White Bear Lake
Yes	SP Police Dept	Jan-15	City of West St. Paul	Equipment, Personnel and other resources available to the Cities of St Paul and West St. Paul
Yes	SP Police Dept	Nov-12	City of Minneapolis	Equipment, Personnel and other resources available to the Cities of St Paul and Metro Transit PD
Yes	SP Police Dept	Jan-15	Metropolitan Council Metro Transit PD	Equipment, Personnel and other resources available to the Cities of St Paul and Minneapolis

ESF 8 PUBLIC HEALTH AND MEDICAL SERVICES

ESF Coordinator:	Saint Paul/Ramsey County Public Health (SPRCPH)
Primary Agencies:	Saint Paul Fire Department – EMS Division Ramsey County Medical Examiner Saint Paul Department of Emergency Management Ramsey County Emergency Management and Homeland Security
Support Agencies:	Regions Hospital United Hospital St. Joseph Hospital Children’s Hospital Gillette Hospital M Health Fairview St. John’s Hospital Saint Paul Animal Control American Red Cross Minnesota Region Local Medical Clinics Local Retail Pharmacies Allina Health Emergency Medical Services HealthEast Medical Transportation Saint Paul Police Department Saint Paul Public Works Saint Paul Parks and Recreation Saint Paul Department of Safety & Inspections Saint Paul Human Rights and Equal Economic Opportunity (HREEO) Ramsey County Sheriff’s Office – Water Patrol Ramsey County Emergency Communications Center Minnesota Department of Health Minnesota State Council on Disabilities MN State Homeland Security and Emergency Management Minnesota Volunteer Agencies Active in Disasters (MN VOADs) Twin Cities Public Television/Emergency Community Health Outreach United States Coast Guard Sector Upper Mississippi River

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide for the organization, mobilization, and coordination of public health and medical services in a health emergency (imminent or ongoing) or during other emergencies or disasters that require the involvement of or activation of ESF 8.

The primary agency and each support agencies maintain its own emergency plans and are integrated into this ESF describing additional policies and operations specific to the City of Saint Paul.

SCOPE

The health and medical services of ESF 8 include Saint Paul/Ramsey County Public Health (SPRCPH), local Hospitals, Clinics, Saint Paul Fire/EMS, and the Ramsey County Medical Examiner. Health and medical services are supported by key community response agencies. Activities within the scope of health and medical services include:

1. Organizing, mobilizing, coordinating, and directing health and medical services in the event of an emergency or disaster
2. Supporting the delivery of mass care to trauma victims consistent with the Metro Region EMS and Trauma Council Plan
3. Coordinating or providing medical and environmental surveillance and monitoring activities with other medical service providers and support agencies
4. Coordinating the surveillance for and treatment of communicable or other diseases in an emergency or disaster.
5. Implementing measures designed to prevent the spread of disease or environmental contamination
6. Coordinating the recovery of fatalities, conducting forensic investigations, and determining the cause and manner of death.
7. Establishing and maintaining effective and reliable means of communication with health services agencies, health care providers, support agencies, the general public, and the media.
8. Assisting with crisis intervention and mental health services during and following an emergency or disaster event.
9. Coordinating care of people with special needs and assuring that they are referred to the most appropriate services.

POLICIES

Guiding policies for health and medical services responding to a health emergency or a disaster in the City of Saint Paul include:

1. ESF 8 will be activated when an emergency or disaster occurs within the City, as declared by the Mayor's Office, and a coordinated response of health and medical services agencies is required.
2. Health and Medical service agencies will assign appropriate staff to ESF 8 functions in the City's Emergency Operations Center (EOC), and incident command posts.
3. Health and Medical service agencies will commit resources, expertise, and experience as needed in an emergency or disaster.
4. Health and Medical service agencies will collaborate with local, county, state, federal agencies, and local community-based organizations to assure an effective and efficient response to health, medical, and environmental emergencies or disaster.
5. SPRCPH will assist with coordination of community mental health needs in an emergency or disaster according to the SPRCPH All Hazards Response and Recovery Plan. Ramsey County Community Human Services, American Red Cross and other disaster assistance agencies will provide additional resources needed to address community mental health needs.
6. SPRCPH will be the primary local source of public information regarding health, medical, and environmental response to emergencies and disasters in city. SPRCPH should work with the Joint Information Center to coordinate all releases of public information with the public, media, and with appropriate response partners.
7. The Ramsey County Medical Examiner's Office will be lead agency for planning and responding to fatalities resulting from an emergency or disaster. The Ramsey County Medical Examiner's Office is the lead agency in determining and certifying the cause of deaths in Ramsey County (confirming disaster related deaths) and for coordinating the final disposition of the remains of deceased as a result of an emergency or disaster.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal laws, state laws, and city ordinances.

SITUATION & ASSUMPTIONS

A. Situations

1. A significant natural disaster or manmade event that overwhelms the City would necessitate county, state, and/or federal public health and medical care assistance. Hospitals, clinics, pharmacies, and other facilities for medical/healthcare may be severely damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.
2. Medical and healthcare facilities that remain in operation and have the necessary utilities and staff may be overwhelmed by the “walking wounded” and victims who are transported there in the immediate aftermath of natural or man-made disaster. In the face of considerable increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment may be in short supply. Disruptions in local communications and transportation systems could also prevent timely re-supply.
3. A major medical and environmental emergency resulting from weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the health care system.

B. Assumptions

1. Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. The ability of ESF 8 health and medical services agencies to respond to an emergency or disaster is based on the knowledge that:
2. Saint Paul/Ramsey County Public Health (SPRCPH), local hospitals, Saint Paul EMS and the other supporting agencies have the capability to respond to an emergency 24 hours a day, 7 days a week.
3. Health care providers and facilities that do not have 24 hours a day, 7 days a week response capabilities will be incorporated into an emergency response as needed.
4. Health and medical services agencies have planned and prepared to maintain emergency response capability under emergency or disaster conditions.
5. SPRCPH, medical services, and emergency response agencies will collaborate to assure a coordinated response within ESF 8.

6. A significant emergency of natural or human-caused origin has the potential to impact the city in a manner in which a county or region-wide coordination of health, medical, and environmental activities is required to assure an efficient and effective response.
7. Health and medical emergencies involve casualties requiring varying levels of treatment.
8. Health care facilities may be over taxed, over utilized or inaccessible. Hospitals and other medical facilities may be taxed to their maximum capacity and ability to receive patients.
9. Health care related supplies may be over utilized or unavailable.
10. Support agencies will provide emergency services to the best of their abilities. Personnel available to provide full support functions may be limited by injury, illness, personal concerns/needs or by limited access to or compromise of the facilities where they work.
11. Infrastructure supporting health care facilities may be interrupted, causing water, power, gas, food and other supplies and services to be impaired.
12. An emergency may require the triage and treatment of large numbers of individuals, which will have a direct impact on regional hospitals and health care facilities.
13. An emergency may require the isolation or quarantine of individuals in their home or in temporary facilities.
14. An emergency may require implementation of public health measures to contain and control a communicable disease or spread of environmental hazard.
15. Each agency responding to emergencies under ESF 8 will contribute to the overall response capability but will retain control over its own resources and personnel.

CONCEPT OF OPERATIONS

While incidents may vary in size and significance, the population density of the City of Saint Paul can expand the potential impact of an event.

Effective and efficient response to an event in the city requires coordination among health and medical services and supporting agencies. SPRCPH is the central point for notification of an event requiring response by ESF 8 agencies.

As needed, SPRCPH will conduct a situation assessment, initiate surveillance and monitoring activities as needed, and notify appropriate ESF support agencies

SPRCPH will coordinate with ESF agencies to assure the effective use of local medical resources and determine additional medical resource requirements. If needs cannot be met locally, SPRCPH and/or supporting agencies will transmit a request for assistance through Saint Paul EOC or Metro Multi-Agency Coordination Center if activated. Additional resources may be accessible from metro area public and environmental health agencies that are party to the Twin Cities Area Mutual Aid Agreement. If necessary, county and state government, private and non-profit organizations will be requested to support the medical health, mental health and environmental emergency response by providing resources and support consistent with their capabilities.

A. Outbreak Investigation

This section describes which entities conduct the infectious disease outbreak investigation and references the SPRCPH All Hazards Response and Recovery Plan.

Hospitals, clinics and their labs are required by State law to report cases of specified infectious diseases, or certain symptoms that may indicate exposure to an agent of biological terrorism. SPRCPH reports to Minnesota Department of Health (MDH), which maintains 24/7 staffing to evaluate clinical data and case reports. MDH assesses the incoming information. MDH's assessment will consider the following:

1. Source of the data.
2. Level of testing, and competency of the testing, done prior to the data being received by MDH.
3. Existing intelligence regarding the data, potential or known threat.
4. Risk communication to the public regarding a confirmatory analysis of the data.

The MDH assessment will conclude that the information is not significant, the information is potentially significant and needs more data and analysis, or the information is a significant event and requires activation of a public health response.

If MDH determines that the health data may represent a possible public health emergency, it will notify SPRCPH and other local public health departments. Notification to SPRCPH will initiate a response under this Plan.

Sources of information that may trigger an Environmental Health response include MDH, Minnesota Department of Agriculture, Minnesota Pollution Control Agency and US Food and Drug Administration.

B. Mass Dispensing

This section describes mass dispensing, which includes the dispensing of preventive or treatment medication (antibiotics, vaccinations etc.) to large numbers of first responders, city officials and employees, and citizens.

Mass dispensing is performed at pre-identified sites using distribution plans customized for delivery to the at-risk population. Distribution sites include hospitals, clinics, fire stations, and schools. Sites are documented in the SPRCPH All Hazards Response and Recovery Plan. Due to the evolving nature of planning, and the need to ensure knowledge of the site locations is maintained on a “need to know” basis this information is restricted to those involved with EOC operations.

As stated in the Minnesota Metro Region Pharmaceutical Cache Plan (MPC), the goal of the MPC is to rapidly and efficiently distribute pharmaceuticals to essential at-risk personnel to minimize the disruption of essential services and allow SPRCPH staff to focus on the implementation of emergency response plans, including prophylaxis of other exposed or potentially exposed populations. MDH will provide guidance on prophylaxis based on exposure or the potential for exposure. Reference the MPC Plan for activation and distribution policies and procedures.

C. Isolation/Quarantine (I/Q)

This Section discusses how SPRCPH uses community-based isolation and quarantine (I&Q) as public health tools used to control the spread of an infectious disease. MDH will determine the need for implementation of voluntary isolation and/or quarantine, or court-ordered isolation and/or quarantine.

Isolation is separation of an ill person with an infectious, communicable disease for the duration the disease is communicable. Isolation typically occurs in a hospital.

Quarantine is separation of one or more persons exposed to, or believed to have been exposed to an individual with an infectious disease. The duration of the separation is for the period of the disease’s communicability, typically up to 10 days.

SPRCPH is responsible for assuring that persons placed in quarantine have essential items such as food, shelter, medicines, access to a telephone, and transportation to a clinic if necessary. SPRCPH will make scheduled monitoring contacts to those in quarantine to assure compliance, evaluate symptoms, provide support, and determine service needs according to the SPRCPH All Hazards Response and Recovery Plan.

D. Health Risk Information

As stated in the SPRCPH Crisis Communication Plan, public information focuses on a specific event-related crisis (natural or planned attack). To ensure public information is accurately presented in a timely matter, it is essential all communication activities follow the operational direction of the lead agency. Once a lead agency is determined be it a local, regional, state (MDH) or federal (CDC) agency, the Public Information Officer (or designee) employed by the lead agency will assume

responsibility for the release of public information in response to the “event” or crisis. It is also recommended that this jurisdictional or lead agency decision be made swiftly once the health crisis has been verified.

E. Pre-Hospital Care and Emergency Medical Services (EMS) Transport

Saint Paul Fire/EMS is the responding agency for all 9-1-1 calls within its Primary Service Area (PSA). As the lead EMS agency, Saint Paul Fire will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, St Paul Fire/EMS will respond by following its appropriate Standard Operating Procedures (SOPs), especially:

- **SOP 402.1** EOC Significant Incident (to be updated)
- **SOP 601. 1** Command Procedures
- **SOP 601.2** Staging
- **SOP 601.4** Company Operations
- **SOP 605.4** Mass Casualty Incident (MCI)

Other SOPs may be added and/or utilized as appropriate and necessary.

As of the date of this plan, Saint Paul Fire/EMS staffs 15 Advanced Life Support (ALS) ambulances every day for a full 24 hours; 3 BLS Ambulances Monday – Saturday as 12-hour peak volume response crews—0900/2100, 1000/2200, and 1200/0000. Additionally, 3 reserve ALS ambulances are ready with staff within 4 hours. Each ambulance is equipped with an initial Incident Response Plan (IRP) kit that allows for initial command of an incident. The plan accounts for victims in an MCI using Green, Yellow, and Red triage designations. All metro area EMS agency ambulances have the same kit for the first arriving unit to initiate the plan and expand to mutual aid if necessary.

The metro region is currently developing a Regional EMS Compact for mutual aid responses, in which St Paul Fire/EMS will be a participating agency.

Coordination of EMS transports is accomplished through East Metro Medical Response Control Center (MRCC). MRCC will keep track of the number of impacted individuals and where they are transported as part of the standard plan. MRCC uses the Minnesota System for Tracking Resources, Alerts, and Communication (MNTrac) as the method to determine the number of patients each hospital is able to accommodate during the incident. Red, Yellow and Green triage designations are consistent with the MNTrac and the availability of hospital resources to handle patients.

F. Hospital Care

This section discusses the role of hospitals in Saint Paul and the surrounding area as first receivers. Plans for triage, treatment, transport, and medical care of extraordinary numbers of ill or injured

patients in the metro area will affect all hospitals, EMS, emergency management, and public health agencies.

Hospital surge capacity is dependent on daily census (monitored by MNTrac) with additional capacity generated using a combination of tactics including deferral of elective cases, early discharges, use of flat-space areas for patient care, conversion of single occupancy rooms to double, etc. An assessment of census and hospitals affected will be made by the Regional Hospital Resource Center (RHRC) early in the event to assist with resource and staffing requests from outside the region if necessary.

Upon notification of an emergency, facilities should mobilize resources and make arrangements to accommodate 'surge' patients per their hospital emergency operations plan including activation of their incident management plan.

Should patient care requirements exceed available resources; immediate requests to MDH will be made for inter-regional and inter-state transfer and a request made through Emergency Management to the State EOC for a Federal Declaration of Disaster and activation of the National Disaster Medical System (NDMS).

G. Alternate Care

The Modular Emergency Medical System (MEMS) model was developed to provide systematic, coordinated and effective medical response to the casualties of a large-scale incident, where the number of casualties significantly overwhelms a community's existing medical capabilities and/or involves an outbreak of a disease. This modular system will establish non-hospital locations of medical care linked to the local and regional healthcare and public health systems - which will oversee patient care, medical logistics, and information flow. As hospitals reach full capacity, they can establish Alternate Care Sites (ACS) in nearby buildings to transfer and redirect non-ambulatory patients who require non-critical, supportive care and cannot be accommodated in hospitals.

Alternate Care Sites (ACS) are supplemental non-ambulatory patient care beds in proportion to the needs of the incident when all hospital options are exhausted. The ACS primary site serving the City is the River Centre. Secondary sites are in the planning phases and the site chosen will be based upon availability and the scope of the incident.

The RHRC will work closely with the ACS to triage appropriate patients to the facility. Patients who are not eligible for admission to the ACS are those requiring mechanical ventilation, continuous EKG monitoring, receiving vasopressors, requiring blood transfusions, requiring hemodialysis, patients with existing diseases (CVD, Diabetes, Cancer, etc.) who are experiencing exacerbations concomitant with injury or infection, any Advance Cardiac Life Support (ACLS), Advance Trauma Life Support (ATLS), Pediatric Advance Life Support (PALS), or Neonatal Advance Life Support (NALS) interventions, and those patients in active labor.

H. Animal Services

Clinics and hospitals do not allow companion animals (non-ADA service animals) within their facility. ESF 11 will address animal sheltering, rescue and care.

I. Mass Fatality Management

The Ramsey County Medical Examiner will coordinate with Emergency Management to assure cooperation between City and other public safety agencies, such as Fire, Police, and Public Health, as well as state and federal agencies and organizations such as the American Red Cross. Cooperation and division of labor among these various agencies will assure effective delivery of services.

The on-duty Medical Examiner Investigator will, upon notification of a mass fatality situation, make calls to the Chief Medical Examiner and the Chief Investigator, informing them of the situation. The Chief Investigator will then contact the ranking law enforcement personnel at the scene of the mass fatality to determine the time frame in which the Medical Examiner needs to respond to the scene, the preliminary information (environmental hazards, etc.) and the estimated number of deceased people. This time frame will vary according to the situation. In the case of a terrorist or criminal action, federal and local law enforcement may need to secure and process the scene for evidence following removal of injured persons and prior to Medical Examiner arrival at the scene.

J. Security

Security considerations for Health and Medical services are identified in their respective plans. However, local law enforcement should:

1. Be responsible for assuring the safety and security of SPRCPH field operations including EMS and community-based dispensing and vaccination activities.
2. Provide crowd control at scene of an emergency or at the site of health and medical field operations.
3. Provide emergency traffic routing information and establish a traffic control plan at the scene of an emergency or site of health and medical field operations.
4. Coordinate with the Medical Examiner's Office regarding incident site preservation, crime scene investigation, and removal of remains.

K. Notifications

In instances originating as a health and medical emergency, SPRCPH will keep Saint Paul Emergency Management informed of situations with the potential to require activation of the city EOC.

The Notification Protocol is within the SPRCPH All Hazards Response and Recovery Plan Annexes will be implemented upon receipt of the health threat information, regardless of how it comes into SPRCPH. The notification options are:

1. Phone call or email via the Health Alert Network (HAN) from MDH regarding a suspect clinical sample from an external source.
2. Phone call from a first responder or Saint Paul Emergency Management regarding a suspect chemical or radiological sample from an external source.
3. Phone call from a first responder in the field (i.e. Saint Paul Police Department) regarding a suspect incident to a SPRCPH staff person.
4. Phone call from a clinician to a SPRCPH epidemiologist regarding a suspect case or incident.

The Emergency Management Director will notify the ESF 8 Coordinator of EOC activation and request that representatives report to the EOC in order to coordinate ESF 8 activities. Radio broadcast, digital pager or telephone contact typically accomplishes EOC activation messaging.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal officials may also become critical members of the ESF 8 team.

L. Actions

1. Preparedness

- Conduct planning with support agencies
- Conduct training and exercises
- Develop and refine procedures to maintain continuity of care.
- Maintain liaison with health and medical volunteer organizations, Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Emergency Teams (DMERT)
- Develop rapid response mechanism for crisis behavioral health counseling

2. Response

- Manage all field-deployed medical assets
- Conduct field assessments.
- Provide staff for special needs shelters, if needed or requested.
- Provide staff and services for monitoring public health conditions

- Conduct rapid assessments for immediate response objectives
- Determine needs for health surveillance programs
- Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities
- Assist with patient evacuation and post-event relocation
- Identify hospital and long-term care bed vacancies
- Arrange for emergency behavioral health services to individuals and communities
- Support response personnel with behavioral/mental health resources and assistance during the response Arrange for Disaster Mortuary Response Team or victim identification services
- Address the health and medical implications of radiological incidents
- Provide health education to the public regarding the emergency or disaster

3. Recovery

- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status
- Restore pharmacy services to operational status
- Monitor environmental and epidemiological systems
- Compile health reports
- Initiate grants for environmental and epidemiological surveillance
- Support emergency services staff and operations until the local system is self-sustaining maintain provision of long-term emergency environmental activities
- Identify populations requiring event-driven health, medical or social services post-event
- Assure emergency pharmacy/laboratory services
- Initiate financial reimbursement process for response and recovery activities

4. Prevention

- Increase use of geographical information systems to identify location of at-risk sites or populations
- Identify and seek auxiliary power for critical facilities
- Conduct on-going disease monitoring and surveillance, evaluation, and prevention of communicable diseases

M. Direction and Control

ESF 8 activities will be coordinated through the city EOC and will serve as the source of all direction and control.

SPRCPH is responsible for coordinating public health activities.

The Ramsey County Medical Examiner (ME) is responsible for the overall coordination of activities related to a mass fatality incident. The ME will consult with and rely heavily upon the assistance of various response agencies, including law enforcement, fire service, emergency medical support, and even outside agencies in carrying out this coordination responsibility.

ROLES & RESPONSIBILITIES

When the Saint Paul EOC is activated, SPRCPH and supporting agencies will coordinate staffing by appropriate ESF 8 representatives.

1. All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a liaison to the EOC to assist with public health and medical activities.
- Provide ongoing status reports as requested.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency responsibilities as assigned.

2. Hospitals/Clinics/HealthCare

- Implement Emergency Operations Plans.
- Advise the Liaison in the EOC of conditions of the hospital and number and type of available beds.
- Establish and maintain field and inter-hospital medical communications.
- Provide a liaison to the city EOC.
- Coordinate with EMS thru MRCC and/or RHRC to ensure that casualties are transported to the appropriate medical facility.

- Coordinate with MRCC and/or RHRC to distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
- If necessary, coordinate the use of health care facilities/services to treat less than acute illnesses and injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals, EMS, and Emergency Management on the evacuation of patients from affected hospitals and specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Provide patient identification information to the American Red Cross.

3. Police Department

- Provide security at or around health and medical facilities or at mass casualty sites, in accordance with ESF 13.
- Provide security assistance to medical facilities and to health and medical field personnel upon request.
- Provide communications support for health and medical activities, if necessary or needed.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.

4. Volunteer Agencies

- Provide food for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide Disaster Welfare Information to the ESF #8 Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.

- Provide assistance for the special needs of the disabled, elderly and children separated from their parents.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the city to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Declaration of a Local Disaster Emergency by the Mayor or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. general fund for the city, etc.).

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

SUPPORTING DOCUMENTS

The following documents were used as references:

1. SPRCPH All Hazards Response and Recovery Plan
2. Saint Paul Fire Department Standard Operating Procedures
 - **402.1** EOC Significant Incident (to be updated);
 - **601.1** Command Procedures;
 - **601.2** Staging;
 - **601.4** Company Operations.
3. Metro Region Hospital Compact Plan
4. Minnesota Metro Region Pharmaceutical Cache Plan

AUTHENTICATION

November 25, 2019

Kathy Hedin

Date

Interim Director, Saint Paul/Ramsey County Public Health



November 21, 2019

Barton Inks

Date

Saint Paul Fire Chief



November 25, 2019

Rick Schute

Date

Emergency Management Director

ESF 9 URBAN SEARCH & RESCUE

ESF Coordinator:	Saint Paul Fire Department
Primary Agencies:	Saint Paul Fire Department
Support Agencies:	Saint Paul Police Department Saint Paul Department of Emergency Management Saint Paul Mayor’s Office – Communications and City PIOs Saint Paul HR/Risk Management Saint Paul Public Works Saint Paul Parks and Recreation Saint Paul Department of Safety & Inspections Ramsey County Sheriff’s Office – Water Patrol Ramsey County Emergency Communications Center (ECC) Ramsey County Emergency Management Homeland Security MN State Homeland Security and Emergency Management MN Volunteer Agencies Active in Disasters (MN VOADs) Minnesota Task Force-1 Minnesota Air Wing Rescue Team United States Coast Guard

PURPOSE

The purpose of this ESF is to coordinate Search and Rescue Operations and Resources during emergency response and recovery. ESF 9 will provide support to local governments and agencies and describe the use of resources in both Urban Search and Rescue (US&R) and Search and Rescue (SAR) in response to actual or potential emergencies

SCOPE

Saint Paul is a mostly urban area and includes a major metropolitan downtown with high rise structures, several industrial and manufacturing centers, and heavily populated residential districts. It also includes several large parks and wooded areas and a significant number of bodies of water, including the Mississippi River. Search and Rescue operations in Saint Paul will generally be using US&R methods and requirements, Collapsed Structure SAR, water SAR, and wide area search methods if needed.

SAR operations are involved in a variety of emergency and disaster operations. The Saint Paul Fire Department (SPFD) performs extrications and smaller scale search and rescue as part of its regular public safety duties. SAR can also be used in cases of missing persons (ground searches), which can evolve into large-scale operations. SAR is a major component of most disasters and requires a large number of specially trained personnel and special equipment. SAR operations begin the moment a disaster occurs, can be long term until all potential victims are recovered, and require a large amount of mutual aid and resource support.

POLICIES

The assets available to ESF 9 are used to support city emergency operations and other ESFs with their emergency efforts. The priorities for allocation of these assets will be:

- To locations or events where there may be numerous trapped or vulnerable victims of the emergency who need immediate medical and rescue assistance. Structures that offer the highest chance of survivability (in terms of type of construction) and the number of potential victims (in terms of type of building occupancy and vulnerability to hazard affects) should receive priority.
 - Examples of such structures could include hospitals or walk-in clinics, shelters, schools, churches, hotels, etc.), mobile home parks, nursing home and independent living retirement centers, high-rise and multi-residential buildings, and office buildings.
- Assisting in the evacuation of persons from immediate peril.
- Responding to and implementing public safety and protective actions.
- All operations will be conducted using the Incident Command System (ICS) or National Incident Management System (NIMS) with a Unified Command Structure being utilized whenever applicable.
- Providing for the safety and health of all emergency personnel by providing logistical support, food/hydration, shelter and medical care. ESF 9 will interface with ESF 8, ESF 11 and ESF 15. In order to be able to do this, SPFD may require assistance from Emergency Management to maintain preparedness for this activity should a large incident occur.

AUTHORITIES

Refer to the Saint Paul Emergency Operations Plan (EOP) under the Authorities section for the federal and state laws as well as city ordinances related to the Saint Paul Department of Emergency Management.

SITUATION & ASSUMPTIONS

A. Situation

SPFD protects the life and property of the people of Saint Paul. The firefighters, public educators, support staff, and maintenance personnel form an effective team that is assigned to 15 fire stations throughout the City. The firefighters and medics work 24-hour shifts around the clock keeping the City safe.

B. Assumptions

1. All local entities have emergency response plans for dealing with structural collapse/technical rescues and have the means for initial and, in many cases, complete response to structural collapse/technical rescue incidents. Department standard operating procedures (SOP) should be developed to ensure this is achieved
2. Some incidents will be beyond the capabilities of the local responders, some of which have specific mutual aid agreements with contiguous local forces and private entities for needed resources. Local forces know how to request assistance for the State response agencies.
3. Primary and support agencies should be familiar with and know how to activate ESF 9.
4. All agencies personnel have been trained in the types of response they may need to perform, and the limitations of their agency.
5. All agencies have the capability of protracted operations.
6. Primary agencies should develop SOPs to further detail their responsibilities and response actions, have current lists of personnel and equipment will be available during the incident.
7. The City has a mutual aid agree with the Minneapolis Fire Department for additional equipment and personnel.
8. The public will be kept advised of the situation, potential dangers and precautionary actions they should take. If further information needs to be disseminated it is assumed agreements or procedures exist to make that information available whether it be through the media, press releases etc.
9. The majority of the public will listen and heed warnings and protective action instructions.

10. Structural Collapse/Technical Rescue incidents often give no warning and protective actions may need to be redesigned should situations change.
11. Communications among responders exist or there are alternate and back-up systems in place and available.
12. Proper execution of the noted ESFs will reduce the devastating effects an incident may cause/produce.

CONCEPT OF OPERATIONS

A. General

1. During a declared emergency that is the responsibility of SPFD a representative of the lead agency will be available in the Emergency Operations Center (EOC) during activation to respond to requests for support submitted to this ESF. SPFD, in coordination with Emergency Management, will coordinate the mobilization of resources through the State Emergency Management Assistance Compact (EMAC) coordinator. It will additionally coordinate with ESF 15 – External Communications for the utilization of other resources volunteered from other sources.
2. Since the responsibilities for SAR may vary depending on what the type, size, extent and duration of a situation is, all of the emergency response agencies in the city are primary agencies within this ESF.
3. Minnesota Task Force-1 (MNTF-1) is an US&R that is available through State Fire Marshall's Office. The US&R team is in place to cover the gap from between local capabilities and the Federal USAR. MNTF-1 consists of teams from SPFD, Minneapolis Fire Department, Edina Fire Department, Rochester Fire Department and Dakota County Special Operations Team (DCSOT) and can be requested via the State Duty Officer.
4. Specially trained and equipped US&R teams are maintained by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations.
 - **Note:** *The closest regional USAR Teams to Saint Paul is located in Lincoln, Nebraska.*
 - **Note:** *Closest does not mean quickest response. FEMA has a routine for US&R readiness and ability to deploy, which is also a factor in response times.*

5. All emergency response personnel are trained in the ICS and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.
6. State and Federal search and rescue resources will be requested by the EOC through the procedures described in ESF 5 – Emergency Management.
7. As described in existing mutual aid agreements, outside search and rescue resources will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.
8. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. St Paul Fire will coordinate ground rescue and/or recovery operations of victims.
9. Minnesota Aviation Rescue Team (MART) is a cooperative effort between the SPFD and the Minnesota State Patrol. MART is capable of providing aerial search and rescue for short-haul and other forms of victim extraction.
10. The following specialized capabilities exist with local and/or regional agencies for Search and Rescue:
 - Surface Water
 - High Angle/Low Angle
 - Aerial
 - Collapsed Structures
 - Missing Persons
 - Urban Area
 - Confined Space
 - Trench Rescue
11. Accurate records must be kept providing information to various agencies and individuals at the completion of search and rescue activities, this includes training for completion of required FEMA forms (ex: 214...).
12. SPFD will document where injured persons were found, treated, and transported (if applicable) for additional medical care.
13. Law enforcement and/or US&R personnel, under the direction of the Ramsey County Coroner, will record where deceased victims were found.

14. Law enforcement, under the direction of the Police Chief, will account for and secure evidence and personal belongings.
15. Primary communications are via radio. Alternate communications are either through cellular or land-line telephones.

B. Organization

1. Tactical search and rescue operations will be controlled by the Incident Commander(s) at the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
2. Outside search and rescue resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.
3. The St Paul EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 9.
4. The Fire Chief and/or Director of Emergency Management, or designee, will have the authority to procure any additional city resources deemed necessary to conduct search and rescue operations.
5. Incident command will determine proper staging needs and locations
6. Requests for mutual aid will be at the discretion of the Fire Chief and/or Director of Emergency Management, or designee.
7. The ESF 9 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF 5 – Emergency Management.
8. In events involving search and rescue operations, the Emergency Management Department will request that an appropriately trained representative report to the EOC to coordinate ESF 9 activities.
9. As additional EOC staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with search and rescue activities. If necessary, State and Federal representatives may be asked to report to the EOC to ensure appropriate coordination.

C. Notifications

1. In events involving search and rescue operations, the Emergency Management Department will request that an appropriately trained representative report to the EOC to coordinate ESF 9 activities.
2. As additional EOC staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with search and rescue activities. If necessary, State and Federal representatives may be asked to report to the EOC to ensure appropriate coordination.

D. Actions

1. Preparedness

- a. Maintain this ESF as well as supporting operating procedures and guidelines
- b. Ensure personnel receive appropriate emergency operations training
- c. Ensure mutual aid agreements are in place with surrounding jurisdictions
- d. Develop and maintain mutual aid agreements with private area resources that could be useful during search and rescue operations
- e. Participate in Emergency Management training and exercises
- f. Support SPFD in maintaining preparedness to perform ESF 9 function

2. Response

- a. Respond as required on a priority basis
- b. Activate mutual aid if needed
- c. Request MNTF-1 through State Duty Officer
- d. Request Federal US&R if necessary
- e. Coordinate activities with other responding agencies
- f. Coordinate with search and rescue elements responding from outside the jurisdiction
- g. Alert or activate off-duty and auxiliary personnel as required by the emergency
- h. Conduct other specific response actions as dictated by the situation

3. Recovery

- a. Replenish supplies and repair damaged equipment
- b. Continue all activities in coordination with the EOC based on the requirements of the incident
- c. Participate in after-action briefings and develop after-action reports
- d. Make necessary changes in this ESF and supporting plans and procedures

4. Prevention

- a. Review the hazards most likely to affect the city and identify potential vulnerabilities in the search and rescue function
- b. Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures) and support SPFD in preparedness to preform ESF functions

E. Direction and Control

The ESF 9 designated coordinator will:

1. Work with the EOC Team to rapidly assess the situation and take appropriate actions to support search and rescue operations at the scene(s).
2. Assess the need to request specialized search and rescue resources from outside the city.
3. Serve as, or designate, a liaison with search and rescue resources from outside the city, including State and Federal agencies.
4. Work with ESF 3 - Public Works and Engineering to ensure heavy equipment support to search and rescue operations, to include training.
5. Coordinate with ESF 8 - Health and Medical Services to help ensure the coordination of emergency medical assistance and victim transport.
6. Work with the Incident Commander(s) and the EOC Team to help ensure search and rescue personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.

ROLES & RESPONSIBILITIES

A. ESF Coordinating Agency

1. Saint Paul Fire Department

SPFD is the lead agency for Search and Rescue operations including SAR in the following events:

- All Fire Incidents (residential, business, public building, public land, etc.)
- Hazardous Materials Incident (fixed facility and transportation)
- Building Collapse(s) (residential, high-rise, public facility, etc.)
- Aviation Accident/Crash (small airplane, airliner, helicopter, etc.)
- Transportation Accident (automobile, truck, bus, train, etc.)
- Structure Collapse (bridge, dam, roadway, etc.)
- Explosion (gas main, trunk line failure, bomb, etc.)

Note: SPFD is the lead agency for bomb related incidents. See also the Police Responsibilities in this ESF.

- Natural hazards (tornado, flood, blizzard, fire, landslide, etc.)
- Terrorism (CBRN attack, bomb, hostage, hijacking, contamination, etc.)
- Body recovery of deceased persons from public and private properties in the disaster area. In coordination with the Ramsey County Medical Examiner's office.
- Along with the EOC Operations Section and the Health Department, the SPFD will develop specific procedures for body recovery operations, including the following considerations:
 - The unique situations and conditions of the current disaster event
 - Use of appropriate PPE
 - Modified staffing levels of entry teams to minimize responder exposure to any potential hazardous materials or infectious disease
 - Use of ventilation, including forced air ventilation for enclosed areas prior to entry
 - Appropriate consideration for survivors, coworkers, or family members of the deceased
 - The timelines of recovery operations:
 1. Adequate and appropriate transportation of deceased remains to limit additional exposures and provide for the dignity of the deceased
 2. Coordination with mortuary specialists and religious advisors

3. Crime scenes (including all acts of terrorism) and the medical examiner's responsibilities

- Search and rescue operations involving bridges traversing navigable waterways shall be under the direct control of the SPFD. When the SPFD Incident Commander determines that river operations are to be shifted from rescue to recovery, Water Operations/Command will be transferred over to the Ramsey County Sheriff Department for recovery operations.

B. ESF Supporting Agencies

1. Department of Safety and Inspections (DSI)

In coordination with Public Works and the Fire Department, provide structural engineering assessments, technical expertise regarding structural integrity, and related safety issues for search and rescue operations.

2. Saint Paul Police Department

Act as the lead agency for missing person(s) searches, response to bomb threats, and/or explosions. Also, coordinate the SAR operations of a bomb incident response with the SPFD.

3. United States Coast Guard

The United States Coast Guard has overall jurisdiction of federal waterways to include the Mississippi River. It will be at their discretion to assume command and/or join a united command during recovery operations.

4. Ramsey County Sheriff's Office

Search and Rescue operations involving bridges traversing navigable waterways shall be under the direct control of the SPFD. When the SPFD Incident Commander determines that river operations are to be shifted from rescue to recovery, Water Operations/Command will be transferred over to the Ramsey County Sheriff Department for recovery operations

5. Ramsey County - Community Emergency Response Teams

These Community Emergency Response Teams (CERTs) are trained in light SAR techniques and disaster triage. Their primary area of responsibility is their own neighborhood. If their neighborhood is affected by a disaster they will begin light SAR and victim triage operations in that area until a first responder arrives. Then they will work under the direction of that first responder.

CERTs can be dispatched to operate in other areas outside their neighborhoods as needed. CERTs are not trained in and highly discouraged from attempting any SAR in buildings with moderate to severe structural damage, hazardous materials situations, and structural fires (they

can put out very small fires). CERTs can also be used to aid in ground searches and as support entities for other SAR organizations.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance should be resolved at the lowest levels. Unresolved assistance requests will normally flow upward from city to the county or state, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The proclamation of a Local Emergency by the Mayor, or a State-wide disaster issued by the Governor may suspend selected policies and published guidance that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will normally maintain the status of all outstanding/unfilled assistance requests and unresolved ESF-related issues. This information should be summarized into periodic status reports and submitted in accordance with applicable operating procedures/guidance.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification. This is not only prudent use of taxpayer dollars, it is also needed should State/Federal reimbursement be possible. Typically, the first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative should conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies should provide written and/or oral inputs for this critique. The primary agency representative should consolidate all inputs into a final report and submit it to the Emergency Management Director or designated official.

RESOURCES AVAILABLE

Mutual Aid will be initially received through the State Duty Officer, MNTF-1 and MART. Water operations may include the assistance of the following agencies:

- United States Coast Guard
- Ramsey County Sheriff - Water Patrol Division
- Upper River Services, LLC
- Army Corps of Engineers

Other Resources available:

1. Minnesota Collapsed Structure Rescue Teams (via State Duty Officer)
2. CERT (SP and other local)- for ground searches, triage, and light SAR
3. Minnesota National Guard (see ESF 13 - Military Support for request procedures)
4. United States Coast Guard (via State Duty Officer)
5. State Patrol – Aviation/MART (via State Duty Officer)
6. Minnesota Search & Rescue Dog Association (MinnSARDA) (via State Duty Officer)
7. Federal Emergency Management Agency - USAR (via State Duty Officer)
8. Area Police and Sheriff's Reserves
9. Ramsey County Sheriff's Dive Team and Water Patrol
10. Ramsey County Emergency Management and Homeland Security (RCEMHS) (via County Duty Officer)
11. Mobile Command Post (Infrared Camera System)
12. Ramsey County Emergency Services (RCES) volunteers for ground searches

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under this ESF.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

Any organization or entity supplying pre-arranged goods and/or services of potential value in emergency operations and their aftermath (i.e. heavy equipment, cranes, shoring materials, K-9 search and rescue, etc.) should enter into a Memorandum of Understanding with the City of Saint Paul.

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Disaster Emergency by City Council, the Board of County Commissioners, or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues.

This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

SUPPORTING DOCUMENTS

A comprehensive manual of search and rescue standard operating procedures are available at the Fire Headquarters, 645 Randolph Ave, Saint Paul, MN 55101 and will be available at the EOC.

AUTHENTICATION

November 15, 2019

Barton Inks

Date

Saint Paul Fire Chief



November 22, 2019

Rick Schute

Date

Emergency Management Director

ESF 10 OIL & HAZARDOUS MATERIALS

ESF Coordinator:	Saint Paul Fire Department
Primary Agency:	Saint Paul Fire Department
Support Agencies:	State Hazardous Material Teams Saint Paul Public Works Saint Paul Parks & Recreation Saint Paul Regional Water Minnesota Pollution Control Agency (MPCA) EPA – Region V Response Team
Non-Governmental Agencies:	Chemical Transportation Emergency Center (CHEMTREC) AMTRAK - National Railroad Passenger Corp. Burlington Northern- Santa Fe Railway Upper River Services, LLC. Canadian Pacific Railway WENCK Response, Inc. Union Pacific Railway Hulcher Services, Inc. Bay West, Inc.

PURPOSE

This Emergency Support Function (ESF) describes the prevention, preparedness, response, and recovery activities & actions unique to oil and hazardous materials incidents. In summary, this ESF addresses:

- Response to oil and hazardous materials incidents, both at fixed and on transportation routes
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short- and long-term environmental clean-up

SITUATIONS

The City of Saint Paul is home to a variety of facilities that subject the rules and regulations of Emergency Planning & Community Right-to-know Act (EPCRA) and Superfund Amendments and Reauthorization Act (SARA) Title III. Because of the locations and types of hazardous materials found in

these facilities, the city must plan for hazardous materials incidents that could occur within these facilities.

1. Incidents involving hazardous materials can occur almost anywhere and at any time within the City and may affect a large number of people, animals, environment, and property. These incidents can occur either by accident or as the result of an intentional act.
2. Hazardous materials incidents can be confined to a small localized area or be extremely large and cover great areas.
3. Local responders will handle the incident initially. When the incident exceeds the local response capability, assistance from other cities, counties, state, federal and private contractors may be necessary.
4. There are virtually tens of thousands of hazardous materials produced, transported, used, stored in and throughout the City. Some materials are more hazardous than others. In 1986, the SARA was enacted producing a list of Extremely Hazardous Substances (EHS). This supplement was created to address EHSs and the remaining hazardous chemicals in Saint Paul.
5. There are many environmentally sensitive areas in Saint Paul. Environmentally sensitive areas are those that could be in jeopardy if a hazardous substance incident were to occur in close proximity such as those related to water, air, soil, vegetation, transportation, and areas where people and animals congregate.
6. Sensitive areas related to water include aquifers, water wells, supplies, intakes, and waterways. Aquifers are natural underground storage areas of water into which wells and intakes can be drilled for the purposes of potable water supply. Contamination of aquifers can affect large populations of residents as well as large areas of the environment. Soil and vegetation are vulnerable should hazardous materials be deposited upon them possibly requiring the disposal of soil and vegetation, which is essential to the food chain.
7. Soil and vegetation are vulnerable should hazardous materials be deposited upon them possibly requiring the disposal of soil and vegetation, which is essential to the food chain.

SCOPE

This ESF is a functional annex to the Saint Paul Emergency Operations Plan (EOP). To the extent possible, information contained in other sections of the EOP will be referenced but not be repeated in this ESF Annex.

Most of the agencies with ESF 10 responsibilities have existing emergency plans and procedures. This ESF is not designed to take the place of these plans; rather it is designed to ensure that specific

hazardous materials planning requirements are met. When appropriate, this ESF will reference and support the departmental staffing and procedures already in place.

POLICIES

This ESF applies to all agencies with assigned emergency responsibilities as described in the Emergency Operations Plan (EOP).

Authorities and references specific to this ESF (a general list of authorities and references is found in the Basic Plan.) are below:

- Title III of the Federal Emergency Planning and Community Right-to-Know of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99.499)
- National Response Team (NRT) Hazardous Materials Emergency Planning Guide; updated 2002
- Financial recovery of expenses incurred for assets/equipment used in response to the release or threatened release of hazardous materials or pollutants into or upon the environment will be handled through the SPFD and Finance Departments as regulated by state and local laws.
- Saint Paul Fire Department Standard Operating Procedures:
 - 604.1 Hazardous Materials Incident Response
 - 604.2 Hazardous Mat. Response Product Specific
 - 604.3 Haz/Mat Contractual Procedures
 - 604.4 Off-Loading of Flammable Liquid Tanks
 - 604.5 Dispatch for HAZMAT Contract Response
 - 604.6 Carbon Monoxide Response
 - 604.7 Nuclear Accident Relocation Center
 - 604.8 Haz/Mat Contractual Procedures Pre-planning/On-Site Visits
 - 604.9 Hazardous Materials Exposure/Medical Examination
 - 604.11 ALS @ Hazmat
 - 604.12 Hazardous/Flammable
 - 604.13 Response to Unknown
 - 605.1 Clandestine Drug Lab
 - 605.2 Joint Procedure for the SPPD Bomb Squad & SPFD HAZMAT Response Group

- 605.3 Natural Gas Emergencies

This ESF Coordinator/Lead, along with the support agencies, are critical members of the EOC Team and will work within the EOC structure described in ESF 5 – Emergency Management.

SITUATIONS & ASSUMPTIONS

1. All local entities have emergency response plans for dealing with hazardous materials releases and have the means for initial and, in many cases, complete response to hazardous materials incidents.
2. Some hazardous materials incidents will be beyond the capabilities of the local responders, some of which have specific mutual aid agreements with contiguous local forces and private entities for needed resources. Local forces know how to request assistance for the State response agencies.
3. Primary and support agencies are familiar with and know how to activate ESF 10.
4. All agencies personnel have been trained in the types of response they may need to perform.
5. All agencies have the capability of protracted operations.
6. All primary and support agencies have developed SOPs to further detail their responsibilities and response actions, have current lists of personnel and equipment will be available during the incident.
7. Saint Paul HAZMAT teams have formal Mutual Aid documents and/or Letters of Agreements with other local, state, and private organizations for additional equipment and personnel.
8. The public will be kept advised of the situation, potential dangers and precautionary actions they should take. If further information needs to be disseminated it is assumed agreements or procedures exist to make that information available whether it be through the media, press releases etc.
9. The majority of the public will listen and heed warnings and protective action instructions.
10. Hazardous Materials incidents often give no warning and protective actions may need to be redesigned should situations change.
11. Communications among responders exist or there are alternate and backup systems in place and available.

12. Proper execution of the noted ESFs will reduce the devastating effects a hazardous materials incident may cause/produce.

CONCEPT OF OPERATIONS

A. General

The Saint Paul Fire Department Hazardous Materials Team (herein referred to as the SPFD HAZMAT Team) is the primary agency for providing ESF 10 technical assistance, resources and support during response activities. Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

B. Responder Certification

It is the intent to have all SPFD firefighters trained to at least the “First Responder Operations” level in accordance with 29 CFR 1910.120 (approx. 430 personnel). Furthermore, over 120 of the personnel are to be trained to the “Hazardous Materials Technician” level in accordance with 29 CFR 1910.120. It is further the intent to have a majority of SPFD personnel trained to at least the “Hazardous Materials Technician” level, as well as EMS competencies for NFPA 473 - Level 1.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Under normal circumstances, all training records/certification documentation of the SPFD HAZMAT Team will be located at the SPFD Headquarters, 645 Randolph Ave., Saint Paul, MN 55102.

C. Organization

Small-scale hazardous material incidents occur almost daily and are routinely handled by the SPFD HAZMAT Team, often with the assistance of utility companies and/or HAZMAT clean-up contractors. For larger-scale incidents, or those involving more dangerous hazardous materials, the Saint Paul HAZMAT team will respond with the Minnesota State HAZMAT Response Vehicle #1. Requests for additional specially trained and equipped HAZMAT teams and resources are coordinated through the Minnesota State Duty Officer. Responsibility for the clean-up of hazardous materials lies, under Minnesota law and by city/county resolution, with the spiller.

In any transportation incident involving radiological materials, local authorities are notified through the Ramsey County Emergency Communications Center. The SPFD HAZMAT team will be responsible for the initial containment and monitoring of the situation pending response from contractors who are equipped and trained to deal with the cleanup of radiological incidents.

There are two fire service HAZMAT Team in the City, and at least 10 others located within the state. The team is divided into two entities; Chemical Assessment Team #1, and Emergency Response Team #2.

The Incident Commander will typically make all tactical field decisions using their Hazardous Materials Standard Operating Procedures (SOPs). These SOPs are maintained by the Saint Paul Fire Department, and are located at the SPFD Headquarters.

Minnesota has 11 Chemical Assessment Teams (CATs) which are composed of a minimum of nine trained personnel. One hazardous materials specialist and two technicians must be available to respond at all times. Emergency Response Teams (ERT's) are located within the cities of Saint Paul and Moorhead, and also serve as CATs when needed. While composed of a minimum of thirty trained personnel, with four specialists, four technicians, and one medical support officer on duty at all times.

D. Types of Incidents

The release of a hazardous material into the environment can pose a significant threat to the community. The most likely occurrences of such releases are in the following areas:

1. Transportation Routes

- a.** Major highways, railroad lines and pipeline routes are primary corridors for the transportation of hazardous materials. The region's major highway and railroad lines are many. Pipeline maps and information specific to pipeline companies are maintained by multiple agencies and for the most current information it is best to contact the Minnesota Homeland Security & Emergency Management Department.
- b.** Notification of a hazardous materials spill or release from transportation incidents is normally made through the Ramsey County Emergency Communications Center, which will notify the appropriate response units.
- c.** Because SPFD is also a designated Minnesota State Hazardous Materials Response team, notification of the State Duty Officer is at the discretion of the Incident Commander. Determining factor for notification include (but are not limited to):
 - Size of Spill
 - Product Released
 - Environmental Impact
 - Life/Safety Hazards
 - Additional Assets Request

2. Business and Industry

- a. The SPFD maintains a list of facilities reporting extremely hazardous substances (EHS) under the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA).
- b. In the event of a spill/release potentially endangering public safety, the facility is responsible for immediately notifying the fire department. Notification will typically be accomplished by calling 9-1-1. The industry/facility has the legal obligation to notify the SPFD on all releases. This emergency notification must/should include:
 - Chemical name and whether it is an extremely hazardous substance
 - Estimate of the quantity released into the environment
 - Time and duration of the release
 - Medium into which the release occurred
 - Any known or anticipated acute or chronic health risks associated with the release
 - Advice on medical attention for exposed individuals
 - Necessary precautions such as evacuation or in-place shelter
 - Name of a contact person, etc.
- c. The facility is required to provide ongoing information and assistance to the responding HAZMAT Team, the Department of Emergency Management and the EOC as required by the situation.
- d. Facilities within the City that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material. These “302 Facilities” are vast in the city, for the most current up to date list contact the Fire Department.
- e. Facilities within the City that possess extremely hazardous materials are required to develop and maintain a Risk Management Plan (RMP) as specified in 29 CFR 1910.120(I) or emergency action plans as specified in 29 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.
- f. **At minimum, the plans must:**
 - Address pre-emergency planning, including coordination with local emergency response organizations
 - Provide means of alerting and, if necessary, safely evacuating employees

- Cite emergency response drills
- Provide procedures for obtaining prompt medical and firefighting assistance
- Procedures for notifying community, State, and Federal officials of an emergency occurrence

3. Agriculture

Pesticides, fertilizers and other common agricultural chemicals may also pose a threat to the environment if involved in an uncontrolled release or otherwise used improperly.

4. Illegal Dumping

Used motor oils, solvents, paints, etc. can also threaten health and the environment if not disposed of properly. Biological and medical wastes can pose similar threats.

5. Radioactive Materials

- a. Interstate roadways, railroads, and even commercial airlines are authorized routes for the shipment of certain types of radioactive materials.
- b. City hospitals (Regions Hospital, St. Joseph Hospital, and United Hospital all in Saint Paul) utilize low-dosage radiation for its Cancer Treatment Centers. There are numerous same-day medical clinics and independent cancer treatment centers located throughout the area that also use low-dose radiation.
- c. The SPFD HAZMAT Team provides the primary source of radiological monitoring outside of private facilities. Confirmation of a radiological incident will require the response of radiological response team(s). The SPFD HAZMAT Team typically does not mitigate radiological incidents beyond monitoring and following basic “time-distance-shielding” procedures.
- d. A radiological incident would require special handling and expertise before, during, and after an incident to include:
 - Responding personnel with current training and certification by an identified Radiological Officer
 - Maintenance and possession of radiological monitoring equipment to include calibration
 - Proper containment and protective actions (time, distance, sheltering)
 - Maintenance of notification methods for assistance
 - Determination by the Incident Commander as to the need for outside assistance
 - Ongoing monitoring and records following an event
 - Compliance with all local, state and federal regulations for containment, cleanup and follow up of any incident involving radioactive materials

E. Incident Classification

At present, no formal “incident classification system” is in place for the City. All hazardous material incidents are regarded as potentially “life-threatening” until a proper “size up” is given by the Incident Commander. The SPFD HAZMAT Team does not typically respond outside of their normal area of response unless called upon by the Minnesota State Duty Officer.

F. Hazardous Materials Risk Analysis

In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/locations within the city have been pre-identified.

1. “Covered” facilities

Facilities that possess extremely hazardous materials. The 302 Facilities List is kept at Saint Paul Fire and Safety Services and updated annually.

2. Other facilities that may contribute additional risk due to their proximity to “covered” facilities.

3. Facilities (schools, hospitals, nursing homes, etc.) at risk due to their proximity to facilities with extremely hazardous materials

4. Transportation routes (highway, railroad lines, rivers, etc.) for extremely hazardous materials.

5. Pipelines (as defined in Minnesota Statutes, Section 299J).

G. Notifications**1. Affected Populations**

Determination of areas or populations affected by a HAZMAT release will typically be made through general knowledge of the area by responding agencies and through the use of the PEAC Software utilized by the SPFD HAZMAT Team.

a. Public Warning and Notification

Any wide-scale public warning will typically be accomplished through a combination of different media including, but not limited to: the Emergency Alert System (EAS) notifications over radio/television/cable TV networks and AM/FM radio stations, Reverse 9-1-1 paging systems for responders, and the hearing impaired, public address equipment on fire and police vehicles, and door-to-door notifications, when feasible.

- For amplifying information on warning and notification activities, see ESF 2 – Communications.
- Evacuation routes are identified in ESF 1 - Transportation.

b. Resource Augmentation

Departments and Agencies Involved in Hazardous Material Response:

- Saint Paul Fire and Emergency Medical Services
- Saint Paul Public Works
- Saint Paul Parks and Recreation
- Saint Paul Regional Water Services
- Minnesota State Duty Officer
- Minnesota Department of Health (MDH)
- Ramsey County Public Health (RCPH)
- Minnesota Pollution Control Agency (MPCA)
- Environmental Protection Agency (EPA)

Information on additional equipment, personnel or other resources is kept typically by the SPFD HAZMAT team and the Department of Emergency Management. State resources are available by contacting the Minnesota State Duty Officer.

c. Outside Non-Governmental Resources

- 1) CHEMTREC** - The Chemical Transportation Emergency Center (CHEMTREC) is a public service of the Chemical Manufacturers Association that provides immediate advice for those at the scene of an emergency and promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow-up.

CHEMTREC operates around-the-clock can usually provide hazard information guidance when given the identification number or the name of the product and the nature of the problem. When contacting CHEMTREC as much of the following information should be provided as possible:

- Name of caller and callback number
- Nature and location of the problem
- Guide number in use
- Shipper or manufacturer

- Container type
- Rail car or truck number
- Carrier name
- Consignee
- Local weather conditions

The successful use of the Hazardous Materials Emergency Response Guidebook may depend upon contact with CHEMTREC as soon as the incident has been surveyed and the immediate needs of the people involved in the situation have been handled.

- 2) **Bay West, Inc.** - This spill response company includes certified and experienced supervisory and field personnel supported by administrative staff, a major inventory of equipment and materials, a fleet of emergency response vehicles, and field-tested procedures. Bay West is certified by the US Coast Guard as an Oil Spill Removal Organization (OSRO) for on-water spill response.

Bay West, Inc.

5 Empire Drive
Saint Paul, MN 55103

Emergency Numbers

(651) 291-0456 or (800) 279-0456

- 3) **Hulcher, Inc.** - This spill response company employees operate from ten environmental office locations in the United States and Canada. Each employee provides a unique set of environmental skills useful on large-scale remediation projects, emergency response and industrial maintenance. The staff's interdisciplinary training allows them to be cross-utilized in areas of project management, health sciences, regulatory liaison, interpreting, analytical data, permitting, heavy equipment mobilization and operation and field supervisor duties.

Hulcher Services Inc.

611 Kimberly Drive
P.O. Box 271
Denton, Texas 76202-0271

Emergency Number

(800) 637-5471

General Info Number

(800) 659-8032

- 4) **Upper River Services, LLC** – This company operates a barge and towboat repair and maintenance facility along the Mississippi River. Upper River Services is the City's harbor operator, leasing approx. 12,000 linear feet of river-bank fleeting areas. They can offer rapid deployment of absorbent pads and booms in the event of a spill into the Mississippi River. (Note: This company does not provide spill recovery/clean-up services.)

Upper River Services Company

40 State Street
Saint Paul, Minnesota 55107

Emergency Number

(651) 292-9293

- 5) **Burlington Northern- Santa Fe (BNSF) Railway** - This company operates hazmat response teams with extensive training on railway hazardous materials related incidents. They have Hazardous Materials Field Operations and Emergency Response members that deploy with specialized equipment to support local responders and provide spill recovery/clean-up services.

BNSF Railway

80 44th Avenue
Minneapolis, Minnesota, 55421

Emergency Number

(800) 832-5452

- 6) **Union Pacific (UP) Railway** - This company operates hazmat response teams with extensive training on railway hazardous materials related incidents. They have Hazardous Materials Field Operations and Emergency Response members that deploy with specialized equipment to support local responders and provide spill recovery/clean-up services.

UP Railway

1400 Douglas Street, Stop 1040
Omaha, Nebraska 68179

Emergency Number

(888) 877-7267

- 7) **Canadian Pacific Railway** - This company operates hazmat response teams with extensive training on railway hazardous materials related incidents. They have Hazardous Materials Field Operations and Emergency Response members that deploy with specialized equipment to support local responders and provide spill recovery/clean-up services.

CP Railway

7550 Ogden Date Road S.E.
Calgary, Canada

Emergency Number

(800) 716-9132 (Police Services Comm. Centre)

- 8) **AMTRAK - National Railroad Passenger Corp.** - This federally-chartered corporation is America's national passenger rail carrier operating in this area on "host railroads" and does not "own" any tracks in the Saint Paul area. Furthermore, they only carry passengers and normally do not have any bulk hazmat materials on board, or mix bulk materials and passengers, on their trains. Should an incident occur with one of their

trains, the “host” track they are operating on should be the initial call for response. AMTRAK then could be contacted for a representative to coordinate the incident with. (Note: This company does not provide spill recovery/clean-up services.)

AMTRAK

60 Massachusetts Ave., N.E. - 2E113
Washington, D.C. 20001

Emergency Number

(800) 331-0008 (National Comm. Center)

- 9) **WENCK Response, Inc.** - This company offers many specialized services spanning strategic engineering, environmental and consulting services; construction and project management; to include emergency spill response and remediation. More specifically, when called upon to assist in a hazmat response, incident management, recovery, and/or remediation services they are capable of providing support to a variety of situations including: train derailments, highway transportation accidents, city or county emergency event responses, and natural disasters.

WENK Response, Inc.

1800 Pioneer Creek Center
Maple Plain, Minnesota 55359

Emergency Number

(800) 368-8831 or (763) 479-4200

2. Surrounding Jurisdictions

There are resources available from surrounding jurisdictions to augment those of the SPFD HAZMAT Team in the event of a major hazardous materials incident. The Saint Paul Department of Emergency Management maintains copies of mutual aid agreements with other jurisdictions. However, it is standard procedure to utilize any one (or more) of the Minnesota State Hazardous materials Response Teams as the primary source of HAZMAT assistance.

3. State and Federal Resources

Several state agencies are available to provide resources and technical assistance to SPFD including those of the State/Regional Hazardous Materials Response Teams, Minnesota Department of Transportation (MDOT), Minnesota Department of Health (MDH), and the Minnesota Department of Homeland Security & Emergency Management (MN HSEM). The resources of the Federal Environmental Protection Agency (EPA) and may also be available to supplement city/state resources.

In the event of a hazardous materials incident that is beyond the resources of city, county, and state government, the National Regional Response Team can be requested through the Minnesota Pollution Control Agency (MPCA). Requests for such assistance should be submitted to the State Duty Officer at HSEM. To request state or federal resources see ESF 5 – Emergency Management.

4. Spill Reporting

Federal and state laws require that federal, state and local agencies be notified in the event of a spill, discharge or accidental release of any material that may endanger people or pollute the water, air or soil. The responsibility for reporting these spills lie with the facility owner/operator or, for transportation incidents, the shipper. Initial notification is made by calling 9-1-1 and/or the MN Duty Officer. The Ramsey County Emergency Communications Center (RCECC) will then call the necessary fire units, including the SPFD HAZMAT Team. Medical support for the SPFD HAZMAT Team will be provided by SPFD EMS.

In addition to notifying 911, the spiller is also responsible for notifying the appropriate state and federal agencies depending on the type of incident.

5. Required Contact Information

- 9-1-1
- State Duty Officer (HSEM) -- Contact: (651) 649-5451 or (800) 422-0798
- National Response Center (Environmental Protection Agency) -- Contact: (800) 424-8802 or EPA Region 5 – Chicago (312) 353-2318 or (800) 621-8431

Note: The Emergency Management Department typically will coordinate with the Incident Commander of the lead responding agency to ensure that proper notification has been made to the National Response Center (NRC) as needed. Other notifications will be made in accordance to State and Federal requirements per standard operating procedures.

6. Notifications

The Ramsey County Emergency Communications Center (RCECC) will notify the Emergency Management Department of all hazardous materials incidents with the exception of small incidents such as carbon monoxide detectors going off in a home. If necessary, the Emergency Management Director, or designee, will activate the EOC and notify the appropriate officials.

A SPFD HAZMAT team representative will be requested to report to the EOC to serve as the ESF 10 – Oil and Hazardous Materials Response Coordinator. As additional EOC staffing needs become apparent, other agencies with support responsibilities may be asked to report to the EOC by the ESF 10 Coordinator or the Emergency Management Department.

7. Actions

a. Preparedness

Saint Paul Fire Department: In addition to the training detailed in “Responder Certification” section, the SPFD will:

- 1) Maintain this ESF Annex and any attachments
- 2) Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents
- 3) Ensure personnel are appropriately trained and equipped to deal with potential radiological incidents
- 4) Maintain adequate supply of radiological monitors
- 5) Develop and maintain standard operating guides and checklists for hazardous materials incidents
- 6) Ensure notification and call-up lists are current
- 7) Participate in Emergency Management training and exercises as requested

b. Facilities:

- 1) Facilities within the City that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material. (The SPFD maintains Sara Title III Supplement - 302 Facilities information)
- 2) Facilities within the City that possess extremely hazardous materials are required to develop and maintain a "Risk Management Plan" (RMP) as specified in 29 CFR 1910.120(I) or emergency action plans as specified in 29 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.
- 3) At minimum, the RMP must:
 - a) Address pre-emergency planning, including coordination with local emergency response organizations
 - b) Provide means of alerting and, if necessary, safely evacuating employees
 - c) Cite emergency response drills
 - d) Provide procedures for obtaining prompt medical and firefighting assistance
 - e) Procedures for notifying community, State, and Federal officials of an emergency occurrence

c. Response Procedures for Emergency Response Personnel

- 1)** In the event of a hazardous materials incident, the Saint Paul Fire Department will:
 - a)** Deploy appropriately trained personnel to the incident
 - b)** Deploy a representative to the City EOC if requested
 - c)** Establish adequate zones for decontamination
 - d)** Ensure personnel are adequately protected and equipped to handle radiological incidents
 - e)** Consider and request mutual aid as needed
 - f)** Request assistance from the EPA and others as dictated by the situation
 - g)** Coordinate the activities of all responding agencies
 - h)** Conduct other specific response actions as dictated by the situation

- 2)** Scene operations will include (but not be limited to the following:
 - a)** The implementation of the Incident Command System
 - b)** Depending on size and scope of incident, a Unified Command Center should be developed including assets from Fire, Police, Public Works, Minnesota Department of Homeland Security & Emergency Management, Minnesota Pollution Control Agency, and others as warranted.
 - c)** The Incident Commander assessing the incident from a distance and identifying the hazardous material(s).
 - d)** Incident command should take advantage of all available computer software in determining the size and scope of the hazardous material(s) release (i.e. Aloha, Cameo, PEAC etc.)
 - e)** HAZMAT Response Teams and Emergency Response Teams should have above mentioned computer programs pre-installed on scene computer systems, etc.
 - f)** Incident command will determine the parameters, isolate site, and prevent entry
 - g)** Incident Commander will determine the need to evacuate and delegate responsibility

to SPFD and SPPD units

- h) Through the Minnesota State Duty Officer, Mobile Decontamination Units should be considered, ordered, and staged where applicable.
- 3) The Decontamination Operations Division should establish any/all decontamination area(s) adjacent to hazard zone(s).
- 4) Consider establishing a EMS Division for the treatment and transportation of victims as necessary
- 5) Contact the Medical Resource Control Center as necessary
- 6) Provide advanced life support personnel on stand by
- 7) Contain hazardous material(s) when safe to do so

d. Recovery

- 1) The Saint Paul Fire Department assumes no responsibility in Recovery/Clean-up Operations beyond notification of proper authorities. It is the right of the facility, business, or shipper to contact their contracted recovery experts for recovery/clean-up operations.
- 2) The 2 primary recovery teams are:
 - **Bay West, Inc.** **Emergency Numbers**
 5 Empire Drive (651) 291-0456 or (800) 279-0456
 Saint Paul, MN 55103
 - **Hulcher Services Inc.** **Emergency Number** **General Info Number**
 611 Kimberly Drive (800) 637-5471 (800) 659-8032
 P.O. Box 271
 Denton, Texas 76202-0271

Note: The Ramsey County Emergency Communications Center should have both of these numbers in their Emergency Contact Phone Directory.

e. Decontamination

- 1) Hazardous materials decontamination should be directed toward reduction of absorption, prevention of systemic exposure, confinement of the material to specific

areas and the prevention of personnel contamination.

- 2) Decontamination personnel outfitted with proper personnel protective equipment will establish a decontamination area as directed by the Incident Commander. Typically, at a minimum, decontamination should consist of a minimum two-stage process of deluge water flushing with attention being paid to water run-off.
- 3) Decontaminated victims should be prepared for transport with the proper clothing. Weather conditions may require adjustment of the decontamination procedures used.
- 4) The personal effects and equipment of individuals when appropriate, should be removed, collected, decontaminated, documented and properly contained.
- 5) SPFD - Ladder 8 typically staffs a decontamination vehicle and is considered the SPFD Decontamination Team. Ladder 8 has the ability to transport and utilize the SPFD Decon Trailer along with the Decon Vehicle.
 - a) The MN State Duty Officer request is the preferred method of deployment. Thereby, the Minnesota State Fire Marshall (on call) should also be notified of the need for resources, and additional assistance and coordination likely would be enhanced. Any further questions regarding additional assets should be directed to the Director for Field Services, MN HSEM.
 - b) The Incident Commander is typically responsible for ensuring that area hospital personnel are notified of the following:
 - The victims have suffered exposure to a hazardous material
 - The type of hazardous material and amount of suspected exposure
 - Approximate number of victims involved and their estimated time of arrival to facility
 - Current status of the victims (i.e., decontamination in progress)
 - The receiving hospital will notify EMS providers at the scene of any special procedures to follow (access route to emergency room, etc.), and the current capacity of their facility. All communications between hospitals and on-site EMS personnel should be coordinated through the Medical Resource Control Center (MRCC). (For additional information, see ESF 8 Health and Medical Services).

f. Prevention

- 1) Participate in the hazard identification process and identify and correct vulnerabilities

- 2) Participate in identification of potential radiological incidents
- 3) Continue to train personnel for radiological incidents
- 4) Develop radiological awareness programs for responders, public and industry
- 5) Develop emergency preparedness programs for hazardous materials incidents

g. Direction and Control

The Incident Commander typically is responsible for; attempting to isolate, contain and stabilize hazardous material(s) incident until the material can be removed or disposed of properly. However, an incident could occur that is beyond immediately available resources and the only actions that may be taken are evacuation, shelter-in-place or other measures to protect local inhabitants and responding personnel.

The ESF 10 Coordinator should oversee and coordinate all responding organizations and assess their needs. The ESF 10 Coordinator should work with the EOC to help responding hazardous materials response resources obtain resources and ensure necessary medical services are provided.

RESPONSIBILITIES

A. All tasked agencies/departments/offices will:

1. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
2. When requested, deploy a representative to the EOC to assist with ESF 10 activities
3. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator
4. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
5. Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
6. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities
7. Perform other emergency responsibilities as assigned

B. City Council and Mayor:

1. Establish policy guidance.
2. Maintain governmental operations during incident(s).
3. Issue public information through the communications office, etc.

C. Saint Paul Fire Department

1. Assume Incident Command of a hazardous materials event
2. (Command may be shared for example, with the Police Department if a transportation incident is involved)
3. Control fire and related situation related to the incident
4. Maintain resources and equipment
5. Ensure proper training and certifications of responding personnel
6. Determine necessity of evacuation, stand-off distances, etc.
7. Control containment measures and other preventative measures as necessary

D. Saint Paul Fire - Emergency Medical Services

1. Assign medical priorities
2. Coordinate with responding HAZMAT teams
3. Provide patient triage coordination
4. Assist in decontamination
5. Coordinate with responding fire personnel
6. Coordinate with area hospitals
7. Coordinate with Emergency Management personnel
8. Establish rehab for emergency response personnel

E. Saint Paul Police Department (To include outside Law Enforcement agencies responding)

1. Continue to maintain law and order
2. Coordinate with responding HAZMAT Team and fire personnel
3. Provide field support to Incident Command Post
4. Secure and maintain incident boundaries and stand-off distances, etc.
 - Provide necessary escort for responding emergency personnel and equipment
 - Secure and maintain incident ingress/egress points
 - When necessary, support evacuation efforts
 - Provide security of area
 - Provide traffic control
5. See ESF 13 for further information
6. As required, provide liaison at EOC and/or Command Post

F. Saint Paul Public Works

1. Coordinate with HAZMAT Team/fire department
2. As required, provide damming, diking, and related materials
3. See ESF 3 for further information
4. As required, provide liaison at EOC and/or Command Post

G. Saint Paul Regional Water Services

1. Coordinate activities with responding HAZMAT Team/fire personnel
2. As required, provide liaison at EOC and/or Command Post

H. Saint Paul - Ramsey County Public Health

1. Manage public health resources

2. As required, provide liaison at EOC and/or Command Post
3. Provide epidemiological and toxicological information
4. Assist in allocation of medical and other health related supplies
5. Assist in notification to proper agencies

I. State Duty Officer, Minnesota Homeland Security & Emergency Management, and State Fire Marshall's Office

1. As necessary/required, maintain communications with Incident Command
2. Obtain resources as requested supporting the incident
3. Notify/update non-City agencies as needed/requested

J. Minnesota Pollution Control Agency

1. Maintain communications with Incident Command (become an asset of Unified Command)
2. Monitor environmental impact of incident
3. Make notifications as necessary

K. Environmental Protection Agency

1. Maintain communications with Incident Command (become an asset of Unified Command)
2. Monitor environmental impact of incident
3. Make notifications as necessary

L. Director of Communications

1. Maintain communications with Incident Command (become an asset of Unified Command)
2. Consider developing scheduled press briefings, Frequently Asked Questions handouts, etc.
3. Conduct press briefings and interviews of key incident personnel, etc.

M. Minnesota Voluntary Organizations Active in Disaster (MNVOAD)

1. Independently provide a variety of relief and recovery services to victims
2. Provide a forum for incident participants to share their expertise, express concerns, receive information on current items of interest and provide suggestions for improvements
3. See ESF 6

RESOURCES AVAILABLE

Mutual Aid will be initially received through the State Duty Officer. Water operations may include the assistance of the following agencies:

- United States Coast Guard
- Ramsey County Sheriff - Water Patrol Division
- Upper River Services, LLC

Other Resources available:

1. Minnesota Collapsed Structure Rescue Teams (via State Duty Officer)
2. CERT (SP and other local)- for ground searches, triage, and light SAR
3. Minnesota National Guard (see ESF 13 - Military Support for request procedures)
4. United States Coast Guard (via State Duty Officer)
5. State Patrol - Aviation - Helicopters (via State Duty Officer)
6. Minnesota Search & Rescue Dog Association (MinnSARDA) (via State Duty Officer)
7. Federal Emergency Management Agency - USAR (via State Duty Officer)
8. Area Police and Sheriff's Reserves
9. Ramsey County Sheriff's Dive Team and Water Patrol
10. Ramsey County Emergency Management & Homeland Security (RCEMHS) (via County Duty Officer)

11. Mobile Incident Command Center - Infrared Camera System
12. Ramsey County Emergency Services (RCES) volunteers for ground searches
13. Minnesota Task Force 1

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under this ESF.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State of Emergency by issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

SUPPORTING DOCUMENTS

Current HazMat Response Team Roster (on file with SPFD)

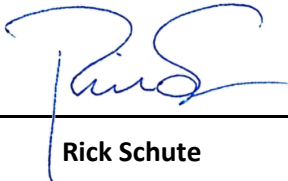
AUTHENTICATION



November 15, 2019

Barton Inks
Saint Paul Fire Chief

Date



Rick Schute
Emergency Management Director

Date

ESF 11 ANIMAL RESPONSE AND CARE

ESF Coordinator	Saint Paul Department of Emergency Management
Primary Agencies	<p>Saint Paul Animal Control</p> <p>Saint Paul Department of Safety & Inspections</p> <p>Saint Paul - Ramsey County Public Health</p> <p>Minnesota Department of Agriculture</p> <p>Minnesota Department of Health</p> <p>Minnesota Board of Animal Health</p> <p>Ramsey County Emergency Management and Homeland Security</p> <p>American Red Cross Minnesota Region</p> <p>Twin Cities Salvation Army</p> <p>Minnesota Volunteer Agencies Active in Disaster (MN VOADs)</p>
Support Agencies	<p>Minnesota Department of Natural Resources</p> <p>Minnesota National Guard</p> <p>Saint Paul Parks & Recreation Department</p> <p>Saint Paul Public Works</p> <p>Minnesota State Council on Disabilities</p>

PURPOSE

The purpose of this ESF is to coordinate and describe the procedures for sheltering and the care of animals in the City of Saint Paul. This includes pets, large animals, ADA-compliant service animals, backyard chicken flocks, and other animals in the city.

Planning for animals in disasters is an important issue for the safety citizens, animals and the responders. Nationally, it has been proven that many pet owners refuse evacuation recommendations because of their pets or suffer additional hardships in disasters due to pet-related issues.

Any of the potential hazards faced by the city can have an animal-related component. The City recognizes that many of its citizens are pet owners or are assisted in daily tasks by service animals. Responders are put at additional risk when attempting to assist or rescue animal owners who refuse to seek safety due to their concerns for their animals. The animals themselves can pose a danger to responders.

Animals are subject to unique health issues and diseases, that may or may not transfer to or from the human populations. In recent years, many examples have been seen of diseases that are unique, and devastating to animal populations.

SCOPE

Saint Paul is a mostly urban area and includes a major metropolitan downtown with high rise structures, several industrial and manufacturing centers, and heavily populated residential districts. There are no farmlands in the city, only gardens, both personal and cooperative in nature. The City has no health inspectors, no farms, and no direct oversight of food, agriculture and natural resources. The State Department of Health and Department of Agriculture handle all food and water inspections. This ESF will instead focus on:

1. Animal Care
2. Animal Evacuations and sheltering
3. Veterinary Care

This ESF may be activated to respond to a disease outbreak in the animal populations or in response to the need for emergency animal services or evacuation/sheltering support.

POLICIES

Policies are in place through Animal Control and the individual Boards, Departments and Agencies that are mentioned within this document. City ordinances further list applicable policies related to animals in the City. DSI and Animal Control will oversee enforcement and clarification of animal care in the City.

AUTHORITIES

- **Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)**
- **42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act of 2006 (also known as the PETS Act)** – Amends the Robert T. Stafford Act by requiring local emergency preparedness officials to plan for the provision of rescue, sheltering, care, and essential needs of pets and service animals in their jurisdictions.
- **P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a)**
- **Americans with Disabilities Act of 1990 and Revised ADA Regulations 28 CFR parts 35 (title II) and 36 (title III)**
- **MN State Statute 345.75 ABANDONED TANGIBLE PERSONAL PROPERTY** - Covers abandoned property (applicable by law to animals) hold periods and transfer of ownership notification requirements (adoption).

- **Saint Paul City Code of Ordinances, Part II – Legislative Code, Title XX – Animals, Chapters 195-202**
 - Chapter 195 – Hunting Prohibited
 - Chapter 196 – Trapping
 - Chapter 197 – Sale of Baby Chicks
 - Chapter 198 – Keeping of Animals
 - Chapter 199 – Rabies Control
 - Chapter 200 – Animals
 - Chapter 200A – Reduction of Unnecessary Euthanasia
 - Chapter 201 – Deer
 - Chapter 202 – Sterilization of Feral Cats

SITUATION & ASSUMPTIONS

A. Situation

1. Most communities do not have data on the number of households that own dogs, cats, birds, or horses, nor do they have data on the numbers of these pets in their communities. The following formulas can be used to estimate the number of pet-owning households and pet populations in your community. The American Veterinary Medical Association (AVMA) issues the following guidance for estimating the number of pets:

Formulas for estimating the number of pets using national percentages and number of pets:

Dogs: Number of dogs = 0.614 x total number of households in your community
 Number of dogs = 1.6 x number of dog-owning households

Cats: Number of cats = 0.457 x total number of households in your community
 Number of cats = 1.8 x number of cat-owning households

Birds: Number of birds = 0.058 x total number of households in your community
 Number of birds = 2.1 x number of bird-owning households

There are approximately 112,000 households in the City according to the US Census data. Using the AVMA formulas, this estimates the pet population in Saint Paul to be:

Estimated Pet Population	
Dogs	68,768
Cats	51,184
Birds	6,496

2. Saint Paul also has an unknown number of exotic pets including non-domesticated animal species, native wildlife, non-native wildlife, primates, raptors, large cat species, etc. The City also has a significant wildlife population. A small percentage of local wildlife is capable of carrying and transmitting the rabies virus. The handling of exotic species and wildlife requires special expertise.
3. Due to its urban nature Saint Paul has few livestock. However, livestock are transported through the city on a regular basis. The most common livestock living in the city are household poultry, mainly domestic chickens. Many of these domestic poultry populations are unregistered, and may be involved in illegal animal fighting operations. Numbers of poultry and other domestic livestock in private households within the city limits are unknown.

B. Assumptions

1. Several emergency animal sheltering options are available to the City of Saint Paul. In small-scale events surge capacity in the city's existing animal shelters may be sufficient. In larger events establishing separate animals-only shelters and/or human/animal co-shelters may be necessary.
2. The Red Cross, along with Saint Paul Parks and Recreation, will work to establish human sheltering under ESF 6, when activated. The Red Cross does not allow animals except for service animals in the human shelter areas. They do not provide animal sheltering services, but will assist with the human sheltering portion of co-shelters.
3. Co-shelters may provide shelter to the general public including non-pet owners, some of whom may be allergic to or afraid of animals. Public health requirements prohibit non-service animals from the human habitation areas of public shelters. Co-shelter animal areas will be separated from human areas within the facility, and may be in a separate building on the same facility grounds.
4. Extra media attention is often given to animal related issues in a disaster. Public opinion of the overall disaster response can be greatly influenced by the perceived effectiveness and sensitivity of responders and the city to animals in the disaster.
5. Animals in a disaster events may behave differently than they would under normal circumstances. An animal, including a pet, which is normally not aggressive may become so due to stress, fear, or disaster-related illness or injury.

CONCEPT OF OPERATIONS

A. General

1. Large Scale Animal Rescue

In events that have a high number of rescue operations, Saint Paul Animal Control may be overwhelmed and may require assistance from outside animal rescue agencies.

Outside Rescue Groups assisting the city must operate under the following guidelines:

- a. They must register with the Animal Services Coordinator (ASC), operate under the direction and control of the ASC, and provide regular reports.
- b. They must follow the Incident Command System in accordance with NIMS guidelines.
- c. They must provide animal records in accordance with the Emergency Shelter Records section listed below for found or rescued animals.
- d. They must obey all City laws and statutes, and the policies of this ESF governing their activities.
- e. Rescue personnel working in restricted and/or secured areas will require city event specific credentials. Credentials must be obtained through the Animal Services Coordinator.

2. Animal Decontamination

- a. Most companion animals and livestock have fur or feathers covering their entire bodies which makes thorough removal of the contaminating agent difficult. Handling contaminated animals through the potentially stressful decontamination process requires special skill and care. Animals react differently from humans and can be more susceptible to various chemical and biological agents. Reactions vary from species to species.
- b. It is also important to prevent overall contamination spread to people who come in contact with the animal.
- c. Working animals, such as police dogs and horses, have the same decontamination rights as law enforcement officers and should be treated using the animal decontamination guidelines below. Service animals may not be restricted from human decontamination facilities and should remain with their owners using appropriate animal decontamination methods.
- d. Decontamination actions will be coordinated with the Hazardous Materials (HazMat) response agency responsible for general decontamination at the event.
- e. Any staff participating in decontamination actions will wear proper PPE for both the contaminating agent and the type of animal being decontaminated. Staff must be trained to work in the level of hazardous material PPE required to operate in an environment contaminated by that agent. This includes training to OSHA PPE standards and proper fit testing for any respirator use.

- f. Decontamination staff will observe proper contamination containment protocols including donning and doffing procedures for PPE, cross-contamination prevention while handling animals and equipment, proper decontamination or disposal of any resources used in the procedures, and contaminated runoff water containment.
- g. In general, simple techniques are more effective. Heavy scrubbing will often drive contamination deeper into an animal's fur or feathers leading to greater skin contact and absorption. Water flushes or mild soap solutions are often the easiest solution for many agents. The Hazardous Materials response agency for the event should be coordinated with agent-specific decontamination procedures.

3. Animal Remains

- a. Proper care of the remains of animals that have died during a disaster is a source of great concern. Not only is there often an emotional component to such cases, but significant public health and pollution concerns are also involved. Infectious disease spread, decomposition, and environmental contamination issues must be factored into any decisions regarding the handling of animal remains.
- b. Pets that have died in a disaster will be of special concern. If possible, pet remains should be frozen and held for the owner to retrieve if they wish. If freezing the remains is not an option a photograph of the animal to be kept with its file for future identification by the owner is recommended. Personal items such as collars should be returned to owners in all cases whenever possible. During animal disease outbreaks these measures may not be an option. The State Board of Animal Health can provide advice on which options are appropriate in disease situations.
- c. Coordination of disposal of animal remains should occur with the Saint Paul Ramsey County Department of Public Health (Environmental Services) the State Board of Animal Health, and the Minnesota Pollution Control Agency.
- d. Timeframe for disposal: Animal remains must be disposed of as soon as reasonably possible, generally within 72 hours. Burying remains requires that the body be 5 feet above the high-water level and covered with 3 feet of dirt. Sandy or gravelly areas or areas within 10 feet of bedrock should be avoided.
- e. **Disposal methods:**
 - 1) **Incineration** must be in an incinerator that is approved by the Minnesota Pollution Control Agency.
 - 2) **Cremation:**
 - a) **The University of Minnesota Veterinary Diagnostic Laboratory**, Saint Paul Campus, has a chemical crematory for disposing of animal remains. Access to this service is available through the State Veterinarian.

b) **The Veterinary Hospital Association** can be a resource for fire cremation sources

- 3) **Hauling remains over the road:** animal remains must be in vehicles or containers that are leak proof and covered. The vehicles also need to be inspected and have a permit, unless the vehicle belongs to the owner of the animal before it died.
- 4) **Composting remains** is the process of placing remains in layers with carbon source and manure to allow the natural heating process to break down the carcass and reduce its mass. As of January 1996, composting of swine, sheep, goats and poultry is allowed. The State Board of Animal Health (BAH) has required protocols for the composting of animal remains.

4. Animal or Plant Disease Response

- a. Board of Animal Health, Animal Control, Department of Agriculture and Department of Natural Resources will oversee responses to their respective areas for any outbreaks or diseases.
- b. If a possible intentional pathogen or pest release is reported, animal or plant health authorities immediately report this per their procedures to the State, USDA, or other appropriate organizations. Saint Paul Police will lead local investigations while supporting other investigating agencies per their procedures.
- c. If an intentional act is suspected, samples will be secured according to accepted standards and procedures used by the involved agencies. Instances or suspected instances of certain disease in animals should be reported to the State Board of Animal Health and/or the US Department of Agriculture
- d. If a foreign animal disease is suspected, there are procedures that must be followed to confirm the presence of the disease and to contain and/or eradicate the disease. The University of Minnesota has a Level III Biohazard Veterinary Diagnostic Laboratory that can be of assistance in diagnosing suspected disease in animals
- e. Plant disease and pest infestation surveillance and response. This include the implementation of an integrated federal, state, and local response to a plant disease or pest infestation. This infestation may also affect animals or human populations, including the food supply system.

5. Zoonotic Diseases

The second type of disease threat related to animals is the transmission of disease from infected animals to humans. Diseases that are transmissible between animals and humans are known as Zoonotic Diseases. Zoonotic Diseases can cause disease outbreaks in humans creating disaster level impacts. They include anthrax, influenzas capable of causing pandemics, the plague, and

tularemia. Public Health emergencies, including those caused by Zoonotic disease, are detailed in ESF 8.

6. Animal Shelter Credentialing

All persons inside the shelter will be credentialed or escorted by a credentialed staff member. No one will be allowed to handle animals unless they are credentialed for that task or are the animal's owner showing shelter approved identification. Owners should be provided with a form of credential/ID (such as wrist bands) that clearly identifies their purpose in the shelter and their relationship to the animal they are handling. Everyone exiting the facility with an animal for any reason must show their credentials to the door security officer, and owners must show shelter approved identification and sign out paperwork, even if staff or the owner are just taking an animal out for exercise.

It is recommended that owners either take and provide a picture of them with their pet, or, shelters offer the ability to take a picture, for assisting in identifying and reuniting owners with pets.

B. The Como Park Zoo

1. The Como Zoo maintains its own emergency plans for its animals, staff, facilities, and guests. The zoo has professional animal care staff and contracts with veterinarians for care of its animals.
2. The zoo cannot be considered as an emergency shelter for any outside animals.
3. Zoo staff and veterinarians may be potential resources for advice regarding sheltering and care of exotic species and sheltering issues.

ROLES & RESPONSIBILITIES

A. ESF Coordinating Agency

Saint Paul Emergency Management

1. Coordinate the activation and notification of supporting agencies, plans, effort and oversight for animals or plants, including those that affect the food supply system.
2. Working with Animal Control, Emergency Management will commonly coordinate with ESF 6 for sheltering animals, or co-sheltering animals and owners and ESF 8 for any medical outbreaks, diseases, or medical concerns. Additionally, Emergency Management, Animal Control, and ESF 6 coordinators will work with the Minnesota State Council on Disabilities

for any questions or guidance on ADA compliancy issues, including specifically service animals.

3. Emergency Management will assist in providing resource coordination between the public and private sector.
4. The Emergency Management Director will maintain and manage the Saint Paul EOP including the Animal Services Annex.
5. In coordination with DSI, Animal Control, and ESF 15, Emergency Management is responsible for coordinating the dissemination of information to the public on mitigation and recovery actions for domestic animals.

B. ESF Primary Agencies

1. **Saint Paul Animal Control** – Saint Paul Animal Control oversees animal concerns and issues as specified in city ordinance within the City. Saint Paul Animal Control has Animal Control Officers, reviews and issues animal licenses, responds to complaints and enforces ordinances, investigates animal bites, sick animals, injured animals, aggressive animals, or abuse complaints. Animal Control Officers are not nuisance or wildlife trappers.

Working with Emergency Management, Animal Control will:

- Assess overall animal response needs
 - Assess the safety of deploying units to rescue domestic animals
 - Identify support agencies needed to support animal care and response, including screening, triaging, transporting and caring for animals, and activating those resources
 - Reunification of pets with owners
 - Select an Animal Services Coordinator
2. **Saint Paul DSI** – Oversees all permits, inspections, and code enforcement in the City. Assists and oversees licensing and inspections, health and safety issues, liaising with the State Departments when and where applicable. Saint Paul Animal Control is part of DSI.
 3. **State Board of Animal Health** - Maintains procedures for dealing with Animal Disease outbreaks.
 4. **Food Inspection** – Minnesota Department of Health and the Minnesota Department of Agriculture will be the inspecting agency for any food distribution or inspection needs.

5. **All other primary and support agencies** will provide support for response, resources, oversight as needed or tasked above in order to support sheltering, care, quarantine, transportation or investigation. Additionally, primary and support agencies will provide necessary information to the JIC/PIOs for dissemination. They will establish and maintain contact with EOC/Incident Command staff, through either the Animal Services Coordinator or dedicated Liaison Officer (LNO), as assigned.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance should be resolved at the lowest levels. Unresolved assistance requests will be made through the City EOC to the State Duty Officer.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The proclamation of a local emergency by the mayor, or a state-wide disaster issued by the governor may suspend selected policies and published guidance that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will normally maintain the status of all outstanding/unfilled assistance requests and unresolved ESF-related issues. This information should be summarized into periodic status reports and submitted in accordance with applicable operating procedures/guidance.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification. This is not only prudent use of taxpayer dollars, it is also needed should state or federal reimbursement be possible. Typically, the first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, will be made from local agency funds.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative should conduct a critique of the group activities during the event, incident, or exercise.

Departments and support agencies should provide written and/or oral inputs for this critique. The primary agency representative should consolidate all inputs into a final After-Action Report (AAR) and submit it to the Emergency Management Director or designated official.

RESOURCES AVAILABLE

- **MN State Duty Officer - 651-649-5451 or 800-422-0798**
- **Saint Paul Animal Control (SPAC)** 1285 Jessamine Avenue West, Saint Paul, MN 651-266-1100 or -1116. To request SPAC after business hours, call Saint Paul Police Dispatch

SPAC also has a limited supply of Resource Guides and temporary leashes
- **Animal Humane Society (AHS)-** Humane shelters in Ramsey, Hennepin, and Washington Counties.
 - **Golden Valley Main Office** 763-522- 4325
 - Shelter space (when space is available)
 - Shelter workers
 - Volunteer management
 - Cages, temporary crates, temporary leashes etc.
 - Livestock sheltering - moderate surge capacity depending on available space
 - Mobile veterinary hospital trailers- can provide on-scene veterinary treatment
 - **Saint Paul AHS Shelter** 1115 Beulah Lane, Saint Paul, MN 651-645-7387
A verbal agreement has been made with the Animal Humane Society to provide resources if necessary. The resources available may vary and will be determined when necessary.
- **Minneapolis Animal Care and Control (MACC)** – 212 17th Ave. N. Minneapolis, MN 612-673-6222. In an event that does not impact Minneapolis, MACC may provide shelter space, animal control officers and vehicles, veterinary staff.
- **The Animal Disaster Coalition (ADC)** - An organization that assists with coordination of animals in disaster related resources, planning and response.
 - Available by calling the State Duty Officer - 651-649-5451 or 800-422-0798
 - Has multiple resource contacts throughout the state in a variety of animal related disaster activities.
 - Animal Service Coordinators trained to work in EOCs.
- **University of Minnesota (U of M)**

- **Veterinary Hospital** - may be able to provide some limited sheltering (not of exotics), veterinary care, and veterinary volunteers
- **Small Animal Hospital:** 612-626- 8387
- **Large Animal Hospital:** 612-625-6700
- **University of Minnesota Health Emergency Response Office**
- **U of M Veterinary Medicine Response Strike Team** - 612-868-5575 or 612-202-0715
- **Level III Diagnostic laboratory** – chemical cremation, animal disease diagnostic and necropsy services. Request through the State Veterinarian via the State Duty Officer
General line: 612-625-8787 or 800-605-8787
- **Leatherdale Equine Center-** Paddocks and stalls may be able to provide some short-term horse sheltering if space is available. 612-625-6700 or 612-625-9711
- **The Raptor Center** – Potential source for advice, rescue, veterinary care and sheltering of Raptors/Birds of Prey (hawks, eagles, owls, etc). Located on the U of M Saint Paul Campus 1920 Fitch Ave. (612) 624-4745
- **MN Veterinary Medical Reserve Corps (MN VMRC)** - A primary organization that responds to animals in disasters in MN and neighboring states, it is an all-hazards and all emergencies volunteer responder program. MN VMRC Coordinator at 320-249-4892
coordinator.mnvmrc@gmail.com
- **National Veterinary Response teams (NVRT)/ Veterinary Medical Assistance teams (VMAT)** - Serve as first responders to ensure high quality care of animals during disasters and emergencies.
- **National Animal Rescue and Sheltering Coalition (NARSC)/National Disaster Animal Response Teams (NDART)** - Coordinates large scale disaster animal rescue and sheltering operations when the operation is too large to be handled by local and state responders. <http://thenarsc.org/>
- **Wildlife and Exotic Animals**
 - **Como Zoo-** Vets and staff can provide animal husbandry advice, particularly regarding exotic species. Will not shelter outside animals at its facilities.
 - **Wildlife Rehabilitation Center-** Potential source for advice, veterinary care and limited sheltering for wildlife and some exotic species. Does not rescue animals. 2530 Dale St. N. Roseville (651) 486-9453
 - **Saint Paul DSI-** maintains a list of all registered exotic pets in the city
 - **MN Department of Natural Resources (DNR)-** wildlife issues

- **The Minnesota Zoo**- May also serve as a resource for advice on sheltering and care of exotic species. Will not shelter outside animals at its facilities.
- **Animal and Zoonotic Disease**
 - **Minnesota Department of Health** - Foodborne, Vector Borne and Zoonotic Disease Unit – for reporting cases of zoonotic disease that may impact human populations. 651-201-5414
 - **Minnesota Board of Animal Health** - for animal remains disposal permits (651) 296-2942 ext. 27
 - **State Veterinarian** - access to the U of M Level III Veterinary Diagnostic Laboratory services including the chemical crematory. The state veterinarian can be contacted through the state duty officer.
- **Livestock**
 - **Minnesota Horse Council** - Horse rescue specialists and supplies, trailers, contacts for foster sheltering, available through the ADC by contacting the State Duty Officer
 - **The Minnesota State Fair** - Temporary mobile fence panels for livestock containment (must provide transport for the panels). Shelter space, cages, and some feed and bedding for various livestock. Space for companion animal sheltering and cages for companion animal sheltering.

Facilities will not be available during the operations of the State Fair itself and possibly some other events on the premises. Contact the State Fair for current availability at the time of need.
- **Cages, Crates and Carriers**
 - Saint Paul Animal Control has an Animal Emergency Response Trailer with cages, crates, and other items that can be used to set up a temporary animal shelter during a disaster.
 - The State Fair has some small animal cages it may be willing to provide temporarily. For availability and to request, see previous page.
 - Additional cages and carriers may be available through local veterinary hospitals and kennels, local and national pet supply stores and retailers
 - Several local general animal shelters, including the Animal Humane Society, provide temporary animal carriers (specialized cardboard boxes) to small animal adopters and may be a source for this resource
 - PetSmart Charities maintains multiple Relief Wagons (53-foot semis preloaded with crates, leashes, tents, generators, and other emergency supplies) 1-800-423-7387

- **Animal Supplies and Food**
 - See PetSmart Charities above
 - Food, leashes, bowls and other supplies may be donated by the retailers such as Wal-Mart, Target, as well as pet-related retailers
 - Temporary leashes are available from Saint Paul Animal Control, and may also be available through the Animal Humane Society, other local animal shelters, and local veterinary hospitals, including the University of Minnesota
- **Minnesota State Farm Service Agency**, 651-602-7700, 375 Jackson Street #400, Saint Paul, MN 55101
- **Minnesota Board of Water and Soil Resources, Soil & Water Conservation District**, 651-296-3767, 520 Lafayette Road, Saint Paul, MN 55155
- **Ramsey County Soil & Water Conservation**, 651-266-7270, 1425 Paul Kirkwold Drive, Arden Hills, MN, 55112

SUPPORTING DOCUMENTS

- Appendix 1 – Animal Rescue Request Form
- Appendix 2 – Rules and Regulations Relating to the Keeping of Animals

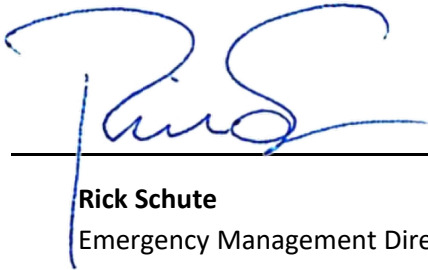
AUTHENTICATION



November 25, 2019

Ricardo X. Cervantes
Director, Saint Paul Department of Safety & Inspections

Date



November 25, 2019

Rick Schute
Emergency Management Director

Date

ANIMAL RESCUE REQUEST FORM

LOG # _____

LOCATION OR SIGHTING OF ANIMAL

DATE _____

TIME (AM PM)

ANIMAL DESCRIPTION DOG CAT OTHER MALE FEMALE ALTERED?

BREED _____

COLOR _____

AGE _____

DISTINCTIVE MARKINGS (NOTE INJURIES OR SPECIAL CONDITIONS)
_____**VISIBLE IDENTIFICATION** COLLAR DESCRIPTION LICENSE, RABIES, OR ID TAG NUMBER OR INFO TATTOO LOCATION AND INFO MICROCHIP NUMBER

NAME OF REQUESTING PARTY _____

AGENCY OR OWNER _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

DESCRIPTION OF ANIMAL'S LOCATION
_____**CONTACT INFORMATION**

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____ OTHER _____ PREFERRED _____

TEMPORARY ADDRESS _____

CITY _____

STATE _____

ZIP _____

IF OWNER IS KEY AVAILABLE? YES NO LOCATION OF KEY _____IF NO KEY AVAILABLE, IS KEYLESS ENTRY AUTHORIZED? YES NO

SIGNATURE OF OWNER OR PERSON COMPLETING THIS FORM _____

DATE _____

TIME (AM PM) _____

****FOR RESCUE TEAM ONLY****

REQUEST RECEIVED BY (NAME) _____

ACTION TAKEN _____

EMERGENCY MEDICAL TREATMENT PROVIDED TREATED BY (RESCUE TEAM VETERINARIAN, NAME) _____

PHONE (AREA CODE) _____

ANIMAL TAKEN TO _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

REPORT COMPLETED BY (PRINT NAME) _____

A COPY OF THIS FULLREPORT MUST ACCOMPANY THE ANIMAL

ANIMAL RESCUE REQUEST FORM

LOG # _____

LOCATION OR SIGHTING OF ANIMAL

DATE

TIME (AM PM)

ANIMAL DESCRIPTION DOG CAT OTHER MALE FEMALE ALTERED?

BREED

COLOR

AGE

DISTINCTIVE MARKINGS (NOTE INJURIES OR SPECIAL CONDITIONS)

VISIBLE IDENTIFICATION COLLAR DESCRIPTION LICENSE, RABIES, OR ID TAG NUMBER OR INFO TATTOO LOCATION AND INFO MICROCHIP NUMBER

NAME OF REQUESTING PARTY

AGENCY OR OWNER

ADDRESS

CITY

STATE

ZIP

DESCRIPTION OF ANIMAL'S LOCATION

CONTACT INFORMATION

HOME PHONE WORK PHONE CELL PHONE OTHER PREFERRED

TEMPORARY ADDRESS

CITY

STATE

ZIP

IF OWNER IS KEY AVAILABLE? YES NO LOCATION OF KEY _____IF NO KEY AVAILABLE, IS KEYLESS ENTRY AUTHORIZED? YES NO

SIGNATURE OF OWNER OR PERSON COMPLETING THIS FORM

DATE

TIME (AM PM)

****FOR RESCUE TEAM ONLY****

REQUEST RECEIVED BY (NAME)

ACTION TAKEN

EMERGENCY MEDICAL TREATMENT PROVIDED TREATED BY (RESCUE TEAM VETERINARIAN, NAME)

PHONE (AREA CODE)

ANIMAL TAKEN TO

ADDRESS

CITY

STATE

ZIP

REPORT COMPLETED BY (PRINT NAME)

A COPY OF THIS FULLREPORT MUST ACCOMPANY THE ANIMAL



CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS

ANIMAL CONTROL DIVISION

ST. PAUL, MINNESOTA 55108

Phone: 651-266-1100 Fax: 651-266-1120

Visit our Web Site at www.stpaul.gov/safety-inspections

RULES AND REGULATIONS RELATING TO THE KEEPING OF ANIMALS

(pursuant to Saint Paul Legislative Code

§ 198 and §200)

A. Scope and Purpose.

The provisions of this regulation shall apply to the keeping of animals that require a permit from the City of Saint Paul, Department of Safety and Inspections, Animal Control Center. Animals covered under this regulation include: more than one (1) rabbit; and/or any hoofed animal, ferret, mink, female chicken, turkey, duck, goose, pigeon, or similar small animal or bird, any chinchilla, hamster, gerbil, rat, mouse, or guinea pig **not** maintained as a pet; bees, wild or exotic animals; more than three (3) dogs or more than three (3) cats, and other animals not absolutely prohibited by § 198.03.

B. Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter. The word "shall," indicates a mandatory requirement.

- 1) **Bees** are defined as Genus and Species *Apes Mellifera*.
- 2) **Wild animal** means any non-human living creature, wild by nature, endowed with sensation and power of voluntary motion, and includes quadrupeds, mammals, birds, fish, amphibians, reptiles, crustaceans, and mollusks.
- 3) **Dog and Cat** means the male or female of any breed of domesticated dog or cat.

When such animals are kept they shall be controlled to prevent them from harming themselves or the public. They shall also be kept in such a manner as to prevent them from becoming a public or private nuisance.

C. Application for Permit.

- 1) The application for a permit shall be on a form supplied by the Department of Safety and Inspections, Animal Control Center. Application for a permit shall be accompanied by written approval from 75% of owners and/or renters of privately or publicly owned real estate, within 150 feet of the outer boundaries of the applicant's premises for which the permit is being requested, or proof that the applicant's property lines are 150 feet or more from any structure.
- 2) The application shall list the species and number of animals covered by the permit.

- 3) The permit shall state the species and number of animals which may be maintained on the premises, and the permittee shall immediately inform the Animal Control Center, in writing, when the number of animals maintained on the premises exceeds the number allowed by the permit or when a different number or species is substituted for those listed on the permit.
- 4) Permits for fostering or rescuing animals on behalf of an organization shall have this stated on the application. A statement must be provided from the rescue organization, on their letterhead, and must be signed by the chair or president of the organization. The statement must include details regarding the maximum number and species of foster animals that may be on the premises and any given time. Permit holders who foster dogs must license their foster dogs at their own expense.
- 5) If the applicant resides in a building or structure that consist of five (5) or more individual units (condos, townhomes, apartments, etc.), the applicant must obtain written permission from the Property or Association Manager, as well as any affected properties within 150 feet. The Manager may create any additional rules and regulations it deems necessary.
- 6) Where a property consists of a multiple dwelling and lies within 150 feet of the applicant's dwelling, the applicant need only obtain the written consent of the Owner, Manager or other person in charge of the building.

D. Facilities.

- 1) Housing facilities and grounds shall be maintained in a clean and sanitary condition, and in good repair. Flies, rodents, and noxious odors shall be controlled. Facilities shall be kept free of fecal matter and collected fecal material shall be properly stored and disposed.
- 2) Construction and maintenance of the holding facilities shall comply with all applicable rules, regulations, ordinances, and statutes.
- 3) Stored fecal matter shall not be allowed to accumulate on the property. Stored fecal matter shall be removed at least twice each week between April 1 and November 30.
- 4) No permit shall be issued until the owner has demonstrated that the animal(s) shall be kept in a holding area, capable of containing the animal(s).
- 5) Fowl, including adult chickens, and other livestock or barnyard type animals may not be housed inside human dwellings, including basements.

E. Flying of Pigeons.

Racing and Homing pigeons may be allowed to fly for a period of time not to exceed two (2) hours. The two-hour period may take place once in the morning between the hours of 6:00 am and 10:00 am, and once in the evening between the hours of 3:00 pm and 7:00 pm. The birds shall not be allowed to become an annoyance or nuisance to neighboring properties.

F. Rodent Control.

When rodent control measures are indicated, rodent control measures will be instituted by the permit holder or by any approved licensed pest control operator.

G. Bees.

See "Bee Keeping Rules and Regulations."

H. Dogs, Cats, and Ferrets.

- 1) Dogs, cats, and ferrets must be vaccinated and display rabies vaccination tags in accordance with Saint Paul Legislative Code Chapter 199.
- 2) Dog must be licensed in accordance with Saint Paul Legislative Code § 200.02.
- 3) The owner shall provide proof of current license and vaccinations prior to inspection.

I. Inspections.

The owner shall provide Animal Control with access to the property and any animal housing areas for initial, annual, and complaint based inspections.

J. Other Restrictions.

Obtaining and maintaining a permit is also subject to any other restriction or condition not listed in the rules and regulations which are imposed by the Animal Control Center to protect the public health and safety, or to prevent or control a condition unique to the applicant's premises or animals.

K. Revocation or Denial of a Permit.

- 1) Violation of the terms of the permit or the rules and regulations for obtaining and maintaining a residential permit shall be grounds for revocation or denial of the permit.
- 2) Substantial reports from owners or renters within 150 feet of the outer boundary of the permittee's property that the animals frequently or habitually are noisy or create another nuisance condition shall be grounds for revocation of the permit.
- 3) Failure to renew the permit shall be grounds for revocation of the permit.
- 4) Violation of privately owned building or association rules shall be grounds for revocation of the permit.
- 5) Notification of denial or revocation shall be issued by Animal Control by mail or in person and shall mean the permit is no longer valid. The applicant or permit holder will have ten (10) days maximum to remove or reduce the number of animals, whichever is applicable.

ESF 12 ENERGY & UTILITIES

ESF Coordinator	Saint Paul Department of Emergency Management
Primary Agencies	Saint Paul Regional Water Services Saint Paul Parks & Recreation Saint Paul Fire Department Saint Paul Police Department Saint Paul Public Works
Support Agencies	Xcel Energy District Energy Union Pacific Railroad Burlington Northern Santa Fe Railroad Canadian Pacific Railroad Minnesota National Guard

PURPOSE

The purpose of this Emergency Support Function (ESF) is to facilitate communication and coordination among regional jurisdictions to ensure an effective response to a potential or actual regional emergency involving the energy infrastructure. Energy sources covered will be electricity, natural gas, and petroleum-based fuels.

SCOPE

The focus of this ESF will be on disruptions of regional energy systems large enough to require regional coordination and information sharing. Information shared will include extent of area affected, estimated time for restoration, and impacts of the outage.

POLICIES

1. Information will be shared on critical functions affected by energy outages. First responders will report outage areas to the Emergency Operations Center (EOC).
2. Priorities will be developed by the Utility Provider may concentrate their efforts in the most critical areas.

3. Sources of emergency energy (e.g. electrical generators, etc.) will be made available, as abilities allow, providing energy for critical functions. Ramsey County Emergency Management maintains a list of entities with portable generators; call the County Duty Officer at the dispatch center, (651) 484-3366 to obtain a current listing. Ziegler Cat (for example) is a local private resource for renting generators and such.

SITUATION & ASSUMPTIONS

A. Situation

Energy disruptions are rare, typically occurring as a result of storm damage. Localized power outages could be caused by many different events, such as infrastructure damage or natural disasters. Normally, the utility company is able to repair such damage before an activation of the Emergency Operations Center (EOC) would be necessary. However, a large storm may knock out power to a large area, which may then necessitate the convening of the EOC. It would be likely that this would happen for other reasons at the same time, such as property damage, other infrastructure damage, transportation issues, etc.

B. Assumptions

Utility Companies will normally have a projected time when power will be restored to a given area. If City facilities are in an area that is not expected to be restored prior to closing time of a business day, Department Directors may consult with the Mayor to close those City offices for the day. Critical facilities, such as fire and police stations, water lift stations, and certain Public Works and Parks facilities needed to respond to the storm event may not be able to close. They may need to continue without power, or find suitable emergency power, such as a generator. Those facilities are higher on the priority listing and those departments have procured some portable generator capacity. Depending on the storm/event, however, sharing resources (generators) may become necessary. Department representatives at the EOC will convene to determine which City Facilities will be kept open using available generators.

Depending on the size of the storm/event, and the amount of damage, there may not be enough portable generation capacity to power all critical facilities. A very large storm/event may certainly curtail power to a large enough area that City and County generator resources cannot support all desired critical facilities. Private sources for generators may be available (ex: Ziegler CAT), but a storm/event covering much of the metro area may deplete their resources as well. This may mean that there will not be enough generators to cover our needs.

Department representatives on the EOC will go through the priority listing in this case and determine which facilities will get generators and which ones won't. As power is restored in areas that have facilities using generators, these generators will free up to move to other critical facilities. The Minnesota National Guard may have electrical generators and coordination with them may be advised too. Municipalities many times have "Master Agreements" for equipment sharing. State-wide agreements could also be utilized.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section.

CONCEPT OF OPERATIONS

A. General

Electrical outages appear to be the most common energy disruption. Outages of natural gas or petroleum will require private suppliers/vendors to fix the problem; the EOC will attempt to deal with reacting to the lack of natural gas and/or petrol. A natural gas disruption in cold weather will require potentially moving residents to places of shelter with heat available, as dealt with in ESF 6. Petroleum shortages may require rationing; the command structure of the EOC will need to be involved in decisions regarding such rationing.

B. Organization

Widespread electrical outages will require activation of the EOC, which likely will coincide with a storm event and resulting damages. Removal of downed trees is the responsibility of the Parks Department. Trees will often need to be removed to provide access to sites where power lines are damaged, and downed trees are often the cause of power outages. The utility company, in coordination with Incident Command, will set and deal with priorities for restoration of power. The Logistics Section will work with the Operations Section to get portable generators to locations that have the greatest threat to life.

C. Notifications

The Emergency Management Director will notify the appropriate utility provider of activations and request that a representative report to the EOC to coordinate this ESF activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

D. Actions

Representatives from the primary agencies will work with utility companies to assure that restorations occur in the areas of highest priority first. Utility companies shall inform the EOC what their action plan is and have a representative in the EOC. If necessary, the EOC will coordinate getting portable generators to facilities that have a need for power and are in areas where it is not expected that utility companies will be able to repair/restore power. If the outage is due to a storm and downed trees, the EOC will typically stay in contact with the Parks Department and direct efforts for removing trees to allow restorations in priority areas.

E. Preparedness

Maintain this ESF Annex as well as supporting operating procedures and guidelines:

- Ensure personnel receive emergency operations training

- Ensure emergency call-up and resource lists are current
- Coordinate the availability of necessary equipment to support energy and utilities activities
- Participate in emergency exercises

F. Response

- Deploy trained individuals to the EOC
- Alert or activate off-duty and auxiliary personnel as required by the emergency
- Coordinate activities with other responding agencies
- Conduct specific response actions as dictated by the situation

G. Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF and supporting plans and procedures
- The Director of Emergency Management, or designee, will coordinate with Public Works, Water, Fire, Police and private utility providers regarding services and repairs as necessary. Generators will be assigned to facilities in the City with the highest priority as determined by the Priority Listing, as discussed and agreed to by Department Representatives in the EOC.
- As areas are restored to restored, generators in use at facilities there may be moved to other less critical facilities that have gone without power/utilities. Departments providing for the critical facilities that are being served by generators will be responsible to keep the generators fueled and running.

H. Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function
- Support the implementation of a public awareness campaign by utility companies regarding energy and utilities safety in emergencies

I. Direction and Control

This ESF Coordinator in the EOC will:

- Work closely with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems, as well as estimates for restoration.
- Coordinate with private utility and energy representatives to identify government actions needed to help obtain resources to repair or restore damaged systems.
- Help assess the needs of private utility companies, help them obtain resources and help ensure required systems restoration and protection tasks can be accomplished as quickly as possible.
- ESF coordinator will maintain contact with utility companies to keep current on restoration activities.
- Work with the EOC Team to establish priorities for restoring critical customers and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power.
- Recommend actions to conserve water, fuel, electric power, natural gas and if necessary, make plans for energy rationing. Ask for action plan and coordinate our city interest and priorities.
- Work with the EOC Public Information Officer, and involved utility company, to coordinate the dissemination of energy and utility supply and restoration information to the public.

RESPONSIBILITIES

All tasked agencies will:

- Develop applicable standard operating procedures and guidelines detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with energy and utilities activities.
- Provide ongoing status reports as requested by this ESF Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and share this information to the Emergency Management Department.

- Perform other emergency responsibilities as assigned.
- Saint Paul Public Works, Fire and Police will report to the Incident Command team damage assessments and general areas seeing power outages and utility damages. The Planning Section will work with utility companies to determine areas without power and expected restoration times. Command will determine priorities for use of mobile generators, with Logistics and Operations getting the generators to the needed facilities. Parks Department is responsible for downed tree removal. Help may be supplied by Public Works or Regional Water.

RESOURCES AVAILABLE

A. Sources for electrical generators

See Ramsey County Emergency Management list. For current listing, contact County Duty Officer through the Ramsey County Dispatch/ Communication Center at 484-3366.

The best private source for generators currently is **Ziegler CAT - Power Systems**. A City of Saint Paul master contract (#C-24218) exists with Ziegler for renting generators. Their **24-hour number is: (952) 445-4292**. They have a wide range of generators in various sizes.

B. Sources for petroleum products

There is a current City of Saint Paul **master contract with Yocum Oil, #C-25496, for delivery of petroleum products. Phone # is: (651) 739-6431.**

C. Utility Restoration

The following telephone numbers for emergency personnel only and are not to be released to the public:

- **Xcel Energy:** Electric Emergency/Light Out (800) 895-1999
Gas Emergency/Gas Odor (800) 895-2999
24 Hour Customer Service (800) 895-4999
TDD/TYY (hearing-impaired service) (800) 895-4949
Gas (emergency only NOT PUBLIC) (800) 771-7300
Electric (emergency only NOT PUBLIC) (800) 641-4400
- **Public Works:** Street lights, local stop lights, etc. (651) 266-9700
Emergency 24/7 (651) 266-9700
- **Regional Water:** Emergency 24/7 (651) 266-6868

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State of Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF related issues.

This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each agency.


E. After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct an After Action Report (AAR) of the group activities during the event/incident/exercise.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

AUTHENTICATION



Rick Schute
Emergency Management Director

November 14, 2019

Date

ESF 13 PUBLIC SAFETY & SECURITY

ESF Coordinator:	Saint Paul Police Department
Primary Agencies:	Saint Paul Police Department Saint Paul Fire Department Saint Paul Department of Emergency Management Ramsey County Emergency Management and Homeland Security Ramsey County Sheriff's Department
Support Agencies:	Saint Paul Public Works Saint Paul Office of Technology (OTC) Minnesota State Patrol Minnesota Bureau of Criminal Apprehension (BCA) United States Coast Guard Minnesota National Guard Federal Bureau of Investigations

PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline how law enforcement provides for the safety and security of persons and property during public emergencies. It prescribes the procedures for the command, control, and coordination of Saint Paul Police Department (SPPD) personnel to support emergency operations. It also establishes interagency relationships between SPPD and other state, county, and local law enforcement agencies. This document is not intended to conflict with SPPD policies and will reference SPPD policies.

SCOPE

This ESF manages and coordinates law enforcement activities and provides personnel and equipment for security in support of City of Saint Paul during public emergencies. This ESF provides for the interface of the Saint Paul Police Department's Emergency Operations Plan (EOC) and the City of Saint Paul's EOC. Additionally, it provides for the execution of state mandated and city-chartered law enforcement duties.

POLICIES

The Saint Paul Police Department (SPPD) will implement its emergency operations plan in accordance with the corresponding Tactical Alert level needed for the situation.

SITUATION & ASSUMPTIONS

A. Situation

The SPPD is comprised of sworn and non-sworn personnel within 3 districts (Eastern, Central, Western) and Headquarters. Officers patrol the city 24 hours a day and are available to respond as needed and directed to any call for assistance or emergency response per their protocol and procedures that are situational dependent and based on the assessed tactical level of a given situation, event or response. Procedures are maintained by the department, in accordance with the City Charter, local, state and federal laws.

B. Assumptions

SPPD will be available and able to respond as needed to any civil disturbance or disaster incident. There is a system in place to recall officers as needed based on their triggering protocol, extending normal operating hours to benefit the response, the ability to work directly with the Ramsey County Sheriff's Office for additional assistance and other jurisdictions, counties and agencies through established mutual aid agreements.

CONCEPT OF OPERATIONS

A. General

1. SPPD will dispatch personnel to the affected area(s) to establish the level of the problem. In the event that the problem is seen to be in need of significant additional equipment and personnel, on-going, or to be in multiple areas, an incident commander will manage the scene and make notifications up the department chain of command. This may result in the notification of Emergency Management and the activation of the EOC.
2. Public safety and security requirements during emergencies will vary greatly on the event, but may include:
 - Providing traffic and crowd control
 - Controlling access to operational scenes and evacuated areas
 - Preventing and investigating crimes
 - Providing security for critical facilities and supplies
 - Enforcement of state laws and city ordinances
3. The National Incident Management System (NIMS) is utilized throughout the city and county for coordinating activities among local law enforcement agencies and other first responders. As a standardized management plan that unifies federal, state, and local governments for incident

response, NIMS establishes a consistent nationwide template for incident management processes, protocols, and procedures that all responders use.

B. Organization

- 1.** The SPPD Chief (or designee) will be the overall director of operations and activities relating to the management of police field operations. A command location will be determined by the Chief (or designee) which will be the point of contact for the City Emergency Operations Center (EOC) for assisting and helping to determine police operations.
- 2.** In incidents originating as a public safety and security related emergency, the Incident Commander should keep Emergency Management informed of escalating situations with the potential to require activation of the EOC. Once notified, the Director of Emergency Management (or designee) will activate the EOC.
- 3.** Law enforcement resources from outside the city will be controlled by the procedures outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.
- 4.** The SPPD has nearly 700 personnel in law enforcement (including reserve officers), the vast majority of whom, approximately 600, are full-time sworn employees.
- 5.** Most law enforcement personnel are trained to at least the First Responder Awareness Level in accordance with Occupational Safety and Health Administration (OSHA) requirements.
- 6.** The Incident Commander will direct law enforcement agencies in establishing perimeter security at the scene of an emergency or disaster.
- 7.** The Incident Commander will direct law enforcement agencies in establishing security for evacuated areas. (See ESF 1 Transportation).
- 8.** The SPPD will post needed liaisons in the city's EOC and coordinate response activities between the city, county, state, and NGO's through city emergency management at the EOC.
- 9.** Local law enforcement may be asked to provide security at facilities used for emergency purposes (emergency shelters, family assistance centers, neighborhood distribution sites, etc.).
- 10.** In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to ensure safety, the Incident Commander may request law enforcement agencies to provide necessary security.

C. Terrorist Events

1. The SPPD will work closely with the Federal Bureau of Investigations (FBI) regarding credible terrorist threat assessments and issuing public warnings.
2. In the event of a terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF 13 coordinators will work closely with the FBI Joint Operations Center.

D. Notification

1. The Director of Emergency Management (or designee) will notify the Chief of Police (or designee) of EOC activations and request that a representative report to coordinate ESF 13 activities. As additional EOC staffing needs become apparent, other department/agency representatives may be asked to report to the EOC.
2. Upon declaration of a public emergency by the Mayor of Saint Paul, the Governor of the State of Minnesota, or the President of the United States, SPPD will then determine the appropriate Tactical Alert Level and notify personnel.

E. Tactical Response Action

The SPPD has two Tactical Alert Levels and an ABC Emergency Response Procedure. The level to be initiated will be determined by police leadership at the time of the incident in determining necessary resources for the situation.

SPPD has the following additional capabilities; SWAT Unit, Bicycle Response Team Unit, a Mobile Field Force Unit, two armored vehicles, and a Mobile Command Post. These capabilities can quickly be activated for use. Mutual Aid Agreements can be utilized with other law enforcement agencies when necessary.

1. Tactical Alert I

- Personnel identified in this alert level is every odd numbered squads or other squad car working in a current “on-duty” status from the three districts and directed patrol functions of the agency.

2. Tactical Alert II

- Personnel identified in this alert level is all patrol units currently in an “on-duty” status – with the exception of two patrol units left in each patrol district.

3. ABC Emergency Response

- For the purposes of any ABC Emergency Response (ABC ER), officers will be assigned to a 10-hour ABC ER tour assignment based on their regular assigned work shift. In general, ABC ER tours will correspond to assigned work shifts as follows:
 - Tour II—ABC ER Tour A

- Tour III—ABC ER Tour B
- Tour I—ABC ER Tour C

F. Actions

1. Preparedness

- a. Maintain this ESF as well as supporting Standard Operating Procedures and Guidelines
- b. Ensure law enforcement personnel receive appropriate emergency operations training
- c. Ensure mutual aid agreements with surrounding jurisdictions are current
- d. Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities
- e. Develop and maintain standard operating guides and checklists to support emergency law enforcement operations
- f. Ensure emergency personnel call-up and resource lists are current and available to Emergency Management
- g. Ensure the availability of necessary equipment to support law enforcement activities
- h. Participate in Emergency Management training and exercises

2. Response

- a. Respond as required on a priority basis
- b. Activate mutual aid if needed
- c. Coordinate activities with other responding agencies
- d. Coordinate law enforcement agencies responding from outside the jurisdiction
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency
- f. Conduct other specific response actions as dictated by the situation

3. Recovery

- a. Review plans and procedures with key personnel and make revisions and changes

- b. Replenish supplies and repair damaged equipment
- c. Continue all activities in coordination with the EOC based on the requirements of the incident
- d. Participate in after-action briefings and develop After-Action Reports
- e. Make necessary changes in this ESF and supporting plans and procedures

4. Mitigation

- a. Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function
- b. Develop safety programs, to include disaster situations, and present them to the public

5. Direction and Control

- a. Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure (ICS) structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
- b. This ESF coordinator will work with the other members of the EOC to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need.
- c. The EOC will serve as the central location for inter-agency coordination and executive decision-making, including all activities associated with this ESF.
- d. This ESF coordinator is a critical member of the EOC team and will work within the EOC framework as described in ESF 5 Emergency Management.
- e. While assigned to the EOC, this ESF coordinator will:
 - 1) Maintain contact with the field, assess the need for outside resources and request assistance as needed.
 - 2) Coordinate with other ESF Coordinators and members of the EOC to support field activities.

- 3) Oversee all responding public safety and security resources, assess their needs, help them obtain resources and ensure emergency tasks can be accomplished.
- 4) Work with the Incident Commander(s) and the EOC to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment (PPE) required by the presence of any potentially hazardous materials/substances.
- 5) Serve as liaison with law enforcement resources from outside the city, and if necessary, with State and Federal Law enforcement resources.

CONCEPT OF OPERATIONS

The following are Target Capabilities that the SPPD current is prepared to address:

Common Target Capabilities

- **Planning:** The SPPD currently has an emergency operations plan that uses ICS and can integrate with other current and future plans of agencies using ICS.
- **Interoperable Communications:** The SPPD uses 800 MHz radio technology which is compatible with the communications plans of all other metropolitan agencies and/or can be cross-patched for compatibility with them.

Prevent Mission Area

- **Information Gathering and Recognition of Indicators and Warnings:** The SPPD has a Special Investigations Unit which is networked with other intelligence gathering agencies. Additionally, SPPD Special Investigations conducts its own criminal intelligence gathering.
- **Intelligence Analysis and Production:** The SPPD is involved with the State of Minnesota Fusion Center for sharing of criminal intelligence.
- **Intelligence / Information Sharing and Dissemination:** The SPPD Special Operations Unit is involved in the dispersal of collected and analyzed intelligence to properly vetted persons.
- **Law Enforcement Investigation and Operations:** The SPPD has a large compliment of investigatory assets ranging from; property crimes, persons crimes, internet crimes, and operates a crime laboratory.
- **Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) Detection:** The SPPD Ordinance Disposal Unit (ODU) has a limited ability to determine the presence of CBRNE; however, they also

have direct connection to other local, state, and federal assets to assist in the case of a suspected CBRNE event.

Protect Mission Area

- **Critical Infrastructure Protection (CIP):** SPPD has a limited ability to assist in the protection of CIP in Saint Paul and in other jurisdictions who request mutual aid.

Respond Mission Area

- **Onsite Incident Management:** The SPPD has the capability and structure within ICS to provide Incident Management when we are the primary agency or a support agency working within ICS.
- **Emergency Operations Center Management:** The SPPD has personnel that are able to assist in the administration of EOC management.
- **Volunteer Management and Donations:** The SPPD has a limited number of reserve officer volunteers who are available for community notification, traffic control, and perimeter security depending on the type of event.
- **Public Safety and Security Response:** The SPPD is the primary agency in Saint Paul with regard to the policing and criminal investigative function.
- **Explosive Device Response Operations:** The SPPD Ordinance Disposal Unit is the city's primary response mechanism for explosive device events and has mutual aid agreements and relationships with other local and federal agencies for additional assets when required.
- **Weapons of Mass Destruction/Hazardous Materials Response and Decontamination:** The Ordinance Disposal Unit has combined responsibility with the Fire Department's Hazardous Materials Team for this function. This team typically cannot complete mass decontamination operations with large groups of people.
- **Medical Isolation and Quarantine:** The SPPD does have authority over the detention of persons who do not comply with an order for Medical Isolation or Quarantine from a court order or Minnesota Department of Public Health.
- **Emergency Public Information and Warning:** The SPPD has the duty to begin the notification chain and partial maintenance of this through our Public Information Officer, Joint Information Center, and Ramsey County Emergency Communications Center functions.
- **Mass Prophylaxis:** SPPD is a partner in the county, state and national plan for Mission Critical staff receiving specialized medicine during a bioterrorism or related incident. The plan for mass medical dispensing of prophylaxis to Police, Fire, Public Works and Emergency Management critical staff is

addressed in the city's Closed Point of Dispensing (CPOD) Plan. This plan was written in coordination with the Saint Paul-Ramsey County Public Health.

- **Fatality Management:** The SPPD has a direct role in assisting the Ramsey County Medical Examiner in the instance of fatality management. All fatalities need to be assessed to determine any criminality.
- **Cyber Attack/ Data Breach:** The Office of Technology (OTC) uses a multi-layer approach to control access and protect the police department's network and computers from malicious attacks. This includes but is not limited to, controlling logical and physical access, monitoring and alerting, and virus/malware protection. When an attack is observed, OTC has the ability to further limit/deny connection to networks, systems, programs, and files based on the level of attack.

RESPONSIBILITIES

A. ESF Coordinating Agency

1. The SPPD will be in direct liaison with Emergency Management and other city departments through the EOC during an emergency which involves EOC activation.
2. SPPD will keep Emergency Management informed of pertinent police operations when the EOC is activated. All emergency police operations for major incidents will be directed by police command staff.
3. When necessary, the SPPD will be in contact with other local, county, state, and federal law enforcement agencies to ensure that the safety of the public is not compromised.
4. Through the Incident Command System (ICS), all levels of law enforcement, other governmental organizations, the media, and the public who are impacted, or potentially impacted, by an event will be included in a network of shared information.
5. **All tasked departments/agencies will:**
 - Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
 - When requested, deploy a representative to the EOC to assist with public safety and security activities.
 - Provide on-going status reports as requested by the ESF coordinator(s).

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities, taking care, to clearly separate disaster related work from daily work in the event that State and/or Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

6. Search Coordination

Law enforcement personnel are responsible for the coordination of search efforts related to lost or missing persons, fugitives and bomb threats.

7. Ramsey County Jail

The city uses the county jail for criminal detention and holding. The Ramsey County Sheriff is responsible with coordinating the evacuation/reception procedures to provide for early release of prisoners in the event an evacuation is necessary or alternate jail facilities are needed.

8. Parks and Recreation Center Security

The Parks & Recreation Department maintains a security presence throughout the city with designated security personnel. These security officers may be called upon to assist law enforcement efforts in the city in the event of a disaster or emergency.

9. Post Disaster or Incident Staging and Reception Areas

A

Combined Reception Center, Reunification Center & Family Assistance Center Plan was created to aide loved ones receive information related to people involved in an incident or disaster... Law enforcement personnel will provide security around the disaster site during emergency operations at the request of the Incident Commander.

10. Curfew

If conditions warrant, a curfew may be established by declaration of the Mayor. Law enforcement will be directed to enforce the curfew as necessary.

11. Protection of Responders

Law enforcement is responsible for providing security to first responders entering a scene where civil unrest would create the need for medical or fire response.

12. Traffic Control

Law enforcement within the city is responsible to provide perimeter security, traffic and crowd control. Law enforcement is in charge of coordinating the movement of disabled vehicles during evacuation situations.

13. Explosives and Improvised Explosive Devices (IED)

The SPPD ODU will be to remediate any explosives or IED's related to the situation/incident. In the event that the level of device is beyond the scope of the unit, ICS will initiate contact with other governmental organizations and coordinate the response of them to remediate the device(s).

14. Terrorism and Weapons of Mass Destruction (WMD)

In the event of a terrorist and/or WMD event, the FBI will likely become the primary investigatory agency. The Saint Paul ICS will then work in support of the FBI in the investigatory efforts. The City of Saint Paul will still have ICS authority over city assets and will weigh their use with the FBI in relationship with other demands on city resources. Saint Paul Police Department has a limited amount of PPE that will be deployed for use during a WMD event. This PPE is kept and employed by the Ordinance Disposal Unit which is a Level II team.

15. Other Responsibilities

Other responsibilities associated with law enforcement are addressed in other Emergency Support Functions associated with this plan.

B. Primary Agencies/Departments

1. Saint Paul Fire Department (SPFD)

This department is the co-lead agency for fire/arson investigations to include hazmat and will coordinate with the Saint Paul Police Department in the performance of search and rescue missions that are within the parameters of this ESF.

2. Saint Paul Department of Emergency Management

This Department has operational command for any recovery management in any public emergency and will typically operate out of the City EOC.

3. Ramsey County Emergency Management & Homeland Security (RC EMHS)

This agency has the role of supporting response and recovery efforts in the city when requested. They are also responsible for coordinating county-wide response and recovery activities including county assets assisting the efforts of the City of Saint Paul.

4. Ramsey County Sheriff's Office (RCSO)

This agency has the role of supporting investigative and law enforcement needs within the city limits of Saint Paul which pertain to a public emergency. The Sheriff's office also has primary investigative and operational responsibility for any waterway operations.

5. Minnesota State Patrol (MSP)

This agency will typically be a supporting agency in the law enforcement and traffic control functions in a city emergency.

6. Federal Bureau of Investigation (FBI)

The FBI will be a supporting agency in the event of federal assets being needed during a law enforcement event. In the event of a domestic/international terrorist thermonuclear or biological weapon event they would become the primary investigative law enforcement agency.

7. Public Works Department of Public Works (DPW)

This department is responsible for coordinating through the EOC, support for police related functions – primarily related to the service-related functions requested of the police.

8. United States Coast Guard (USCG)

Through the EOC, this federal agency will be in support of the SPPD and the SPFD with regard to river related actions. During a commercial traffic incident, the Coast Guard will be the primary agency on the waterway.

9. The Minnesota National Guard (MN NG)

The MN NG may be activated by the Governor to assist the Saint Paul Police Department in the event of catastrophic law enforcement activities, or in the event that major areas of the city are in need of services. Upon their activation they will be under military command providing direct support to local authorities.

RESOURCES AVAILABLE

- Mutual Aid with other municipalities and state agencies
- US Army Corps of Engineers – Lock and Dam Operations and Security
- Minnesota National Guard - 55th Civil Support Team and CBRNE Enhanced Response Force Package (CERF-P) Team
- Ramsey County Mobile Incident Command Center – Provides support to law enforcement in the areas of; hostage negotiations, FLIR 60' mast camera, communications support, command and control, rehab)
- Minnesota Bureau of Criminal Apprehension - Fusion Center
- Private Security Entities

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the Mayor or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues.

This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

D. Expenditures and Recordkeeping

Each supporting ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for potential state and/or federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies should provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

RESOURCES

- Saint Paul Police Department Manuel: 438.21 ABC Emergency Recall (ABC ER)
- Saint Paul Police Department Manuel: 438.20 Tactical Alert

AUTHENTICATION

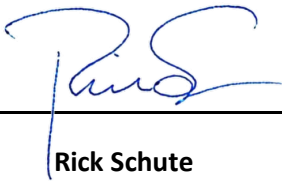
Assistant Chief for Todd Axtell

November 19, 2019

Todd Axtell

Date

Saint Paul Police Chief

**Rick Schute**

November 22, 2019

Date

Emergency Management Director

APPENDIX 1 TO ESF 13

MILITARY SUPPORT

Appendix Coordinator:	Saint Paul Department of Emergency Management
Primary Agencies:	Minnesota Air & Army National Guard Saint Paul Police Department Saint Paul Department of Emergency Management
Support Agencies:	Saint Paul Regional Water Saint Paul Parks & Recreation Department Saint Paul Fire Department Saint Paul Department of Public Works Minnesota Homeland Security Emergency Management Ramsey County Emergency Management & Homeland Security Minnesota State Duty Officer

PURPOSE

The purpose of this appendix is to provide National Guard Support to the City of Saint Paul in times of a major or catastrophic disaster and/or civil unrest, and to detail the responsibilities and the role of the Minnesota National Guard in conducting Rapid Impact Assessments.

SCOPE

When directed by the Governor of Minnesota, the Commissioner of Military Affairs (or designee) employs Minnesota National Guard personnel and equipment, through appropriate commanders, to assist civil authorities. The scope of this appendix is to generally identify how the Minnesota National Guard may provide this support.

POLICIES

Policies will be based on the orders set forth by Commissioner of Military Affairs (or designee) and his/her subordinate commanders, Minnesota State Statutes and regulations applicable.

AUTHORITIES

1. Mayor's Declaration
2. Governor's Order
3. President's Order

SITUATION & ASSUMPTIONS

A. Situation

In the event that a situation warrants the need to request support from the Minnesota National Guard, certain procedures, regulations, and considerations will be applicable. The Department of Emergency Management is in regular contact with the National Guard for the purpose of understanding roles and responsibilities when military assets are needed.

B. Assumptions

The Minnesota National Guard will provide Military Support to Civil Authorities in accordance with the existing Minnesota National Guard Operations Plan for Military Support to Civil Authorities.

CONCEPT OF OPERATIONS

In the event of an event where civilian authorities are either in need of the specialized assets of the Minnesota National Guard or in conditions where other resources are not sufficient to meet the needs of situation, a request may be made by the Mayor of the City of Saint Paul to the Governor of the State of Minnesota for activation and assistance of the Minnesota National Guard.

This activation would be done typically through the Minnesota State Duty Officer, phone: (800) 422-0798. All activated military personnel would remain under the command of the Adjutant General of the Minnesota National Guard and would work in coordination with the Incident Command Structure of the City of Saint Paul.

1. Executive Order

The Minnesota National Guard can only be activated by executive order of the Governor and would be under the command of the Commissioner of Military Affairs (or designee).

2. Mission Assignment

When the Incident Commander determines the need for the Minnesota National Guard, the Emergency Operations Center (EOC) staff will develop potential mission(s) for the Minnesota National Guard to carry out once activated. The mission(s) will then be sent to the Commissioner of Military Affairs or their designee for determination of capability and scope to execute the mission. Federal military personnel ensure mutual support during federal disaster relief operations and can be coordinated through the Emergency Preparedness Liaison Officer (EPLO).

3. Notification

Requests will be initiated upon the directive of the Mayor of the City of Saint Paul as advised by the EOC. The conditions of advising the mayor of the need for the National Guard would be that an emergency condition is imminent or exists that require personnel and/or resources of the

Minnesota National Guard, and that all local resources have been exhausted or are anticipated to be.

4. Response

Minnesota National Guard units are potentially available to support civil authorities during times of emergency or disasters. The Minnesota National Guard is task organized to support local, regional, or national emergencies/disasters. However, any Minnesota National Guard element may be modified to create organizations and attached to other units to enhance the capability to provide greater support during major/catastrophic emergencies. Response operations focus on those of life saving functions required by the population in the disaster area. Examples of response the Minnesota National Guard could provide during a City emergency may include:

- Evacuation
- Impact Assessment
- Search and Rescue
- Transportation of Supplies and Services
- Distribution Point Operations
- Provide and Operate Generators and Pumps
- Mass Feeding
- Communications
- Clear Roads and Bridges
- Medical Support
- Comfort Stations
- Remove and Transport Debris
- Water Purification
- Base Camp for Emergency Workers
- Aviation Operations
- Security
- Civil Engineer Support
- Sheltering
- Logistical Staging Areas

5. Recovery

Recovery operations begin the process of restoring community infrastructure and services (both municipal and commercial) to pre-disaster status. The Minnesota National Guard will continue to provide military support to lead agencies during the recovery phase until services can be contracted to the civilian sector and local/state agencies regain control of the situation. The Minnesota National Guard forces will adjust or re-deploy as operations transition from the response and recovery stage to the restoration stage.

6. Direction and Control

a. Commissioner of Military Affairs

Command of the National Guard is exercised through the Commissioner of Military Affairs or designated military representative. Mission tasking is through normal military channels to the appropriate unit's organization for mission execution.

b. Command and Control

The National Guard will maintain command and control of their personnel, working with the EOC and designated liaison to determine mission assignments.

ROLES & RESPONSIBILITIES

A. Primary Agency – Minnesota National Guard

Provide Military Support to civil authorities on a mission request basis, within the Minnesota National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

B. Policies

In accordance with existing National Guard Bureau regulations, it is understood that the primary responsibility for disaster relief shall be with local and/or state government, and those federal agencies designated by statute.

1. When the situation is so severe and widespread that effective response, support is beyond the capacity of local and State government, and all civil resources have been exhausted, assistance is provided.
2. When required resources are not readily available from commercial sources, National Guard support will be furnished if it is not in competition with private enterprise or the civilian labor force.
3. National Guard resources will normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.

4. Assistance will be limited to the task that, because of experience and the availability of organic resources, the National Guard can accomplish more effectively or efficiently than other agencies.
5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a National Guard commander may do what is required and justified to save human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report the action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.
6. The National Guard will be employed with adequate resources to accomplish the mission when conducting civil disaster/emergency relief operations. The on-scene commander or the senior officer present will make that determination as to the adequacy of the support to the mission. Military support to civil authorities will terminate as soon as possible after civil authorities are capable of handling the emergency.
7. When a public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the Minnesota National Guard may be called to restore and/or continue that public service. It is desirable that supervisors, and managers, and essential personnel of the public service be available to provide technical assistance to National Guard personnel. In the absence of key public service personnel, the Commissioner of Military Affairs will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
8. The capability of the National Guard to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

C. Military Code

Chapters 190-195 of the Minnesota Statutes designates the Governor, as the Commander-in-Chief of all militia (Minnesota National Guard) of the State, to preserve the public peace, execute the laws of the State, and respond to State emergencies. The Governor, at his discretion may order all or part of the National Guard into active service of the State. Activation of forces is accomplished through the issuance of a Governor's Executive Order.

REFERENCES

A. Federal

1. **Department of Defense Directive (DODD) 3025.1**, Military Support to Civil Authorities provides guidance on Civil Support activities for disaster-related civil emergencies. The Primary Agency may request Department of Defense (DoD) assistance for Civil Support (CS) missions. When imminently serious conditions resulting from any civil emergency or attack may require immediate action, local military commanders and responsible officials of the DoD components may take such actions as may be necessary to save lives, prevent human suffering, and mitigate great property damage.
2. **DODD 3025.12**, Military Assistance for Civil Disturbances provides guidance on CS activities for civil disturbances and civil disturbance operations, including response to terrorist incidents, and covers the policy and procedures whereby the President is authorized to employ the Armed Forces to suppress insurrections, rebellions, and domestic violence under various conditions and circumstances.
3. **DODD 3025.15**, Military Assistance to Civil Authorities (MACA). This directive governs all DoD MACA, including support in connection with incidents involving an act or threat of terrorism. The employment of U.S. military forces in response to acts or threats of domestic terrorism must be requested by the Attorney General and authorized by the President. The Secretary of Defense (SecDef) must approve all requests for assistance. The Chairman of the Joint Chiefs of Staff (CJCS) assists SecDef in implementing the DoD operational response to acts or threats of terrorism.

- B. State –Minnesota State Statute Chapters 190-195** Available online for viewing through the Minnesota Legislature’s Office of the Revisor of Statutes.

AUTHORITIES

- The Commander-in-Chief of the Minnesota National Guard (Governor of Minnesota)
- The Commissioner of Military Affairs and subordinate commanders

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible

representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

Any organization or entity supplying pre-arranged goods and/or services of potential value in emergency operations and their aftermath (i.e. heavy equipment, cranes, shoring materials, K-9 search and rescue, etc.) should enter into an Memorandum of Agreement with the City of Saint Paul.

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

C. Expenditures and Recordkeeping

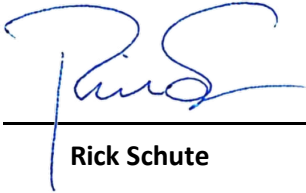
The finance section of the EOC will be activated with coordination between the City of Saint Paul and the National Guard to determine the structure for capturing all financial components of an event.

D. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Saint Paul Director of Emergency Management.

AUTHENTICATION



November 12, 2019

Rick Schute

Date

Emergency Management Director

APPENDIX 2 TO ESF 13 TRAFFIC CONTROL, EVACUATION & SECURITY SUPPORT

Appendix Coordinator:	Saint Paul Police Department
Primary Agencies:	Saint Paul Police Department Saint Paul Department of Emergency Management
Support Agencies:	Saint Paul Fire Department Saint Paul Public Works Minnesota Homeland Security Emergency Management Ramsey County Emergency Management Homeland Security Ramsey County Sheriff's Office Metro Transit Police Metro Transit Bus and Rail Operations Minnesota State Patrol Minnesota State Duty Officer

PURPOSE

The purpose of this appendix is to outline how evacuation, traffic control, and security will be accomplished in the event of an emergency or disaster. This appendix supports, and is in conjunction with, ESF 13.

SCOPE

The scope of this appendix is to support ESF 13 and the decision making/execution of an evacuation or other traffic control operation during an emergency response.

AUTHORITIES

- Mayor's Declaration
- City Ordinance/Code
- State laws

CONCEPT OF OPERATIONS

A. Evacuation

Relocating an at-risk population to an area of lesser risk will best mitigate hazardous or potentially hazardous conditions. Prior to recommending evacuation due to an actual/potential hazard or

threat, city officials will evaluate the benefit of sheltering-in-place. Determinations will be made on an ad-hoc basis as deemed necessary by the size and scope of the emergency or disaster.

If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens and response personnel. This may include, but is not limited to:

- Closing doors, windows, and fireplace dampers
- Sealing/closing all vents, fans and other openings to the outside
- Turning off furnaces/air conditioners
- Covering and staying away from windows
- In buildings, minimizing the use of elevators.

B. Procedures

1. Residents will be notified of the need to evacuate by outdoor warning sirens, radio, TV, door to door, and public address systems to include electronic notification such as Facebook, IPAWS, Everbridge, Twitter, Public Information Officer (PIO), etc. Evacuation routes, assembly points, and assistance instructions will be announced.
2. Law enforcement personnel will establish traffic control points as necessary.
3. Mobility-impaired individuals unable to evacuate themselves will receive assistance from City of Saint Paul personnel and mutual aid partners.

C. Return of Evacuees

1. Evacuees will be notified by public or electronic announcement when it is safe to return to the evacuated areas.
2. The Director of Emergency Management and City of Saint Paul Police Department will be responsible for coordinating the access and return of evacuees to a secure location.
3. Efforts shall be made by on-scene personnel to ensure that access/return to the area is obtained only by authorized personnel.

ROLES & RESPONSIBILITIES

1. In the City of Saint Paul, the following official(s) will be responsible for recommending evacuation or to shelter in place:

- Police Chief
 - Fire Chief
 - Director of Emergency Management and/or Emergency Planning Coordinator
- a. The Director of Emergency Management, in cooperation with on-scene incident command, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the evacuation activities of other participating departments or agencies. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary, using available resources.
 - b. The Director of Emergency Management will coordinate all transportation resources used in an evacuation.
 - c. The Saint Paul Police Department Deputy Chief of Operations, will direct security and traffic control in the affected area.
 - d. The EMS Coordinator will work with the Ramsey County Department of Public Health to coordinate evacuation of special needs population.
2. Evacuation and sheltering of pets will be conducted by:
- **Humane Society for Companion Animals** -- 1115 Beulah Lane, Saint Paul, MN, 651-645-7387
 - **Saint Paul Animal Control** -- 1285 Jessamine Avenue West, Saint Paul, MN, 651-266-1100
 - **Note:** A verbal agreement has been made with the Humane Society for Companion Animals to provide resources if necessary. The resources available may vary and will be determined when necessary.

REFERENCES

ESF 13 has additional information on public safety and security

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under ESF 13.

ADMINISTRATION & SUPPORT

A. Resources Available

1. City resources will be available, if needed, to evacuate non-ambulatory individuals.
2. Metropolitan Transportation (MTC) can provide buses, if necessary, to assist in the evacuation process and transportation for essential personnel and citizens from at-risk areas.
3. Mass Care services for evacuees will be rendered and are addressed in ESF 6.

B. Supporting Documents

1. Listings of the congregate care facilities available in the city are listed in ESF 6.
2. City Evacuation Map and Roadmaps

AUTHENTICATION

Assistant Chief for Todd Axtell

November 19, 2019

Todd Axtell

Date

Saint Paul Police Chief

**Rick Schute**

Date

Emergency Management Director

November 22, 2019

ESF 14 STABILIZATION & LONG-TERM RECOVERY

ESF Coordinator:	Saint Paul Department of Safety & Inspections (DSI)
Primary Agencies:	Saint Paul Department of Safety and Inspections (DSI) Saint Paul Department of Planning and Economic Development (PED) Saint Paul Department of Emergency Management Ramsey County Emergency Management Homeland Security (RCEMHS) Minnesota Homeland Security Emergency Management (HSEM) Saint Paul Department of Public Works (DPW)
Support Agencies:	Minnesota Volunteer Agencies Active in Disasters (MNVOAD)

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide an operational framework to coordinate the public (federal, state, local government) and private efforts (foundations, private sector, and community donations) to assist the City of Saint Paul and its community (residents, businesses, community agencies, and city infrastructure) to recover from the effects of a disaster or an emergency affecting all or portions of the City. This support will use available government resources and community programs in order to enable initial recovery, stabilize lifelines, reduce long term effects and mitigate risk from future incidents where possible.

This document is not intended to be prescriptive or to impose requirements on City departments and partners. Rather, it suggests various strategies and approaches for recovery and restoration and leaves it to the discretion of each of those city departments, county and state entities, and Non-Governmental Organizations (NGOs), to determine the appropriate approach or combination of approaches, in initiating recovery.

SCOPE

The scope of this ESF is to assess disaster damage and area of impact, assist disaster victims to begin the process of rebuilding their homes and businesses, retaining employment opportunities, and permanently repairing, replacing, or relocating non-essential public infrastructure as well as develop new procedures or infrastructures that could mitigate the adverse impacts of future natural disasters or emergencies.

While the City's response will vary according to the scale of the event, damage severity or recovery needs, this ESF will be activated for both initial assessment of damages and coordination of re-

occupancy efforts as well as for long term recovery and mitigation. ESF 14 may also be activated for large scale events that require governmental assistance for long-term recovery in areas such as housing, business, employment, and infrastructure.

ESF 14 long-term recovery plans will be prioritized as follows:

1. Assist residents to secure temporary shelter, rebuild and reoccupy housing;
2. Assist businesses to rebuild and reoccupy, repair, rebuild or relocate non-critical infrastructure

ESF 14 will provide an initial response for damage assessment, and coordination of short-term repair, stabilize lifelines, and the re-occupancy of both housing and businesses.

ESF 14 will provide a community process to enable the City and its neighborhoods to recover from the long-term consequences of a disaster or emergency by developing new comprehensive plans, identifying potential funding sources to rebuild key projects, and developing economic recovery strategies.

As a general long-term recovery and mitigation principle, the City may use existing city funds (See: Resources Available section within this ESF) as financial tools to build an improved community by identifying new methods and procedures that may reduce the vulnerability to future disasters. Additional funding sources will be identified as part of the recovery process and may include; local special levies, state or federal disaster assistance/recovery programs.

POLICIES

A. Policies

1. The City and designated volunteer agencies will provide recovery assistance to the affected areas. The City will coordinate activities and perform assessments required to identify additional assistance needs, and execute the required mutual aid agreements to implement long-term recovery plans. These activities will coordinate thru the City's Emergency Operations Center (EOC).
2. The City's response to the disaster or emergency will be based upon the type, extent, and duration of the event and the recovery period. The City will use existing programs and resources as a basis for its response. The City will also exercise its mutual aid agreements and request state and federal assistance when appropriate.
3. When it is apparent that local jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) process must be completed promptly. Based upon the type of incident, several independent damage assessments may be conducted by agencies such as

volunteer organizations, the Public Works Department, Department of Safety and Inspections, Department of Emergency Management, private insurance companies, and utility providers. The Emergency Management Department will lead the PDA effort by facilitating rapid evaluations of the impacted areas.

B. Rapid Assessments

1. A rapid assessment is a quick evaluation of what has happened and is used to help prioritize response activities, allocate resources and determine the need for outside assistance.
2. In most cases, a rapid assessment will be completed within a few hours of the incident, while more detailed assessments may take days or weeks. As additional information becomes available updates will be made to the EOC or other designated agency.
3. During rapid assessments, emphasis will be placed on collecting and organizing information in a manner that will facilitate timely decision-making. This will allow both field personnel and the EOC staff to:
 - Make informed operational decisions regarding public safety
 - Establish response priorities
 - Allocate resources and personnel to the areas of greatest need
 - Identify trends, issues and potential problem areas
 - Plan for ongoing operations
4. It is anticipated that initial rapid assessment information will be forwarded to the EOC from the incident the by first responder personnel. In most cases, the American Red Cross (ARC) will also conduct initial assessments to determine the immediate needs of people affected by the disaster. The EOC will work closely with the ARC to share assessment information.
5. If the situation requires, DSI-Disaster Assessment Response Teams (DART) may be deployed specifically to conduct damage assessments and to quickly report more detailed information to the EOC. If the nature of the incident dictates, rapid assessments will include structural safety evaluations, to determine building integrity to ensure the safety of both emergency responders and citizens. If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure and utility hazards.
6. Based upon information gathered during the rapid assessment phase, the ESF 14 Coordinator will determine when and where to conduct detailed disaster assessments.
7. The rapid assessment will include information regarding the:

- Area affected
 - Critical facilities and infrastructure damaged or destroyed
 - Private homes, businesses and property damaged or destroyed
 - Evacuation probabilities
8. The DART and other agencies conducting rapid assessments will use DSI disaster assessment document templates/forms to ensure a standard reporting method is used and that all damage assessment activities are conducted in accordance with requirements. In rare cases, the scope and magnitude of the event may dictate an expedited disaster assessment to gather enough information to justify a request for a major disaster declaration. If a Federal declaration is made before detailed disaster assessments are conducted, the detailed damage assessment will become a part of the ongoing recovery process.

C. Detailed Disaster Assessment

1. A detailed disaster assessment is needed to document the magnitude of both public and private damage for planning and recovery activities. The information is also necessary to support the need for State and Federal assistance. A detailed disaster assessment will also facilitate the information needs of both elected officials and the public.
2. During detailed disaster assessments, emphasis will be placed upon collection and organization of information in a manner that will allow the EOC to:
 - Evaluate the overall scope, magnitude and impact of the incident
 - Prioritize short term recovery activities
 - Plan for long term recovery and restoration activities
 - Document the need for supplemental assistance
3. Detailed disaster assessments will generally begin following the completion of initial response activities. The ESF 14 coordinator, will determine when the situation allows for detailed disaster assessments, and will organize, brief and deploy detailed Damage Assessment Response Teams in the affected area.
4. Detailed assessments will include information regarding the:
 - Approximate Number of persons affected in disaster area
 - Number of persons evacuated

- Number of shelters open
 - Number of persons in shelter
 - Number of confirmed injured
 - Number of confirmed fatalities
 - Number of reported missing persons
 - Number of homes and businesses with damage
 - Destroyed
 - Major
 - Minor
 - Affected
 - Number of municipally owned facilities and infrastructure with damage
 - Fire, police, city hall, schools
 - Road, bridge, infrastructure damage
 - Road closures
 - Utility damage
 - Power
 - Water
5. There are two property types for which detailed assessments may be required:
- a. Private Property**
 - Detailed assessments on 1 & 2 family dwellings, multi-family dwellings and businesses are required to document the extent of the damage.
 - A DART may be deployed to conduct these assessments and placard buildings to indicate condition and habitability.
 - The ESF 14 Coordinator will work with the ESF 15 - Public Information and External Communications Coordinator to ensure information regarding the meanings of inspection placards and markings are understood by the public.
 - b. Public Property**
 - Detailed assessments to document the extent of damage to public facilities, roads, bridges, utilities and other publicly owned structures and infrastructure.

- Public property damage assessment teams should be comprised of individuals from Public Works and others designated by them with special expertise in these fields.

6. Assessment Documentation

Both private and public property Damage Assessment Response Teams will collect detailed information and document it on the forms included in this Annex. Photographs are an important support to the written reports and will be taken by DART to provide additional documentation and historical references.

7. Joint Preliminary Damage Assessments (PDAs)

Based on the extent of the damages, Saint Paul Emergency Management may initiate a Preliminary Damage Assessment (PDA). PDAs are joint local, State and Federal damage assessments which are used to document the need for supplemental Federal assistance. PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

8. Environmental Assessment

Assessing damage to the environment from a chemical and/or radiological incident will be deferred to agencies with expertise and capabilities in these special hazard areas. (Refer to ESF 10 Oil and Hazardous Materials).

9. Notifications

The Emergency Management Director, or designee, will notify the Director of the Department of Safety & Inspections, DSI EOC liaisons, Lead, Support and Partnering agencies and request that appropriate representatives report to the EOC, to assist in ESF 14 activation and coordination.

10. Actions Preparedness

- Maintain this ESF Annex and its attachments
- Ensure all personnel are aware of their emergency responsibilities
- Develop and maintain standard operating guides and checklists to support ESF 14
- Ensure personnel notification and call-up lists are current

11. Response

- Notify and activate personnel as required by the event
- Send representatives to the EOC when requested
- Deploy Disaster Assessment Response Teams (DART) for initial assessment as needed based upon severity of incident

- Conduct other specific response actions as dictated by the situation

12. Recovery

- Support community activities to mitigate incident impact and facilitate sustainable long-term recovery.
- Coordinate activities with the State and Federal agencies to administer disaster recovery programs.
- Conduct after-action briefings and establish after-action reviews.
- Develop and implement both immediate and long-term mitigation strategies.
- Make necessary changes and updates in ESF 14, Annex and supporting plans and procedures as recommended thru after-action reviews

13. Mitigation

- Participate in the hazard identification process, identify and correct vulnerabilities.

14. Direction and Control

- During major events, the Emergency Operations Center (EOC) normally will have been activated for the response and immediate recovery phases of the emergency, and will continue to be used for transition into long-term recovery.
- Ongoing activities related to the implementation of ESF 14 may be coordinated from other locations.

15. The ESF 14 Coordinator (DSI) will:

- Work with Planning & Economic Development (PED) and other agencies, to establish a partnership with business and industry to ensure all available programs are implemented to assist with economic stabilization and recovery.
- Serve as liaisons where required providing assistance and implementing recovery programs.
- Work with State and Federal officials ensure that mitigation initiatives are considered in recovery, rebuilding and redevelopment.
- Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, State and Federal resources are made available.

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to this ESF.

SITUATION & ASSUMPTIONS

A. Situation

1. Disasters or emergencies will impact City operations, its citizens, their homes and businesses.
2. The City may be impacted by hazards of any type, including natural disasters, fires, chemical, biological, radiological, nuclear, explosive, technological, and terrorism incidents.
3. ESF 14 is applicable to any disaster, hazard, or emergency which would require a municipal recovery response.
4. It is important to note that not all incidents will require supplemental State or Federal Assistance for long-term recovery.
5. Incidents exceeding insurance coverage or community donations may require State or Federal disaster assistance or use of existing city financing programs.
6. ESF 14 addresses short-term recovery, long-term recovery, and mitigation activities. (Short-term activities are generally completed within eighteen months).
7. Initial ESF 14 activities may occur concurrently with the ESF 6 Mass Care actions. Long-term activities will continue after the closure of mass care centers or FEMA field offices.

B. Assumptions

1. Activation of ESF 14 is contingent upon the need to recover from a disaster or emergency.
2. Disasters may occur in the City which will exceed insurance coverage, voluntary donations, and existing governmental resources. Supplemental State or Federal disaster assistance may be necessary for both short-term and long-term recovery efforts.
3. Damages will likely not be uniform across the city.
4. Supplemental disaster assistance does not supplant insurance or existing resources.

5. ESF 14 implementation may require partnerships among city, state, and federal agencies as well as partnerships with non-profit organizations and foundations. These partnerships may require formal agreements.
6. Recovery operations will comply with all state and federal laws and regulations.
7. Although the City has limited existing buildings specifically designated as temporary disaster shelters, the City does not have the ability to staff, furnish and stock these facilities. In addition, the City does not have the capacity to provide overnight emergency housing shelters for large disasters. Therefore, emergency short term housing needs must be provided under the ESF 6 Mass Care.
8. Where appropriate, some residents may be encouraged to self-relocate or remain in their homes.
9. The City may use existing financing programs to provide long term recovery relief.
10. The Mayor and City Council may consider amending program guidelines, if necessary, to use the following local funds to assist long-term recovery plans:
 - Capital Improvement Bond
 - STAR Funds
 - Community Development Block Grant Funds
 - HRA Funds
 - PED Home Loan Funds

CONCEPT OF OPERATIONS

A. General

In general, the recovery operation begins once conditions in the disaster area stabilize and the immediate danger posed by an event has passed. Disaster recovery operations require coordination at all levels of government, are supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster relief programs.

The ESF 14 coordinator and supporting agencies will work to determine the need to develop and implement community recovery and economic stabilization strategies. Existing programs will be augmented and expanded to meet disaster needs.

Saint Paul Department of Safety & Inspections (DSI) will be responsible for all ESF 14 administrative, management, planning, mitigation and recovery activities. Additionally, the City's Emergency

Management Department will help coordinate long-term recovery activities with DSI as the primary agency.

1. Initial Recovery Operations – Assessments

DSI Disaster Assessment Response Teams will perform a rapid and thorough damage assessment to:

- a. Assess the overall damage to homes and businesses.
- b. Consolidate damage assessment reports in EOC.
- c. With assistance of the County Property Tax, GIS departments, and EOC determine whether those damages are sufficient to warrant supplemental federal disaster assistance through the submission of IDA/PDA process.

2. Procedures to determine priority of restoration

Based on incident type and magnitude, determine Critical Infrastructure and Key Resources (CIKR) of concern. Default priority is given to the 6 lifeline sectors (in no particular priority, as they are all High Priority):

- a. Emergency Services
- b. Communications
- c. Energy
- d. Healthcare & Public Health
- e. Water and Wastewater Systems
- f. Transportation Systems

3. Long-Term Recovery Plans

- a. The ESF 14 coordinator (DSI) will assist PED to develop community strategies and community reconstruction plans, including coordinating a community review.

In conjunction with state, federal, and county agencies, the ESF 14 coordinator will identify and coordinate funding resources necessary for long-term recovery plans with new prioritized mitigation strategies, such as:

- 1) Assisting residents to secure or rebuild their housing.

- 2) Assist businesses to restore operations.
 - 3) Restoring non-critical infrastructure to pre-event conditions.
 - 4) Assisting communities to restore neighborhoods to pre-event conditions.
- b. ESF 14 coordinator will work with City Departments and community partners to restore the economic base and livability of the disaster areas by assisting both residents and business owners to repair and reoccupy their homes and businesses.
 - c. Debris Management will be performed in accordance with ESF 3.
 - d. Initial damage assessment efforts for long-term recovery will be coordinated by Saint Paul Department of Safety & Inspections (DSI), who will determine structural integrity and occupancy worthiness for each property.
 - e. Long-term Recovery efforts will be coordinated by DSI in cooperation with appropriate City Departments. Timing for evacuee return and re-occupancy will be determined as the situation and public safety considerations permit. After an evacuation order has been lifted, re-entry passes will be developed that will identify the holder as a property owner, business operator or residents of the impacted area.

B. Responsibilities – Immediate and Long-Term Recovery Plans

1. All tasked agencies will:

- a. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- b. When requested, deploy a representative to the EOC to assist with long-term community recovery and mitigation coordination
- c. Provide ongoing status reports as requested by the EOC and ESF 14 coordinator
- d. Maintain updated resource inventory of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- e. Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
- f. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities

g. Perform other emergency responsibilities as assigned.

2. The ESF 14 Coordinator responsibilities include but are not limited to the following:

a. Pre-Emergency

- Designate and train and equip DSI - DART to assist in damage assessment efforts.

b. During the Emergency

- Respond to EOC notifications and assign initial DSI responders
- Establish primary DSI point of contact for EOC and DSI - DART
- Deploy DSI-DART to disaster area to determine extent of damage.
- Conduct rapid damage assessments and report findings

c. Post Emergency

- Alert and Activate the DSI-DARTs
- Provide briefings for the following:
 - DART equipment, procedures, checklists and forms
 - Establish communications protocols
 - Establish a point of contact in the affected area and EOC
 - Provide known specifics of the disaster
 - Establish a schedule for receiving damage assessment reports
 - DART command provides updated information to EOC
 - Coordinate with the Public Information Officer to keep public informed of hazardous conditions
 - Assist in preparation of damage assessment reports

3. Streets, Bridges and Infrastructure

Damage assessment of streets, bridges, and infrastructure will be conducted by Public Works or the appropriate county or state agency.

4. Utilities

Public utilities are assessed for damage by the appropriate utility providers. This information is to be reported to the EOC for inclusion in reports as required.

5. Code Compliance

The Department of Safety & Inspections is responsible for ensuring compliance with existing safety codes for the repair and re-occupancy of damaged structures

6. Private Dwellings, Business and Individuals

Damage assessments conducted by the City, its departments and agencies are for the purpose of determining extent of damage, habitability, use and safety as required by safety codes as well as the numbers of persons affected only, and are not an indication or promise of municipal or federal aid.

7. Saint Paul Department of Safety and Inspections (DSI)

- a. DSI will perform rapid damage assessments by inspecting and placarding all buildings in the disaster area, completing an assessment report of all structures, and keeping accurate records and maps of the impacted area.
- b. DSI will use a color-code placard notification system which identifies damage and habitability of the building as outlined in the ATC Field Manual for Safety Evaluation of Buildings after Windstorms and Floods.
 - **GREEN** - Use Permitted
 - **YELLOW** - Inspected - Restricted Use Permitted
 - **ORANGE** - Inspected – Deemed Unsafe No Use Permitted
- c. During the recovery phase, DSI will continue to perform its day-to-day functions, including but not limited to issuing building and demolition permits, performing inspections of construction work, conducting fire, code enforcement, environmental health and licensing inspections and other safety code enforcement requirements.
- d. Thru partnership with the Joint Information Center, DSI will communicate with the public regarding the damage assessments, and the overall reconstruction process.

8. Saint Paul Planning and Economic Development (PED)

- a. For long-term recovery, PED will develop and coordinate community strategies and community reconstruction plans, including implementing a community review process, when appropriate.

- b. PED will assign staff to identify and coordinate federal, state, and local funding resources necessary for long-term recovery plans.
- c. PED will assist residents to repair their housing; assist businesses to restore operations; and to restore non-critical infrastructure to pre-event conditions.
- d. PED will identify City loan programs and assign Home Loan personnel to specifically assist residents and small businesses in implementing their long-term recovery plans.
- e. Depending upon the scope of the disaster, PED will seek community input by creating community local recovery task forces who will establish priorities for rebuilding projects.
- f. PED will assign economic development staff to work with appropriate state agencies and community partners to develop or implement programs to restore lost jobs and encourage employment opportunities.
- g. PED will be responsible for establishing effective administrative controls to provide reasonable accountability and justification for federal and state reimbursements.
- h. PED will coordinate with Emergency Management and the Joint Information Center to develop public information outreach for residential and business recovery programs.

9. Saint Paul Department of Public Works

- a. Public Works will conduct rapid damage assessment of streets, bridges and infrastructure in conjunction with DSI and Saint Paul Emergency Management.
- b. Public Works will coordinate with Parks & Recreation to respond to the needs of debris management in accordance with its policies.

10. Saint Paul Police Department

- a. Police Department will coordinate with Emergency Management and the Public Works Department to establish traffic control points as necessary to establish a security perimeter around disaster areas.
- b. Police Department will establish security procedures and coordinate with Department of Safety and Inspections (DSI) regarding security requirements for damaged, condemned, or abandoned structures.
- c. Police and Emergency Management will work with appropriate City departments to establish re-entry credentials for essential City staff, residents and business owners.

11. Saint Paul Emergency Management

- a. Saint Paul Emergency Management will work with the DSI, the ESF 14 coordinator, with the requests for federal, state, and local aid necessary for long-term recovery.
- b. Saint Paul Emergency Management will work with DSI, the ESF 14 coordinator, to identify other city resources that are necessary for the initial recovery operations, damage assessments, and long-term recovery plans.

12. Ramsey County Emergency Management

Upon request, Ramsey County Emergency Management will assist Saint Paul Emergency Management to coordinate the recovery efforts.

13. Minnesota Homeland Security Emergency Management (HSEM)

Upon request, HSEM will assist Saint Paul Emergency Management with the requests for state and federal aid, including acting as a liaison to state and federal agencies.

ROLES & RESPONSIBILITIES

A. Primary Agency

Department of Safety & Inspections (DSI) - DSI is a multi-disciplinary organization focusing on preserving and improving the quality of life in Saint Paul by protecting and promoting public health and safety for all. DSI's primary tools are the relationships built with property owners and managers as well as the use of fire safety, construction services, code enforcement, zoning, and licensing inspectors. They also have a robust animal care and control division.

B. Support Agencies

Support agencies will assist at the scene of a fire in accordance with their mission and responsibilities assigned under the Mutual Aid/Joint Powers Agreement.

1. Saint Paul Fire Department and Emergency Medical Services - The Saint Paul Fire Department and Emergency Medical Services (SPFD) typically responds to calls from residents, visitors, and organizations in the City. When requested, SPFD will provide a liaison to the EOC to provide SPFD's operations status, etc. The department accomplishes this responsibility through four areas of operations:

- a. Fire Investigation—investigating cause and origin of fire.
- b. Fire Suppression—extinguishing fires that do occur.

- c. **Emergency Medical Services**—providing state-of-the-art pre-hospital emergency medical and transport services.
 - d. **Support Services**—including administration, finance, communication, fleet maintenance, research and development, public education, professional standards, management information and technology services, and departmental training.
2. **Minnesota Department of Health (MDH)** — MDH will coordinate health and medical assistance in the city as needed in firefighting efforts. This will be done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
3. **Minnesota Department of Human Services (MDHS)**—MDHS will assist in providing for evacuees including food, bedding, supplies, and transportation using contractual services of the American Red Cross.
4. **Minnesota Department of Mental Health (MDMH)** — MDMH will coordinate mental health activities within the District through needs assessment and provision of critical incident stress management (CISM) for first responders and crisis counseling for victims/families and special vulnerable populations.
5. **Saint Paul Department of Public Works (SPPW)** —SPPW will provide water re-distribution (if necessary), and on-site sand and salt for slippery conditions.
6. **Saint Paul Department of Emergency Management**— Emergency Management will activate the City’s EOC and require ESFs to staff the Incident Management Team (IMT) and perform an assessment of the situation through Situation Reports (SITREPs), determining the immediate critical needs and the need for state and federal assistance.
7. **Saint Paul Police Department (SPPD)** — SPPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after a fire to protect the health and safety of persons and the integrity of the fire scene. SPPD will also perform criminal investigations as necessary.
8. **Ramsey County Medical Examiner (RCME)** — RCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains, through ESF 8 Health and Medical Services.

9. **Metropolitan Transit Commission (MTC)** — MTC will respond with SPFD to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as needed, for evacuating the population.

10. **Xcel Energy** — Xcel Energy will provide an Emergency Response Team (ERT) to address electric power utility disconnects as necessary. Xcel will also provide an ERT to address natural gas utility disconnects as necessary.

ADMINISTRATION & SUPPORT

A. Support

Requests for emergency assistance should be resolved at the lowest levels. Unresolved assistance requests will normally flow upward from city to the county or state, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

B. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The proclamation of a Local Emergency by the Mayor, or a State-wide disaster issued by the Governor may suspend selected policies and published guidance that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

C. Status Reports

The primary agency will normally maintain the status of all outstanding/unfilled assistance requests and unresolved ESF-related issues. This information should be summarized into periodic status reports and submitted in accordance with applicable operating procedures/guidance.

D. Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification. This is not only prudent use of taxpayer dollars, it is also needed should State/Federal reimbursement be possible. Typically, the first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from each local agency.

E. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative should conduct a critique of the group activities during the event/incident/exercise.

Departments and support agencies should provide written and/or oral inputs for this critique. The primary agency representative should consolidate all inputs into a final report and submit it to the Emergency Management Director or designated official.

RESOURCES AVAILABLE

The Mayor and City Council may consider amending program guidelines, if necessary, to use the following local funds to assist long-term recovery plans:

- Capital Improvement Bond
- STAR Funds
- Community Development Block Grant Funds
- HRA Funds
- PED Home Loan Funds

The Mayor and City Council may reassign city staff, as necessary, to respond to the City's initial recovery efforts as well as assign city staff to work with residents and businesses to assist their long-term recovery plans.

SUPPORTING DOCUMENTS

- PED guidance and supporting programs

AUTHENTICATION



November 21, 2019

Ricardo X. Cervantes
Director, Department of Safety & Inspections

Date



November 21, 2019

Rick Schute
Emergency Management Director

Date

ESF 15

EXTERNAL AFFAIRS & JOINT INFORMATION CENTER

ESF Director:	Communications Director, Office of the Mayor
Primary Agency:	Office of the Mayor
Supporting Personnel:	All Public Information Officers in the City of Saint Paul
Support Agencies:	<p>Saint Paul Department of Emergency Management Saint Paul Department of Public Works Saint Paul Police Department Saint Paul Fire Department Saint Paul Department of Safety and Inspections Saint Paul Department of Parks and Recreation Saint Paul Human Rights & Equal Economic Opportunity (HREEO) Saint Paul Public Libraries Saint Paul Office of Technology and Communications (OTC) Saint Paul Planning and Economic Development Saint Paul City Attorney's Office Saint Paul Regional Water Service Saint Paul/Ramsey County Department of Public Health Metro Transit American Red Cross Minnesota Region Twin Cities Salvation Army Minnesota Voluntary Organizations Active in Disaster (MN VOAD) Twin Cities Public Television Now (<i>TPT / Now</i>)</p>

PURPOSE & SCOPE

The purpose of this Emergency Support Function (ESF) is to establish a system that gathers and disseminates emergency-related information to the general public. This does not include the Alert and Warning information covered in ESF 2. This ESF establishes the plans and procedures to rapidly organize, prepare, and distribute vital information using direct media relations, social media, and public communications during and immediately following a significant incident or emergency.

This ESF covers both Public Information and Liaison efforts. Liaisons supporting external affairs under this ESF will work with community members, groups, or identified areas to bring information back to the Emergency Operations Center (EOC) for discussion and response. This may be in coordination with Liaison Officers or be supported by their functions, but for this ESF, these liaisons specifically support targeted messaging with identified people or businesses within the affected area. Additionally, liaisons will work closely with Public Information Officers (PIOs) to craft messages and responses specific to these areas or interests.

ESF 15 encompasses all departments and agencies that may support or contribute to communications and external affairs support or whose external affairs assets may be employed during incidents requiring a coordinated response. ESF 15 integrates the components of Public Information, Intergovernmental Affairs (local, regional, and state coordination), voluntary agencies (VOADs) and the private sector under the coordination of External Affairs.

The objectives of this ESF are:

- Objective 1** Alert the public of threatening and impending emergency incidents and ways to prepare and protect themselves. This includes realistic actions to enable the public to protect their lives, well-being, property, quality of life and economic stability.
- Objective 2** Describe the public safety response efforts when appropriate.
- Objective 3** Provide updated information to the public on key topics and incident status
- Objective 4** Ensure that emergency communications are disseminated in accessible formats based on local demographics, languages, including Americans with Disabilities Act (ADA) formats.
- Objective 5** Collaborate between city departments and with county, state/regional Public Information Officers (PIOs) and Joint Information Centers (JICs)
- Objective 6** Serve as a liaison between the EOC and affected community

SITUATION & ASSUMPTIONS

1. After a public emergency, normal means of communications in the affected area may be impacted; therefore, the ability for ESF 15 to communicate may be limited among key audiences until communications can be restored. Constant evaluation of the ability of the public to receive the necessary information, especially in areas affected by power outages. This can also include a saturation of cell data service.
2. The period immediately following a public emergency is critical to successfully setting up the necessary mechanisms to respond to the emergency public information and news requirements generated. Significant interest from the media and across social channels, as well as from internal and external stakeholders, can be anticipated. Accurate and consistent information from the JIC is paramount in curbing misinformation and public rumors, and establishing the city as a reliable source of information.
3. In addition to pushing information out during an emergency, the JIC can become a crucial source of intelligence gathering for the EOC and the EOC Executives. Establishing two-way communication between the JIC and the EOC – through the Lead PIO – is key in successfully

maneuvering through an emergency incident. Whenever possible, the JIC will be established in close proximity to the EOC, or as a virtual JIC with regular, direct communication with the EOC.

4. Liaisons serve a crucial role by carrying the messages and situation from the EOC to affected areas/people, and gather information to bring back to the EOC. Liaisons and other forms of outreach must be considered and activated as appropriate to serve the needs of the affected areas. PIOs focus on media and messaging, while liaisons focus on direct interaction.
5. Dozens of languages other than English are spoken throughout Saint Paul. Having the resources available to readily translate messages for the non-English speaking community, including an American Sign Language (ASL) Interpreter, as needed, throughout the entire incident, is a necessary consideration and resource. Not every message or incident requires this.
6. Gaps exist in proactive messaging and in-incident messaging, especially in languages other than English. TPT through its ECHO partnership can assist in pushing out or translating messages on *TPT / Now TV* channel.

CONCEPT OF OPERATIONS

This ESF is activated at the discretion of the Mayor, Deputy Mayor, Communications Director, or Incident Commander (IC)/Incident Manager during an incident. It serves as the designated direct source of information to the public throughout the emergency. Once it is established, the structure and information flow will be as follows:

1. A Directors Call may be called by the Deputy Mayor as part of the decision-making process. This call may drive ESF 15 activities and begin or continue communications.
2. A lead PIO will be identified to take lead on communications. This includes being the hub of all activity and information, keeping the IC and Director of Communications (Agency Representative) up to date on communications activity, status, needs, requests, decision points, etc.).
3. Supporting PIOs will be coordinated from other departments to support the effort. All communications will flow through the EOC. PIOs will work together to prepare emergency information, messages/themes/topics and instructions for the public for release during emergencies.
4. PIOs will coordinate a daily/as needed conference call to keep the Communications Director (or designee) informed and briefed, discuss messaging, and any anticipated needs.
5. Coordinate and maintain a working relationship with the media; particularly those who will disseminate emergency information to the public.
6. Establish a means to monitor rumors and social media comments and coordinate the release of information to the public.

7. The city's web site, as a critical source of information for the news media and the public, will be regularly updated as new or updated information becomes available. An incident website may be established as a one stop shop and posted on both the City's homepage but housed on the Emergency Management department page. A shortened URL redirect is recommended.
8. The ESF 15 Director (or designee) will establish direct contact with the Incident Commander and discuss with Emergency Management and the EOC Executive Team whether or not a JIC will be required. If a JIC is established:
 - a. If the activation of a JIC is required, the ESF 15 Director directly, or through a designee, will call upon the city's Public Information Officers to report to the JIC. A request will be made for EM and OTC staff properly equip the JIC in a location identified, which may be near or adjacent to the EOC, or in a different location entirely. If additional personnel support is required, the ESF 15 Director (or designee) will communicate needs through the EOC.
 - b. The ESF 15 Director will designate a JIC Manager to serve as his/her primary liaison to the JIC, providing two-way communications to and from the JIC – including to the identified target audiences as well as to the EOC (through ongoing status updates to the ESF 15 Director).
 - c. If the incident requires it, news briefings will be conducted on a regular basis or as events dictate. All official news briefings shall be conducted by the ESF 15 Director or other senior officials – and, preferably, by the Mayor. The ESF 15 Director and Lead PIO will work together to identify/prep the speakers, give background, and coordinate the briefing.
 - d. Mass distribution channels will be used by JIC staff for the dissemination of information (email, phone, text, social media, stpaul.gov, city cable). Translation and ADA services provided by our partners at *TPT / Now* in Spanish, Somali and Hmong.
 - e. All media inquiries should be directed to the JIC. City staff members are not authorized to speak to reporters or post information on their social media channels until and unless otherwise instructed by the JIC. The only exception to this is that city staff members can retweet or share information already posted on official city channels.
9. If the situation warrants, liaisons will be used to craft messages and communicate directly with specific areas, people or businesses. This may be under the Liaison Officer, separately under the ESF 15 Director or in collaboration. All feedback will flow through the EOC and be discussed in the Daily Operations Briefing.
10. Liaison efforts will be coordinated through the lead agency or Liaison Officer with the Incident Commander/Manager. This will be separate from PIOs, but liaisons may work in conjunction with PIOs to craft messages or distribute information specific to their focused areas.

ACTIVATION PROCEDURES & CONSIDERATIONS

A. JIC options

When a JIC activation is needed, considerations and decisions must be made in order to properly function. The ESF 15 Director will identify which JIC option to use to support incident or crisis communications in the most effective and efficient manner. A JIC is a place for PIOs to come together in order to coordinate and disseminate accurate, consistent, and timely messages during an incident or emergency. By pooling resources and coordinating the delivery of messages, it becomes a single source for public information and media relations.

1. **Virtual JIC** – A virtual JIC is collaborative PIO support performed remotely, from individual offices while collaborating through email, SharePoint, or other means. A virtual JIC saves resources by using existing resources already in place and use while limiting redundancy. If a central JIC cannot be identified, staffed quickly, gathering in one place could be a health or security risk, or isn't prudent for the incident, a virtual JIC may be the best option. This option has no workflow disruption, no set up time, and is cost and resource efficient.

This could also be a hybrid model with some PIOs in or near the EOC, and others supporting as needed from their desk. Conference calls and file sharing such as SharePoint facilitate coordination and collaboration.

2. **JIC location** – A JIC is the usual place for media briefings, and this needs to be considered when choosing a suitable location. It must provide comfortable working locations for media as well as JIC staff. Internet capability, electrical outlets, and parking for TV satellite trucks must be considered when choosing a location.

Some possible JIC locations are:

- a. Saint Paul Fire Headquarters (Alternate EOC location)
645 Randolph Ave, Saint Paul, MN 55102
- b. Wellstone Community Center
179 Robie St E, St Paul, MN 55107
- c. Saint Paul Police Headquarters Community Room or Chief's Conference Room
367 Grove Street, Saint Paul, MN 55101
- d. Saint Paul Police Training Center
600 Lafayette Rd, St Paul, MN 55130

B. Arriving at the JIC

When PIOs arrive at the JIC, they are expected to complete the following tasks:

1. Sign in and check in with the JIC Manager to receive your assignment

2. Go to your workstation and set up. If bringing your own computer, ensure it can connect to the network or other technology available. Contact technology support if issues are present.
3. Test phones to ensure they are working properly.
4. Initiate ICS Form 214.
5. Receive status briefing, instructions, and other information, including dissemination methods, timelines, and approval authority.

C. Resources

1. Office supplies
2. Printer/copier/scanner and paper – Letter, Legal, 11x17
3. Flip Charts/easels
4. White boards and markers. Removable/replaceable stickie white board sheets if available
5. Extra charging cords
6. Large display or projector
7. Computers, headphones, phones, USB drives, etc.
8. Ability to view TV and other media
9. Internet and/or WIFI
10. Other items as identified or that are typical to a workspace setup
11. Coffee, water, at least
12. Podium and backdrop if a press conference will take place
13. **(MEDIA)** Working space and access to power and internet, hard wired or WIFI
14. **(MEDIA)** Parking space for satellite trucks and dedicated space to broadcast from

D. Deactivating

When the JIC deactivates, all information must be saved and logged. ICS Form 214s should be completed and turned in, hours logged and submitted, area cleared. This may be at once or on a rolling basis as the situation needs dictate.

ROLES & RESPONSIBILITIES

The mission of ESF 15 is to contribute to the well-being of the community during a potential, imminent or declared disaster by disseminating accurate, consistent, timely, and easy-to-understand information across the city's available communications channels.

The Mayor's Office Director of Communications is designated as the ESF 15 director to support public and community information dissemination at the earliest possible moment upon awareness that a public emergency is imminent or has occurred. In response to an anticipated or actual event, the ESF 15 Director will be notified, support staff activated, and deployed. Staff from other city agencies and departments may be used to augment, as needed.

The city EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 15. In major events or those with considerable media attention, Emergency Management and the ESF 15 Director will establish a JIC to facilitate the coordinated release of information from all responding agencies. The ESF 15 Director will identify a JIC Manager – responsible for overseeing all JIC operations and for reporting directly to the ESF 15 Director – and will assign roles and responsibilities for the JIC.

The following desks (or functions) will be established in the Joint Information Center, coordinated by the JIC Manager and reporting to the EOC 15 Director:

Information Gathering/Analysis

Media Monitoring: Monitors all media for new information/reports – sharing regular monitoring updates to the Lead PIO, JIC Manager and/or ESF 15 Director. Tracks stories and saves copies for record keeping.

Fact Gathering/Rumor Control: Monitors social media, hashtags, feedback, videos, etc. to track rumors, comments, feedback, determine facts. Works with Media Monitoring to analyze articles and stories related to the incident. Presents analysis to JIC Manager/Lead PIO. Proposes topics to be addressed by Writing & Message Development Desk or Digital & Social Media Desk

Message Development & Dissemination

Media Desk: Handles all incoming media requests/inquiries; distributes all approved media communications and responds to media inquiries with approved information; monitors all traditional media for new information/reports – sharing regular monitoring updates to the Lead PIO, JIC Manager and/or ESF 15 Director.

Writing & Message Development Desk: Provides writing support to all JIC functions as requested – including drafting news releases, media advisories, social posts and public alerts for review and approval by the Lead PIO, JIC Manager.

Digital & Social Media Desk: Establishes an incident page housed on Emergency Management page, listed on stpaul.gov and regularly updates it with; monitors the city’s social channels; regularly pushes out approved information across the city’s social channels and responds to media inquiries with approved information; monitors all traditional media for new information/reports – sharing regular monitoring updates to the Lead PIO, JIC Manager and/or ESF 15 Director.

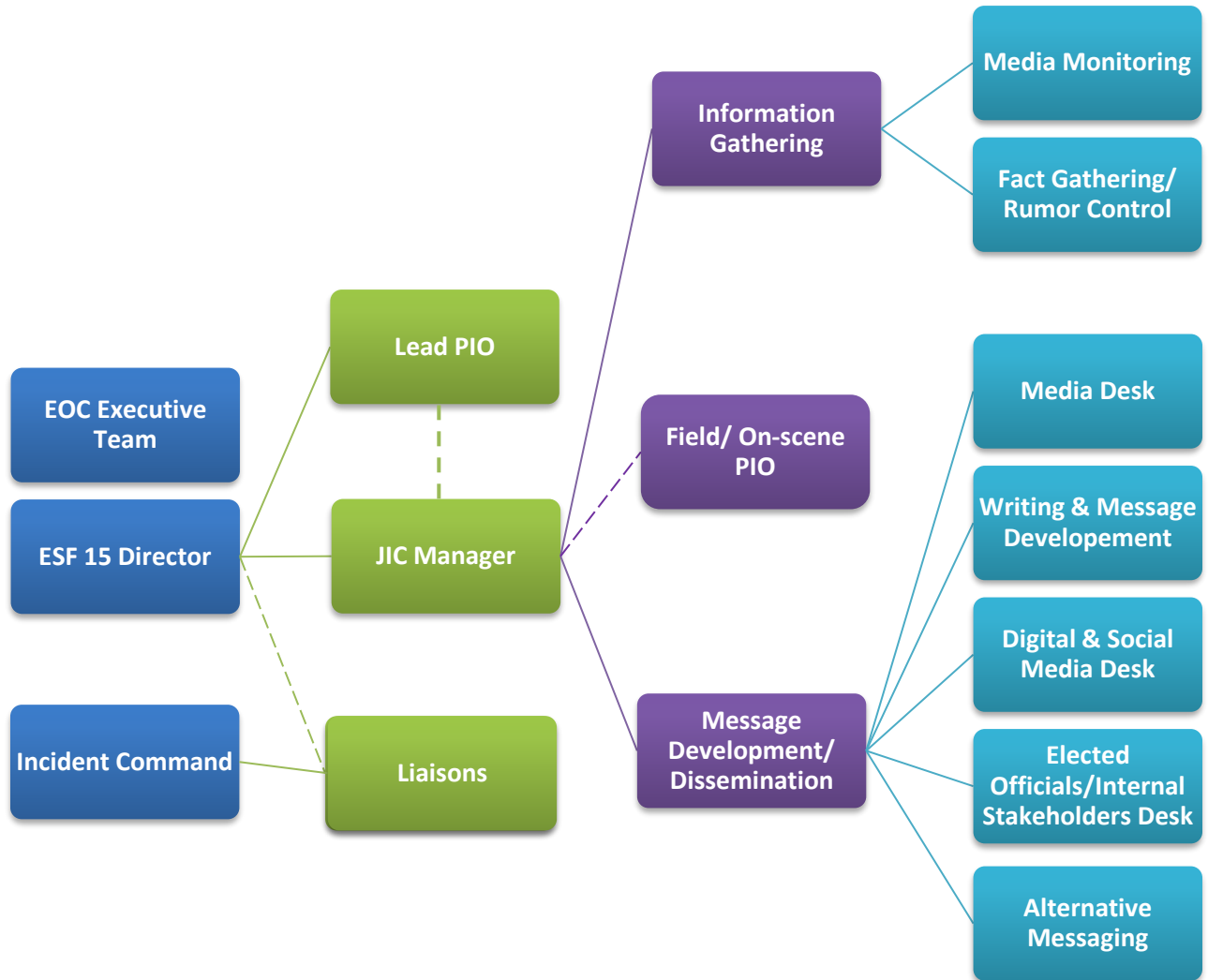
Elected Officials/Internal Stakeholders Desk: Establishes contact with City Council, Saint Paul legislative and Congressional delegation, Governor’s Office to ensure two-way communication. Provides elected officials and their offices with regular updates as they are available, ensuring all public communications are shared directly with elected leaders. This task is completed by the ESF 15 Director, unless otherwise designated. This may also be performed by an appointed liaison, as directed by the ESF 15 Director.

Alternative Messaging: As needed, this desk is activated to ensure messaging is translated into other languages (including Braille, if needed), American Sign Language interpreter is on hand for any press conference or when needed. Works with appropriate parties to ensure messages are consumable by the affected communities where English is not the primary language or other languages are predominately spoken. Works with HREEO for assistance and resources.

Liaisons: Establishes contact with key community organizations to ensure two-way communication. Provides ESF 15 with status reports concerning emergencies – including everything from casualties in the neighborhoods to needs for medical response, food or shelter. Provides internal stakeholders (i.e. EOC, Department Directors, Mayor’s Office Staff and PIOs) with regular updates as they are available, ensuring all public communications are shared widely. When needed, liaisons may do the following:

- Informs local, state, or federal elected officials on response efforts and recovery programs
- Establishes contact with congressional offices representing affected areas to provide information on the incident. Organizes congressional briefings as needed.
- Responds to congressional inquiries
- Disseminates information to community or private sector members affected by the incident
- Works collectively with Volunteer Organizations Active in Disasters, as needed, to support affected areas of the community
- Hosts community meetings when necessary
- Respond to City Council or County Commissioner inquiries

Below is an organizational chart reflecting the typical structure of a fully activated JIC:



ADMINISTRATION & SUPPORT

A. Support

Requests for support or assistance will be routed through the EOC for consideration.

B. Expenditures and Recordkeeping

All expenditures will be accounted for and tracked, including hours by person, equipment purchased, or other costs as directed. Status reports and Incident Command System (ICS) Form 214 will also be kept.

C. Critiques/After Action Reports

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Emergency Management Director.

D. Partners

- a. **TPT | Now** – Contact Lillian McDonald, lmcdonald@tpt.org or 651-229-1304
- b. **American Red Cross Minnesota Region** - 24-Hour Duty Officer, (612) 871-7676

E. **Plan Review** - ESF 15 will be reviewed yearly and updated every 4 years, or sooner as needed.

F. Training

It is recommended and encouraged that all PIOs complete the following training courses:

Basic ICS/NIMS Training

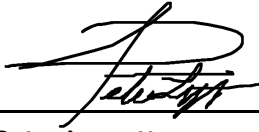
- Introduction to the Incident Command System (ICS-100)
<http://training.fema.gov/EMIWeb/IS/is100.asp>
- ICS for Single Resources and Initial Action Incidents (ICS-200)
<http://training.fema.gov/EMIWeb/IS/is200.asp>
- National Incident Management System (NIMS), An Introduction (IS-700)
<http://training.fema.gov/EMIWeb/IS/is700.asp>
- National Response Plan (NRP), An Introduction (IS-800)
<http://training.fema.gov/EMIWeb/IS/is800a.asp>

PIO Specific Training

- Public Information Officer Awareness (G289/IS-29)
<https://training.fema.gov/programs/pio/g289.aspx>

- Social Media in Emergency Management (IS-42)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-42>
- Basic Public Information Officers Course (G-290)
<http://training.fema.gov/EMIWeb/EMICourses/E388.asp>
- Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (G291/E-L0387) <https://training.fema.gov/programs/pio/g291.aspx>
- Advanced Public Information Officer (E-388)
<http://training.fema.gov/EMIWeb/EMICourses/E388.asp>
- National Incident Management Systems (NIMS), Public Information Systems (IS-702)
<http://training.fema.gov/EMIWeb/IS/is702.asp>
- National Incident Management System (NIMS) Public Information Systems (IS-702.A)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-702.a>

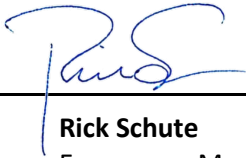
AUTHENTICATION



November 22, 2019

Peter Leggett
Director of Communications – Mayor’s Office

Date



November 22, 2019

Rick Schute
Emergency Management Director

Date



The Most Livable
City in America

SARA TITLE III SUPPLEMENT

2019



This plan supersedes all previous plans

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PROMULGATION STATEMENT

This document provides information relating to HazMat incidents, defines agreements, people or departments identified to support and conduct response operations, as well as policies and laws in place related to HazMat items and incidents. Generally, this supplement explains how the City will respond to an incident and it addresses the required elements of Title III of the Superfund Amendments and Reauthorization Act (SARA).



Rick Schute
Emergency Management Director

November 14, 2019

Date

PURPOSE

This plan serves as a supplement to the City's All Hazards Emergency Operations Plan (EOP) and the purpose of this supplementary plan is to define agreements, people or departments identified to support and conduct response operations, policies and laws in place related to HazMat items and incidents and generally how the City will respond to an incident in support of the whole community and to address the required elements of Title III of the Superfund Amendments and Reauthorization Act (SARA).

The purpose of SARA Title III is to require facilities that have especially hazardous or toxic substances to publicly identify themselves and develop detection systems and emergency response plans for an accidental release, and to require communities where such facilities are located to have hazardous material emergency response plans.

SCOPE

This supplement has been created to address SARA Title III requirements for emergency operations planning. This document covers in broad terms the response plans for any SARA Title III/HazMat incident within the City of Saint Paul, MN, a city of the first class, located within Ramsey County.

HazMat is an ever-changing subject; responses will change as appropriate within accepted industry standards and best practices. The Emergency Response Guide, Wisner, and other reference material and guidance that are widely accepted by the HazMat community/industry, as well as government environmental agencies, will be consulted and used as the primary references. This document is designed to fit within those standards and complement them.

GOALS & OBJECTIVES

The goal of this supplement is to answer the requirements of the MNWALK and ensure those items are answered, prepared for and training is complete to support the community and keep it safe from dangerous chemicals or be able to respond quickly and effectively to minimize the adverse effects of a toxic chemical release. Being prepared and informed of what toxic chemicals present risk to the community helps us all be better prepared.

The objectives of this plan are to lay out the manner in which training and planning will take place and identify gaps related to the storage and use of highly toxic material.

AUTHORITIES

A. Background

The Emergency Planning and Community Right to Know Act (EPCRA) was enacted by Congress on October 17, 1986, as an outgrowth of concern over the protection of the public from chemical

emergencies and dangers. Previously this had been covered by state and local regulatory authorities.

In the middle of the night on December 3, 1984, a toxic cloud of methyl isocyanate (MIC) gas escaped from a Union Carbide plant in Bhopal, India and swept through a nearby community, killing approximately 3,800 men, women and children, and causing serious injury to another 11,000 people. It was the worst chemical factory disaster in history, and it provoked worldwide outrage and reaction. Later, after a toxic release from a West Virginia chemical plant it was evident that national public disclosure of emergency information was needed. In the United States, officials realized there were many chemical and other related industrial facilities all over the country, and a concern developed that similar incidents could happen in America. In response, Congress developed a set of comprehensive national regulations in 1986 that were intended to prevent a Bhopal-type incident. These regulations were called the Emergency Planning and Community Right-to-Know Act (EPCRA). EPCRA was enacted as a stand-alone provision, Title III, in the Superfund Amendments and Reauthorization Act of 1986 (SARA).

EPCRA subsequently became Title III of a major piece of environmental legislation known as the Superfund Amendments and Reauthorization Act of 1986. EPCRA soon became known as SARA Title III, and in Minnesota an enabling order incorporating the provisions of SARA Title III into state law was created.

B. Emergency Planning and Community Right to Know Act (EPCRA)

1. EPCRA has three subtitles

- a. Subtitle A - Emergency Planning and Notification:** This establishes mechanisms and requirements for facilities and the states where they are located to prepare for and respond to unplanned hazardous substances releases.
- b. Subtitle B - Reporting Requirements:** This requires reporting of the chemical substances used by a facility or in their inventory that are deemed hazardous with maintenance of a Materials Safety Data Sheet being mandated under the hazard communication regulations of the Occupational Safety and Health Administration. Another reporting provision requires facilities to report emissions or environmental releases to EPA and the state where located on an annual basis, of specifically listed toxic chemicals that the facility manufactures, processes, uses, or otherwise handles in excess of specified threshold quantities. This information is then placed into the Toxics Release Inventory, a publicly-accessible data bank.
- c. Subtitle C - General Provisions:** A variety of provisions are included here. Among them are the civil, criminal, and administrative penalties associated with violations of the reporting requirements, restrictions on a facility owner/operator claiming ability to make trade-

secrecy claims or confidential business information claims in connection with reporting, and the civil, criminal, and administrative penalties for reporting requirement violations. The statute also indicates that EPA, the states, private citizens, and emergency planning and response personnel can initiate enforcement actions.

2. Compliance

- a. **EPCRA Sections 301-303** - Any facility that produces, uses, or stores any of 356 extremely hazardous substances (EHS) in quantities above the threshold planning quantity (TPQ). Transportation vessels are exempt. To find out whether the chemical(s) and quantities you have on site meet the criteria, call the EPCRA hotline at 1-800-535-0202. Important note: Even though you may not be subject to Sections 301-303, you may very well meet the criteria for EPCRA Sections 304, 311, 312, or 313.
- b. **EPCRA Section 304 and CERCLA Section 103** -- Facilities required to notify are those at which a hazardous chemical is produced, used, or stored and at which there is a release of a Reportable Quantity (RQ) of any EPCRA extremely hazardous substance or CERCLA hazardous substance. The RQs for extremely hazardous substances are listed in 40 C.F.R. Part 355, Appendix A. The RQs for hazardous substances are listed in 40 C.F.R. 302.4. The notification is to be made to the local emergency planning committee (LEPC), the State emergency response commission (SERC), and the U.S. Coast Guard's National Response Center (NRC).
- c. **EPCRA Section 312** - Facilities required to report are those required to prepare or have available material safety data sheets or MSDSs under Occupational Safety and Health Administration (OSHA) requirements and which had threshold planning quantities (TPQs) of hazardous chemicals present during the previous calendar year. The TPQ for extremely hazardous substances is the lower of 500 pounds or the TPQ as listed under EPCRA Section 302. For all other hazardous chemicals being stored, the threshold level is 10,000 pounds. The report required under this section is an annual report. The information is to be sent to the local emergency planning committee (LEPC), the fire department which responds to incidents at the facility, and the State emergency response commission (SERC).
- d. **EPCRA Section 313** - Covered facilities (see Part 372.22) just submit a reporting form (Form R or Form A) describing toxic chemical releases and certain other waste management activities. Covered facilities are those that: 1) have 10 or more employees; 2) are classified in a covered Standard Industrial Classification (SIC) code; and 3) either manufacture, process, or "otherwise use" a listed toxic chemical above applicable threshold amounts (see Part 372.25)

C. Pollution Prevention Act of 1990 (PPA)

Congress passed the Pollution Prevention Act in November 1990. The purpose of the Act is to prevent or reduce pollution at its source whenever feasible, recognizing that all pollutants cannot be recycled or disposed of in an environmentally sound manner to prevent releases into the environment. EPA was tasked with assisting industry realize source reduction opportunities, providing information and assistance with implementing appropriate technologies.

D. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCA)

Also known as "Superfund." This law was enacted to address the problems of hazardous waste found at inactive or abandoned sites or those resulting from spills that require emergency response. CERCLA was amended by the Superfund Amendments and Reauthorizations Act of 1986 (SARA) with EPCRA enacted as Title III.

E. Clean Air Act of 1970 (CAA)

The Clean Air Act created a national program to control the damaging effects of air pollution by regulating stationary and mobile sources of air emissions. The Clean Air Act Amendments of 1990 went further to ensure that the air Americans breathe is safe. The CAA Amendments of 1990 included the Section 112(r) that requires owners and operators of stationary sources to identify hazards, and prevent and minimize the effects of accidental releases wherever extremely hazardous substances are present at their facility. This section was added to improve facilities' accident prevention and emergency preparedness. Section 112(r) encompasses both the General Duty Clause of Section 112(r)(1) and the Risk Management Program of Section 112(r)(7). Some of the other federal agencies also have similar provisions in their statutes.

F. Occupational Safety and Health Act Of 1970 (OSHA)

OSHA was enacted to assure that "worker protection" is provided by employers. OSHA is administered nationally by the Occupational Safety and Health Administration, also called OSHA, which is a division of the U.S. Department of Labor. This office oversees OSHA administration and has enforcement authority over OSHA standards in all 50 states. OSHA requires that employers provide health and safety training and protective equipment as is appropriate to the job requires that facilities handling hazardous substances maintain Material Safety Data Sheets, in addition to other requirements.

G. State Laws and Regulations Related to Emergency Planning and Community Right-to-Know

Before the enactment of EPCRA in 1986, matters relating to emergency planning, response, and providing information on hazards was through state and local regulatory authorities. Some states have now enacted their own legislation similar to EPCRA. These laws generally mirror EPCRA and are contained in that state's code of laws and regulations. MN requirements are spelled out in the MNWALK and are identified in this supplement.

SITUATIONS & ASSUMPTIONS

A. Situation

The City has a variety of facilities that subject the rules and regulations of EPCR and SARA Title III. Because of the locations and types of hazardous materials found in these facilities, the city must plan for hazardous materials incidents that could occur within these facilities.

1. Incidents involving hazardous materials can occur almost anywhere and at any time within the City and may affect a large number of people, animals, environment, and property. These incidents can occur either by accident or as the result of an intentional act.
2. Hazardous materials incidents can be confined to a small localized area or be extremely large and cover great areas.
3. Local responders will handle the incident initially. When the incident exceeds the local response capability, assistance from other cities, counties, state, federal and private contractors will be initiated.
4. There are virtually tens of thousands of hazardous materials produced, transported, used, stored in and throughout the City. Some materials are more hazardous than others. In 1986 the Superfund Amendment and Reauthorization Act (SARA) was enacted producing a list of Extremely Hazardous Substances (EHS). This supplement was created to address EHS's and the remaining hazardous chemicals in Saint Paul.
5. There are many environmentally sensitive areas in Saint Paul. Environmentally sensitive areas are those that could be in jeopardy if a hazardous substance incident were to occur in close proximity such as those related to water, air, soil, vegetation, transportation, and areas where people and animals congregate.
6. Sensitive areas related to water include aquifers, water wells, supplies, intakes, and waterways. Aquifers are natural underground storage areas of water into which wells and intakes can be drilled for the purposes of potable water supply. Contamination of aquifers can affect large populations of residents as well as large areas of the environment.
7. Soil and vegetation are vulnerable should hazardous materials be deposited upon them possibly requiring the disposal of soil and vegetation, which is essential to the food chain.

B. Assumptions

1. All local entities have emergency response plans for dealing with hazardous materials releases and have the means for initial and, in many ways cases, complete response to hazardous materials incidents.

2. Some hazardous materials incidents will be beyond the capabilities of the local responders, some of which have specific mutual aid agreements with contiguous local forces and private entities for needed resources. Local forces know how to request assistance for the State response agencies.
3. All primary and support agencies are familiar with and know how to activate Emergency Support Function (ESF) 10.
4. All agencies personnel have been trained in the types of response they may need to perform.
5. All agencies have the capability of protracted operations.
6. All primary and support agencies have developed SOPs to further detail their responsibilities and response actions, have current lists of personnel and equipment will be available during the incident.
7. The City's HazMat teams have Mutual Aid and or Letters of Agreements with other local, state, and private organizations for additional equipment and personnel.
8. The public will be kept advised of the situation, potential dangers and precautionary actions they should take. If further information needs to be disseminated it is assumed agreements or procedures exist to make that information available whether it be through the media, press releases etc.
9. The majority of the public will listen and heed warnings and protective action instructions.
10. Hazardous Materials incidents often give warning and protective actions may need to be redesigned should situations change.
11. Communications among responders exist or there are alternate and back-up systems in place and available.
12. Proper execution of the noted ESF's will reduce the devastating effects a hazardous materials incident may cause/produce.

MNWALK REQUIREMENTS

REQUIREMENTS #10 (EMERGENCY COORDINATOR) AND #54 (AUTHORITIES)

Identify a community emergency coordinator (emergency management director) who shall make determinations necessary to implement the plan.

According to Saint Paul Administrative Code Chapter 9A, entitled Department of Emergency Management, under Section 9A.01 (Department Established), “the head of such department shall be the Emergency Management Director, who shall be appointed by the Mayor ...” and Section 9A.02 (Department Functions of the City), “the department shall be responsible for the establishment, maintenance, and administration of a comprehensive emergency management and homeland security program within the city and shall perform the following functions:

(b) “Direct the development and implementation of emergency and contingency plans for: the mitigation and prevention of natural, technological, man-made, and terrorist threats and hazards; city wide preparedness efforts and protective measures; disaster response actions; continuity of essential operations; and disaster recovery and restoration actions.”

Reference:

- Chapter 9 - Saint Paul Administrative Code
- Chapter 13 City Code – Emergency Management
- The Director of Emergency Management can be reached by cell phone. Additionally, the EM Staff Duty Officer is an additional way to contact Emergency Management representatives 24/7/365. These numbers are published in the Weekly Rollup and Weekend Update that is distributed to each department and partner agency. There is a dedicated number that is forwarded to the first staff duty officer, 651-266-6800.
- Backup options are to contact Ramsey County Emergency Communications Center (RCECC) through dialing 9-1-1 or the dedicated supervisor phone number. Dispatch can then contact Emergency Management.
- The technical point of contact for HazMat incidents is the Saint Paul Fire Department. The Fire Chief, the Assistant Chief for Operations or Chief Officer on call can be reached directly or through the RCECC Dispatch 24/7/365.
- The Department of Safety & Inspections (DSI) maintains permits, plans and facility information.

REQUIREMENT #55 (TRAINING)

Reference training programs, including schedules for training local emergency response and medical personnel.

- Emergency responders and city employees who respond to hazardous materials incidents within the City have received training designed to help them properly respond to such incidents. At the minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.
- Saint Paul Fire HazMat teams are trained to a HazMat Technician or Specialist level. All medical personnel responding to a hazardous materials release are trained to Tox-Medic level.
- Location of Records: All training schedules and certifications for HazMat response personnel are on file and maintained within the Saint Paul Fire Department. The Assistant Chief for Training is the POC for these records and plans. Type of training and frequency is determined by industry standards and current regulations/laws.
- All other departments determine their level of training needed, training requirements, and personnel requiring training and maintain their own department records.

REQUIREMENT #56 (EXERCISING)

Include methods and schedule for exercising the emergency plan.

The City follows Minnesota's state Homeland Security and Emergency Management's (HSEM) EMPG Multi-Year Exercise Cycle and training requirements. Upon completion of the exercise, an After Action Review/Improvement Plan (AAR/IP) meeting is held to determine the strengths and areas which may need improvement in the plan. A copy of the City's current methods and schedules for exercising its emergency plan are located at Saint Paul Emergency Management. For HazMat, these records are located at Saint Paul Fire Training. For more information, contact the Deputy Chief for Training.

REQUIREMENT #57 (NOTIFICATION PROCEDURES)

Describe procedures providing reliable, effective and timely notification by the facility emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred

Facilities within the City that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304, that their employees will follow in the event of a release of those hazardous materials.

At a minimum, these facilities are required by law to *immediately* notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount:

- Dial 9-1-1
- Dial 651-649-5451 (State Duty Officer for Greater Metro Area)
- Dial 800-424-8802 (National Response Center for federal emergency notification)

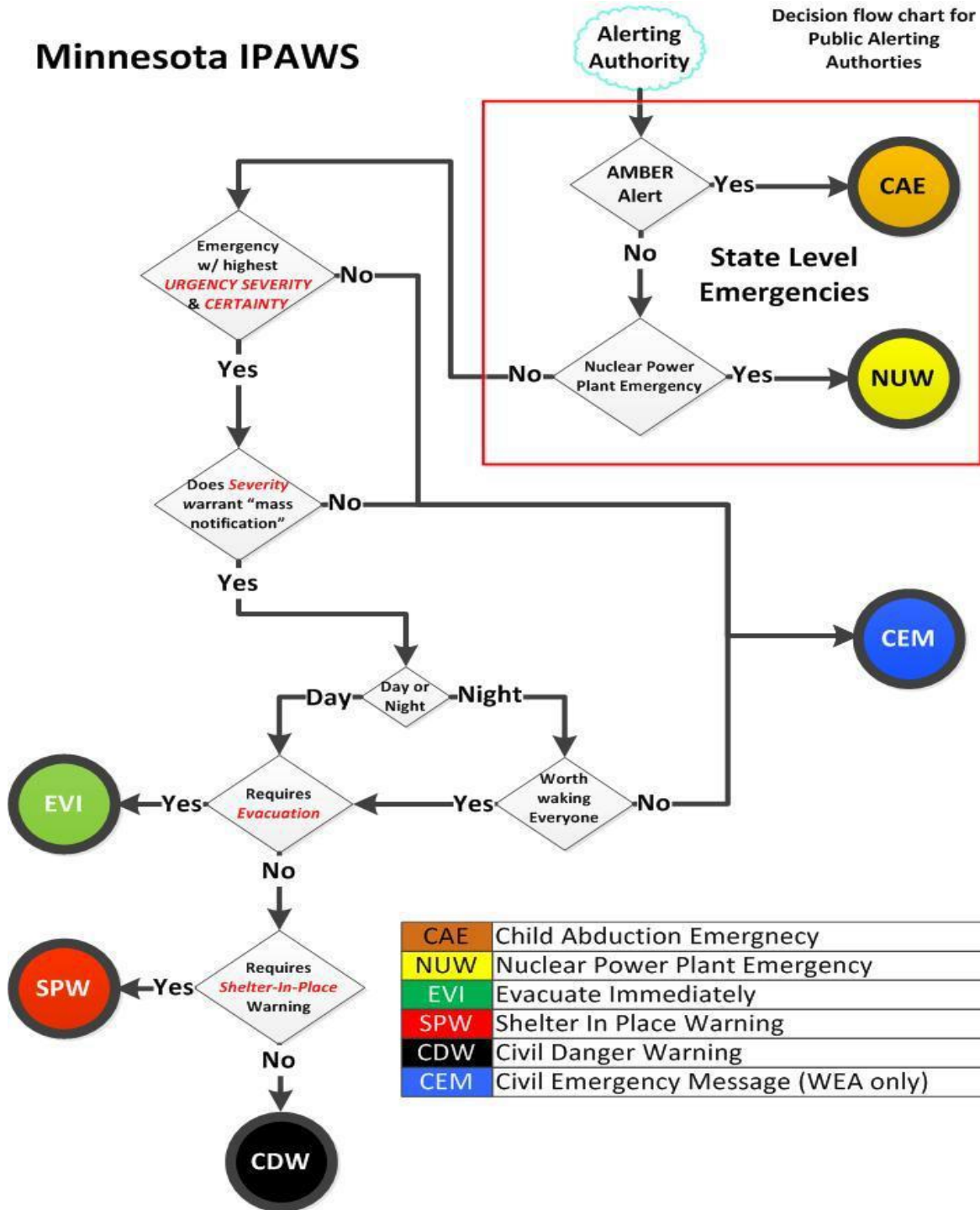
REQUIREMENT #58

Describe procedures providing reliable, effective and timely notification by the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred

1. Public Notification will be done under the direction of the Incident Commander, and in coordination with the City's Public Information Officers/Mayor's Communications Director.
2. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify Ramsey County Emergency Communications Center (RCECC). The RCECC will begin established procedures and protocols for a HazMat release.
3. The Director of Emergency Management and Chief of the Saint Paul Police Department (or for both, his/her designee) will be responsible for coordinating the access and return of evacuees to a secure location. (ref: ESF 13 of Saint Paul EOP)
4. Criteria to be used in determining the need for public notification include, but are not limited to the following:
 - Approximate amount or extent of the release
 - Wind speed and direction
 - Time factors – Day or Night
 - Size and nature of the target population
 - Recommendations of designated on-scene authorities
5. If the Integrated Public Alert and Warning System (IPAWS) will be used for notification, additional criteria MUST be considered. (See flow Chart for decision making of the use of IPAWS). If these criteria are not met, additional public notification methods must be considered.

- Severity – Extraordinary/Significant threat to life or property
- Urgency – Response actions need to be taken immediately or within an hour
- Certainty – Hazard release is observed or there is a greater than 50% chance of occurrence
- Are there more effective ways of disseminating delivery of rapid information?

Minnesota IPAWS



6. If the need for Evacuation, Shelter in Place, or Avoidance is immediate the on-scene incident command will make the request to the RCECC for emergency public notification. Following this action, the following personnel/departments shall be notified:
 - a. Emergency Management Director
 - b. Mayor's Office
 - c. Public Information Officers for Police, Fire, Public Works, DSI, and Emergency Management
7. When time allows, the on-scene incident command will work with Police/Fire/DSI Public Information Officers (PIO), and the Mayor's Office Director of Communications (Ref: ESF 15 Saint Paul EOP). This group will determine whether emergency public notification is appropriate; and, if so, what method is to be used, what population is to be notified, and what guidance will be provided to the public (evacuation, shelter in place, or avoid the area).
8. Special Needs/Functional Needs Population. The City can use pre-planned/prepared PDF type documents for alerting special needs populations. The City will also utilize the agencies within the Community to assist in meeting the communication needs including physical handicaps and non-English speaking communities. These agencies include Emergency Community Health Outreach (ECHO) and Minnesota Department of Health and Human Services as well as disability agencies and through the Human Rights and Equal Economic Opportunity Department (HREEO).

REQUIREMENT #59

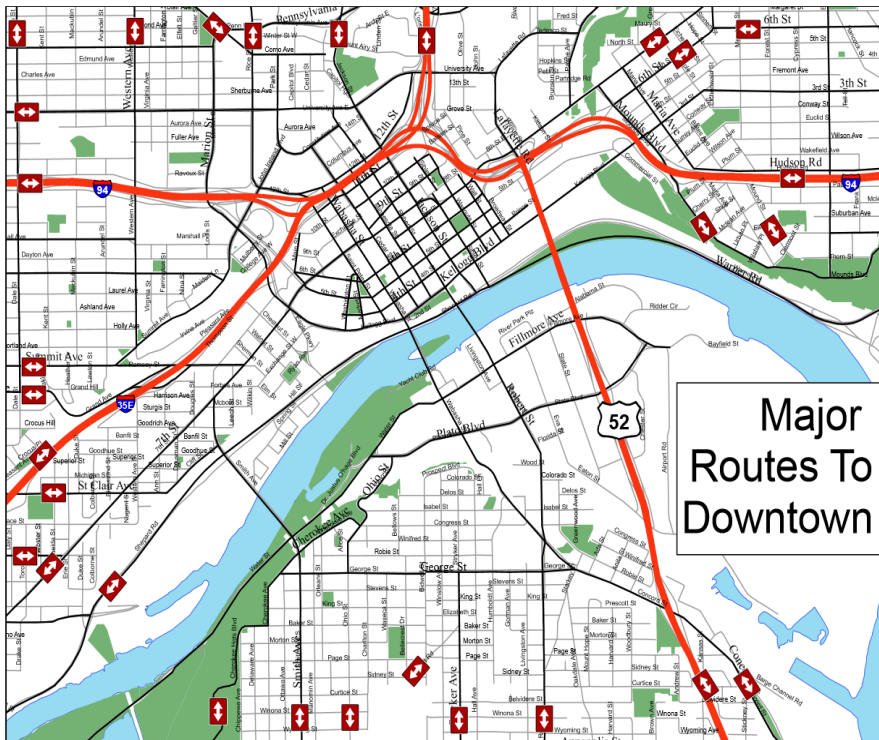
Identify the organization(s) and/or individual(s), primary and backup, (by title) responsible for determining the need to shelter-in place, evacuate, and/or return, and for issuing recommendations

- In the event of a hazardous material(s) incident in the City, the Incident Commander is responsible for determining and deciding the need for evacuation, shelter-in-place, and for re-entry (repopulation).
- The Multi-Agency Coordination Center/Emergency Operations Center (EOC) in the City would serve as a facility supporting the on-scene Incident Commander in determining and deciding the need for evacuation, shelter-in-place order, and for re-entry (repopulation).
- In the City, the following official(s) will be responsible for recommending evacuation, shelter-in-place, or avoid area:
 - On scene Incident Commander
 - Police Chief or his/her designee
 - Fire Chief or his/her designee
 - Director of Emergency Management or his/her designee

- The Director of Emergency Management, in cooperation with on-scene incident command, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the evacuation activities of other participating departments or agencies. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary, using available resources. (Ref: ESFs 6, 13 and 15 of Saint Paul EOP)
- The Director of Emergency Management and the Police Chief/designee will be responsible for coordinating the access and return of evacuees to a secure location.

REQUIREMENT #60

Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes.



Major Routes in Saint Paul are:

East-West

- I-94
- Hwy 36
- Larpenteur Ave
- West 7th Street

North-South

- I-35E
- Hwy 52
- Hwy 51/Snelling Ave
- Hwy 280
- Hwy 61
- Dale St

- For evacuations, Saint Paul Police and Saint Paul Public Works should work together to direct and route traffic along major arterial roads and secondary roads as necessary. These routes will be dependent on traffic, plume modeling, risk assessment and other factors.
- Areas to be evacuated or designated for Shelter-in-Place orders can be estimated/determined and mapped using MARPLOT/Cameo Suite and other mapping tools.

- Additionally, mass transit could be utilized with both bus and light rail trains. However, in the event of a toxic release, especially an airborne release, having people assemble at train stations or bus stops is unpractical for many reasons, including safety, security, and health reasons.
- Sheltering will be conducted in accordance with ESF 6 (Mass Care). Reference ESF 6 for more details and information on sheltering operations.
- Re-entry/repopulation of the affected areas will be coordinated between Police, Public Works, Safety & Inspections, and Saint Paul/Ramsey County Public Health. Additional partners could be involved in the planning, timing and execution of re-entry. Reference Saint Paul EOP and supporting ESFs for additional information and coordination.
- Relocating an at-risk population to an area of lesser risk will best mitigate hazardous or potentially hazardous conditions. Prior to recommending evacuation due to an actual/potential hazard or threat, city officials will evaluate the benefit of sheltering-in-place. Determinations will be made on an ad-hoc basis as deemed necessary by the size and scope of the emergency or disaster. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens and response personnel.

This advice and these procedures may include, but is not limited to:

- Closing doors, windows, and fireplace dampers
- Sealing/closing all vents, fans and other openings to the outside
- Turning off furnaces/air conditioners
- Covering and staying away from windows
- In buildings, minimizing the use of elevators
- Procedures for notifications
 - The community will be notified of the need to evacuate by, radio, TV, door to door, text message, or by email. Evacuation routes, assembly points, and assistance instructions will be announced.
 - Law enforcement personnel will establish traffic control points as necessary.
 - Mobility-impaired individuals unable to evacuate themselves may receive assistance from City personnel and mutual aid partners.
 - Ref: ESF 6, 13, 15 of Saint Paul EOP for additional information and procedures

REQUIREMENT #61

Identify facility emergency coordinators who shall make determinations necessary to implement their plan.

The list of 302 facilities list the 24/7 contact information for each facility. These designees are responsible for developing systems responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material. Reference this list at the end of the document for more information.

REQUIREMENT #62

Identify facilities that are within the emergency planning district

- The Minnesota Emergency Planning and Community Right-to-Know Act (EPCRA) Program, through the MN Department of Homeland Security and Emergency Management (HSEM) is responsible for coordinating information about hazardous chemicals at facilities around the state so that local emergency officials can prepare for emergencies.
- This list of facilities is updated annually by the HSEM and is obtained by the City for planning purposes. The data is used to develop various city maps noting the facilities, and other facilities located near the 302 facilities. This list is available at the end of this document.
- Reference this list or contact HSEM for more information on these facilities, or search the online data base at Toxic Release Inventory Program.

REQUIREMENT #63

Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances.

- Because the City is a major metropolitan area there are many routes that could feasibly be used to transport hazardous materials in and out of the city.
- A map of the city has been created noting all of the major routes in and out of the Saint Paul, bearing in mind other routes may be used depending on the location of the facility. Reference this map shown under Requirement #60.

REQUIREMENT #64

Identify additional facilities contributing additional risk due to their proximity to facilities, such as natural gas facilities

There are numerous locations and facilities. This information is found in AMANDA. There are also 302 Facility Proximity Analysis Procedures at the end of this document which detail how to locate affected sites and surrounding areas.

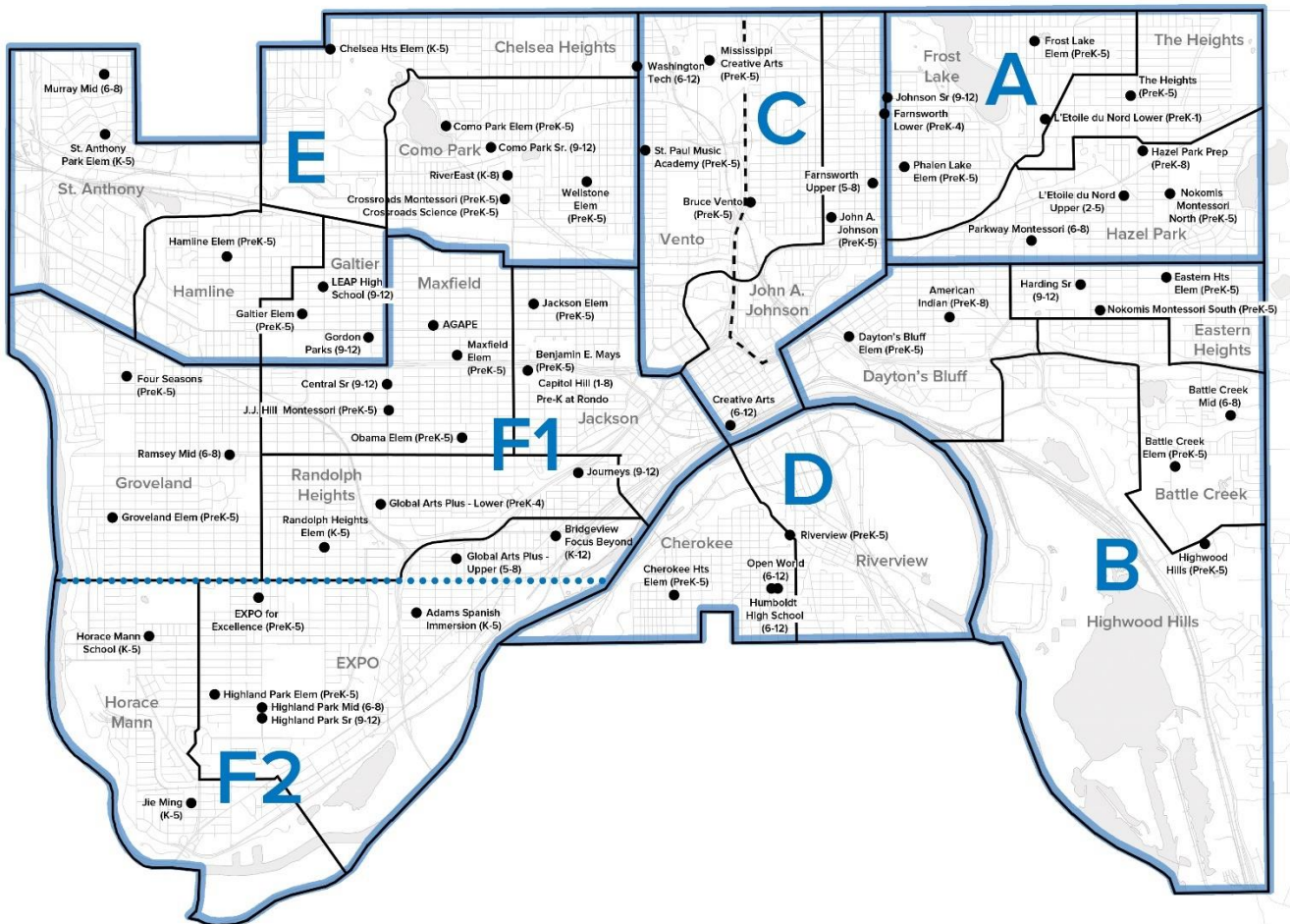
REQUIREMENT #65

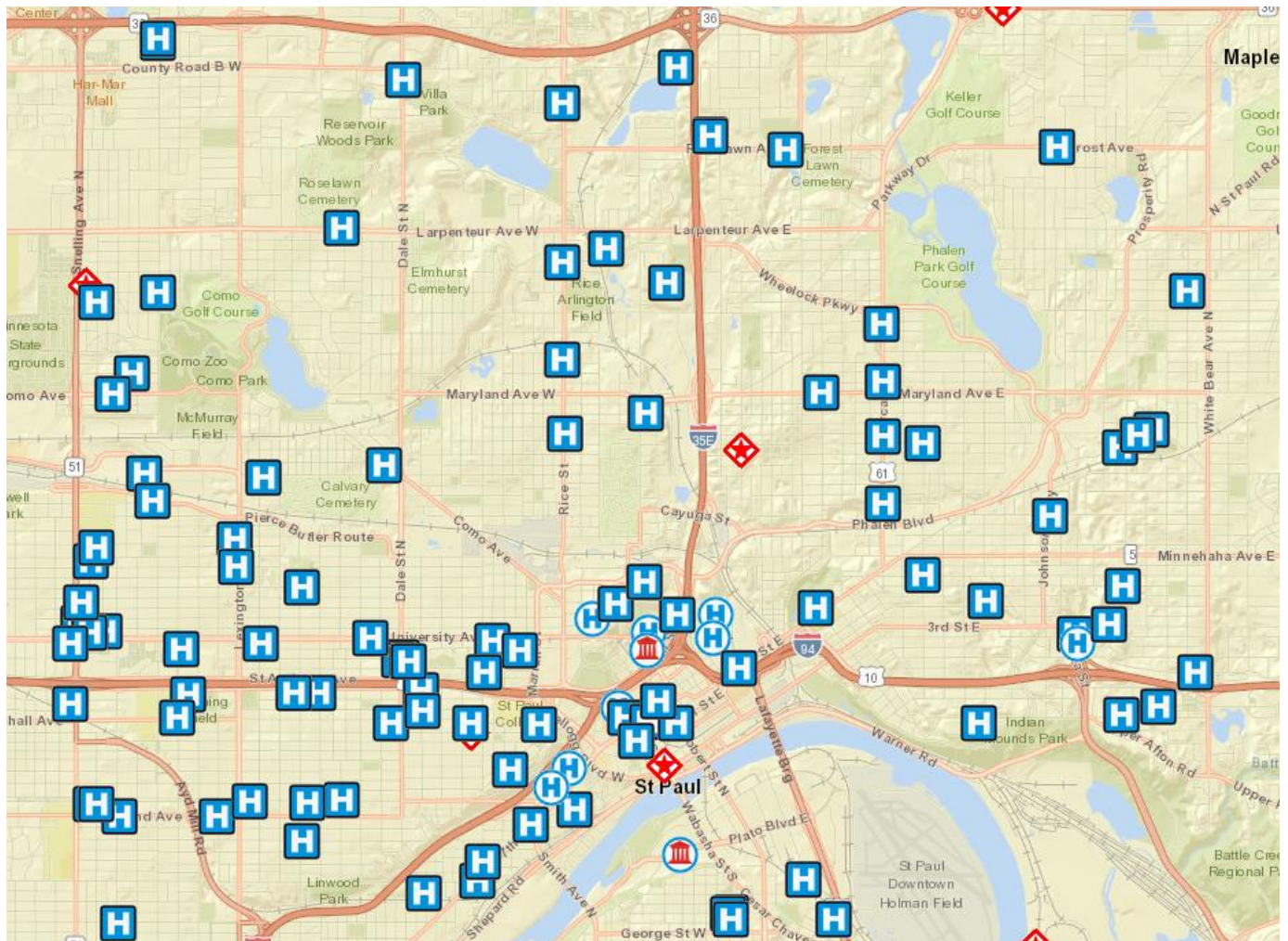
Identify additional facilities subject to additional risk due to their proximity to facilities, such as hospitals

The City of Saint Paul is a densely populated city. There are additional risks throughout the city.

These places are listed in the City's AMANDA System. There are also 302 Facility Proximity Analysis Procedures at the end of this document which detail how to locate affected sites and surrounding areas.

- **Churches in Saint Paul:** Google or <http://www.churchfinder.com/churches/mn/st-paul>
- **Saint Paul Public School Locations:** (Map does not include private/charter/parochial schools)





Hospitals (circle H) and medical facilities (square H) in Saint Paul

REQUIREMENT #66

Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances

- Facilities within the City that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material.
- Facilities within the City that possess extremely hazardous materials are required to develop and maintain a Risk Management Plan (RMP) as specified in 29 CFR 1910.120(l) or emergency action plans as specified in 29 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.

- At minimum, the plans must:
 1. Address pre-emergency planning, including coordination with local emergency response organizations.
 2. Provide means of alerting and, if necessary, safely evacuating employees.
 3. Cite emergency response drills.
 4. Provide procedures for obtaining prompt medical and firefighting assistance.
 5. Procedures for notifying community, State, and Federal officials of an emergency occurrence.

REQUIREMENT #67

Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances

All emergency responders will follow their departments SOP for responding to a Hazardous Materials incident. Ref: Saint Paul EOP's ESF 10 (HazMat) and ESF 13 (Safety & Security)

ICS training will be offered so that those who will serve in key ICS roles will be properly trained and prepared for these positions. Who fills these roles will be determined by what type of incident it is, who is available and trained, who the IC or stakeholders determines are the appropriately people or departments to fill these roles as primary, secondary and supporting agencies/roles. Special response agencies, roles, or tasks will be assigned by the IC/Command Team and/or stakeholders based on what type of incident occurs and what needs exist.

The same standards will be applied for any mutual aid responses/responders, who will be certified by their home jurisdiction/agency/organization. The City's Emergency Operations Plan and supporting documents is available in print and portable storage devices, and each department has an electronic copy, at a minimum. This speaks to the "how" in general sense that these duties will be filled and carried out.

(Ref: Saint Paul EOP Base Plan, each included organizational chart and ESFs 10 and 13)

REQUIREMENT #68

Describe methods for determining the occurrence of a release

Within the City of Saint Paul, facilities use different methods to monitor their sites for releases. These could be visual, observed, electronic monitoring/sensors, either active or passive, or other methods. Additionally, the Fire Department carries sensors that can measure and test or confirm for releases and levels in suspected areas where a release may have taken place. These monitors can be either active or passive in nature. Facilities will notate on their facility plans their means of monitoring and detection methods.

The City's emergency response system is activated when facility personnel or other member of the public contacts 9-1-1. Additional city personnel, including Emergency Management, are notified per item #58.

In non-emergency situations, the City is notified by the State Duty Officer following notification of release.

REQUIREMENT #69

Describe methods for determining the area or populations likely to be affected by such a release

Incident command at the scene may take advantage of all methods available, including specialized software and detection/monitoring equipment in determining the size and scope of the release. Specialized response equipment includes on-site, real-time meteorological equipment. This equipment is found in the Saint Paul Fire Department HazMat response vehicles.

This analysis will be key to determine what substance has been released. Placards, identifying marks, known chemicals on site and other means may be used to confirm or assist in identifying the released substance(s). This, combined with computer programs mentioned in this plan as well as current or future meteorological data, river flow (when applicable) and other weather or local conditions will be used to determine the population affected by the release. Using available tools, the hazard area and decontamination procedures can be determined, along with what the impact on the community may be. Key to this is the facility emergency coordinators providing the quantity of release, either exact amount or the best educated estimate to assist first responders in determining the threat and proper response necessary.

REQUIREMENT #70 (LOGISTICS & RESOURCE MANAGEMENT)

Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities.

A map of available medical treatment facilities is listed in item #65. Additionally, the City has a number of tools available internally as well as through mutual aid agreements with neighboring jurisdictions. In addition to what facilities are shown on the map, the below organizations have

resources that are mobile and can respond to the incident. The personnel assigned are properly trained and certified per industry standards to use the equipment and perform their duties.

The hospitals can be contacted directly at their facility's emergency contact or general-purpose lines. For government response, such as fire/HazMat, would be through 9-1-1 and/or State Duty Officer (through established procedures). These contacts are available 24/7. Emergency Management also maintains a Staff Duty Officer, available 24/7, to assist and support the needs of responders.

1. Decontamination

- a. The Saint Paul EMS Coordinator will initiate any mutual aid regarding decontamination resources. The following is a list of area hospitals that maintain decontamination facilities for chemical, biological or radiation exposure:
 - Regions Hospital - 640 Jackson St, St Paul, MN 55101
 - 454 bed capacity (overall hospital)
 - Level 1 trauma for both children and adults
 - United Hospital – 333 Smith Ave N, St. Paul, MN 55102
 - 556 bed capacity (overall hospital)
 - Level 2 trauma
 - St. Joseph's Hospital - 45 W 10th St, St Paul, MN 55102
 - 253 bed capacity (overall hospital)
 - Level 3/4 trauma
 - St. John's Hospital - 1575 Beam Ave, St Paul, MN 55109
 - 232 bed capacity (overall hospital)
 - Level 4 trauma
- b. The Saint Paul Fire Department has the resources and ability to do small scale decontamination. Mutual Aid agreements could be activated to bring neighboring fire departments in to assist in decontamination in small size events.
- c. For large scale incidents requiring decontamination, the MN National Guard's Chemical, Biological, Radiological, Nuclear (CBRN) Enhanced Response Force Package (MN CERFP) can be requested from the Governor through the State Duty Officer. The MN CERFP Team contains CBRN specialists in the 434th Chemical Company, capable of conducting both mass and technical decontamination for large quantities of people and/or equipment as well as

conducting active and passive monitoring. However, likely response time will be between 12-24 hours post activation.

2. Hazardous Materials and Tactical Response Resources

The Fire Department maintains a number of teams that perform specialized response functions. A list of resources (equipment and personnel) is maintained at the Saint Paul Fire Department Headquarters, located at 645 Randolph Ave, Saint Paul, MN 55102.

The release of hazardous materials response resources is under the authority of those holding the rank of District Chief or above.

- a. Hazardous Materials Response Team
Two teams of five members (114 firefighters trained in HazMat)
- b. Decontamination Team
One team of four members (114 firefighters trained in decontamination)
- c. Radiological Team
Two teams of five members (114 firefighters trained in radiological response)
- d. Hazardous Materials Tox-Medic Teams
Two teams of four members (14 firefighters trained in medical specialist)

REQUIREMENT #71 – (LOGISTICS & RESOURCE MANAGEMENT)

Describe emergency equipment and facilities at each facility in the community and identify the persons responsible for such equipment and facilities.

The Emergency Management Director is empowered under State Law Chapter 12.34 (Declaration of Emergencies) to commandeer equipment or direct persons to assist in emergency management activities. Proper compensation must be provided under the law.

KEY POINTS OF CONTACT

- Ramsey County Emergency Communications Center (RCECC): 9-1-1
- RCECC Supervisor direct line (*not for public release*): 651-266-7703
- State Duty Officer (HSEM): (651) 649-5451
- National Response Center (Environmental Protection Agency): (800) 424-8802 or (202) 267-2675

PLAN MAINTENANCE

Saint Paul Emergency Management is responsible for coordinating, reviewing, publishing, and distributing this supplement. The Emergency Management Director will be responsible for guiding the review, maintenance, and updating of the SARA Title III Supplement to comply with any/all state and federal guidance. This plan will be reviewed and updated every fourth year, or as the need for changes is identified.

Note: This plan is not intended for open general public distribution. This plan falls under Minnesota Selected Statutes 13.37 General Nonpublic Data – Security Information. The distribution of this plan will be determined, limited and controlled by the SP EM Director.

RECORD OF CHANGES

The following table shows plan changes since the original plan was created December 2016.

Section	Date of Change	Individual Making Change	Description of Change
Revised plan completed	1/2017	SP Emergency Management	Updated Plan for RRC review 2/2017
Throughout document	5/2018	SP Emergency Management	Removed Knowledge Center
Item #70	12/2018	SP Emergency Management	Added hospital addresses for decontamination

ATTACHMENTS



1-800-422-0798

MINNESOTA DUTY OFFICER

BCA Operations Center

FAX: (651) 296-2300

Satellite Phone: 1-254-543-6490

(651) 649-5451

**Emergency Notification**

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

Local AuthoritiesCall 9-1-1 **FIRST**, when there is a threat to life or property**Minnesota Duty Officer**

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

The National Response

When a federal notification is required

Center 1-800-424-8802**The following information (if available) will be requested by the Minnesota Duty Officer:**

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

Additional information will be requested in the following special circumstances:**Making Notification of Spills/Incidents**

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

Requesting State Assistance for Incidents

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

MINNESOTA DUTY OFFICER

BCA Operations Center

**651-649-5451**

TDD: 1-800-627-3529

1-800-422-0798

Satellite Phone: 1-254-543-6490

**About the Duty Officer**

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

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

When to Call the Duty Officer

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

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

Agency Resources Available

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

State Agencies

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

Other Resources

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

302 FACILITY PROXIMITY ANALYSIS PROCEDURES

Method 1

ArcGIS Online

Login into ArcGIS.com

1. Login into ArcGIS.com
2. Click on *Sign In*, which is located in the right corner.
3. Click on *Sign in with ENTERPRISE ACCOUNT*
4. Type stpaul and click CONTINUE
5. Click USING YOUR CITY OF SAINT PAUL ACCOUNT
6. Enter your city email account and password (ex: firstname.lastname@ci.stpaul.mn.us)

Adding layers onto a web map for analysis

1. Once you login into the organization page
2. Click on My Content
3. In My Content, Click on Create, select Map
4. A New Map window pop up, fill in Title, Tags, and Summary for you web map
5. Click Ok when you done
6. In the web map, click Add
7. Click on Sear for Layers on the drop list (you can add data with other option as well)
8. In Search for Layers menu
 - Find: file that you're looking for (eplan)
 - In: My Organization
 - Click GO
9. Click ADD to add data on to your map
10. Click on DONE ADDING LAYERS
11. Zoom to the site that you want to create buffer for
12. Click on Analysis
13. In the Perform Analysis menu, click Use Proximity
14. Click Create Buffers
15. In the Create Buffers menu
 - a. Choose layer contain feature to buffer: EPLAN or a file layer of your choice
 - b. Enter buffer size, choose Distance, 500, select Feet
 - c. Result layer name: keep the default name or give meaningful name to your output file
 - d. Keep user current map extent CHECK (important if doing single site buffer)
16. Click Run Analysis to create buffer
17. Use steps 6-8 for adding more data onto your web map

Method 2

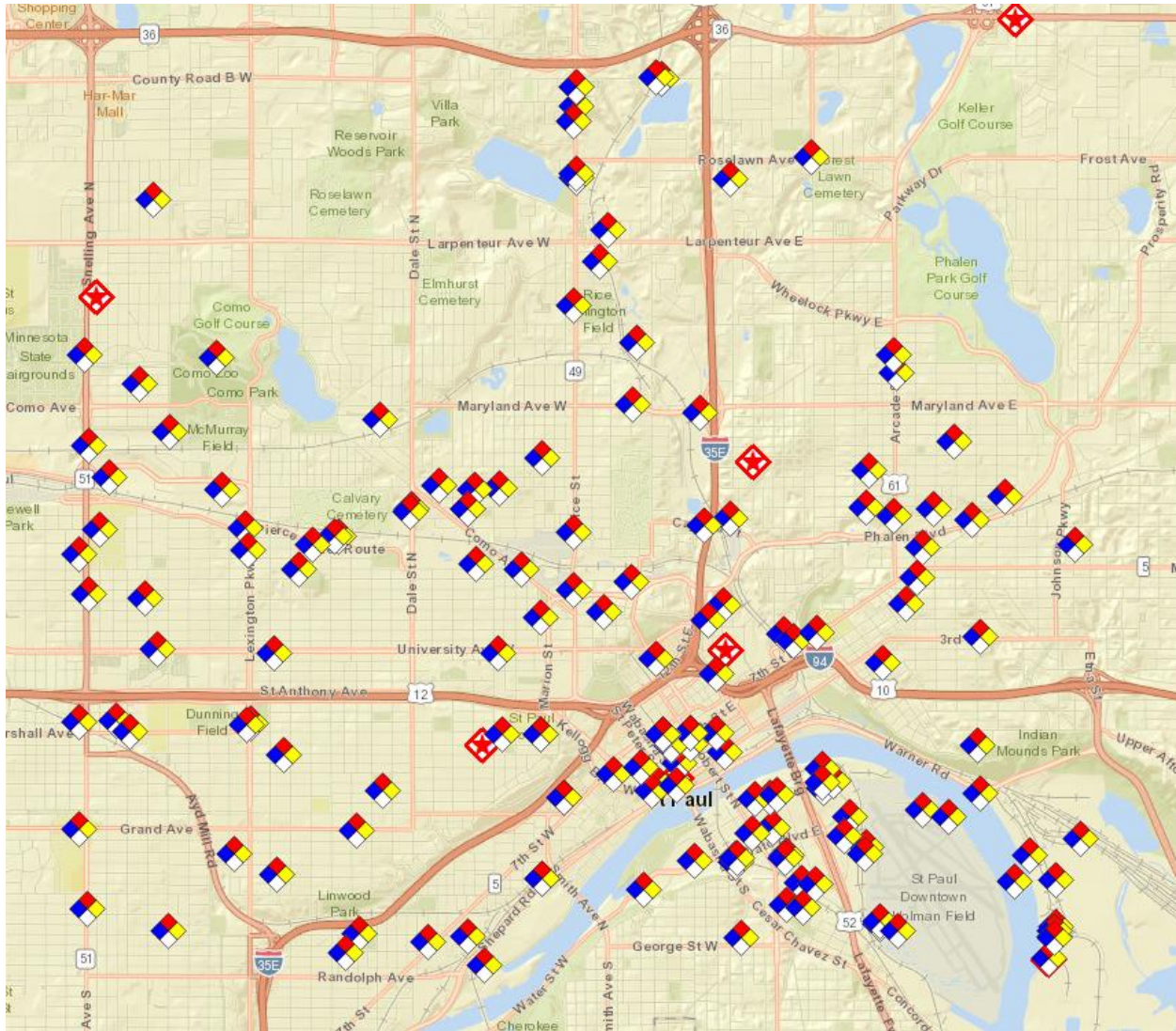
ArcMap

1. Open ArcMap
2. Click on *Add Data* icon (plus sign) to add data to map viewer
3. Navigate to where the data located, select the data that you want to use to create buffer, click *Add*
4. Use the *Select Features* to select to site that you want to create buffer for
5. Click on *Geoprocessing* drop down menu, Select *Buffer*
6. In the Buffer menu
 - a. Input Features: The input point, line or polygon features to be buffered (eplan)
 - b. Output Feature Class: Location where you want to save output buffer
 - c. Distance [value or field]: The distance around the input features that will be buffer (500 feet)
 - d. Keep every else as default
7. Click OK. A buffer is created at the specified distance.
8. Click on *Add Data* icon (plus sign) to add data to map viewer

302 FACILITY LOCATIONS



St. Paul 302
Facilities RY1811121!



VOLUNTEER & DONATIONS MANAGEMENT ANNEX

Annex Coordinator: Saint Paul Department of Emergency Management

Support Agencies: American Red Cross Minnesota Region
Twins Cities Salvation Army
Other MN Voluntary Organizations Active in Disasters (MN VOADs)
Saint Paul HR/Risk Management
Saint Paul City Attorney's Office
Saint Paul Human Rights & Equal Employment Opportunity
Ramsey County Emergency Management & Homeland Security

PURPOSE

The Volunteer and Donations Management Support Annex describes the coordination processes used to support the City of Saint Paul in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support all Emergency Support Functions (ESFs) for disasters or incidents requiring a coordinated City-wide response.

This support annex provides guidance:

1. For the coordination of volunteers responding to or assisting in an emergency or disaster.
2. To establish consistent plans for coordinating volunteer organizations in support of the response and recovery efforts.
3. For coordination of goods or services donated in response to an emergency or disaster.
4. For a scalable response based on the event and the amount of solicited and unsolicited volunteers or donated goods received.

SCOPE

This support annex applies to all department and agencies within the City of Saint Paul, along with our partners in businesses, private sector, government employees who volunteer to support response efforts, non-governmental organizations (NGOs) and volunteer organizations — both recognized VOADs and non-recognized/non-organized VOADs — and anyone with responsibility involving the recruitment, processing, assignments of and/or management of volunteers within the City of Saint Paul.

This annex also covers how the City of Saint Paul will handle the overall coordination of donated goods, to include distribution, storage or movement of donated goods.

It is impossible to plan for every scenario, response or management of all resources, but this plan sets forth guidelines for effectively handling and organizing volunteers and donations.

This annex is organized into two parts:

1. Volunteer Coordination
2. Donations Management

DEFINITIONS

For the purposes of this plan, the following definitions are used:

- A **volunteer** is someone who willingly provides his/her services without receiving financial compensation.
- A **spontaneous volunteer** is an individual who comes forward following a disaster to assist a governmental agency, NGO or VOAD with disaster-related activities during the response or recovery phase without pay or other consideration. By definition, spontaneous volunteers are not initially affiliated with a response or relief agency or pre-registered with an accredited disaster council. However, they may possess training, skills and experience that can be useful in the relief effort. Spontaneous volunteers may also be referred to as unaffiliated, spontaneous unaffiliated and convergent volunteers.
- An **affiliated volunteer** is one who is affiliated with either a governmental agency, NGO or VOAD and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. While spontaneous volunteers may bring needed skills and resources, affiliated volunteers will most likely be used first in a disaster.
- A **catastrophic incident** is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions
- **Donations** are gifts given by an individual or organization, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash, services, new or used goods and it also may consist of emergency, relief or humanitarian aid items. Charitable gifts of goods or services are also called an **in-kind donation**.
- **Unsolicited Donations** are donated items that have not been requested by government officials, voluntary disaster relief organizations, or other donations-related personnel.

SITUATION & ASSUMPTIONS

A. Situation

The City of Saint Paul is subject to natural disasters such as floods, blizzards, and tornadoes, and other disasters such as train and/or plane accidents, explosions, infectious disease outbreaks, release of hazardous materials, and foreign or domestic terrorism. A disaster can occur with little or no warning, causing significant loss of life, environmental damage, and economic damage.

In times of disaster, people are willing and motivated to assist others by volunteering themselves or by donating money, food, or goods and services. Guidance related to how to coordinate these, whether they are solicited or unsolicited, is crucial to effectively manage the community's response. Local authorities within the City of Saint Paul will maintain control over these and coordinate all volunteers and goods, in partnerships with other groups, departments or agencies, as appropriate/needed.

The City of Saint Paul does not wish to operate or change an outside organization's system to recruit, train, or background check volunteers who are affiliated with a volunteer organization. However, the City of Saint Paul does reserve the right to coordinate and supervise these efforts under the Logistics Section/Chief or another person the Incident Commander(s) designate.

Spontaneous/unsolicited volunteers will need to work through established volunteer organizations active in disasters (VOADs) or within the guidance set forth by the Logistics Section Chief for check-in, assignments, safety (PPE), protocol and insurance. Additional requirements or assessments of volunteers may be necessary to meet jurisdictional or legal requirements or needs

Recognized local and national volunteer organizations have been recruiting, training, credentialing, and background checking volunteers for many years. These volunteer organizations are skilled in the volunteer management process, and they should be the first source for processing and managing volunteers after a major emergency or catastrophic disaster.

Volunteers outside the local area should be encouraged to work through recognized community, state, or national volunteer organizations where they live. These organizations are capable of receiving volunteers in areas across the state or nation and then providing assistance for a particular disaster.

The purpose of donations (both for the donor and the manager) is to meet the unmet needs of disaster survivors. Voluntary and charitable organizations are considered the primary recipients, managers, and distributors of donated goods and services.

B. Assumptions

During a major disaster or incident, an overwhelming, spontaneous community response is expected to occur, bringing with it a surge of unaffiliated volunteers who will arrive in the impacted area in order to assist with the response and recovery efforts. Additionally, donated goods will arrive in mass quantities, requiring a place to store, sort and distribute all goods. Relationships are in place with known groups and VOADs to provide response assistance and assist local authorities. During disasters, these relationships and other assistance from other entities may be called upon. Liaisons will be established to communicate and coordinate efforts between the Incident Management Team, department directors or their designated representative(s) and any other VOAD or City recognized group.

Additionally, during a major or catastrophic event, the influx of volunteers or goods may be too much to handle and could lead to a sizable influx that the City on its own is unable to receive, process, store and manage. In this case, an organized coordinated effort with another jurisdiction providing assistance will be arranged.

Major events will also lead to spontaneous, unsolicited volunteers. This must be well managed and in accordance with city health and safety policy, OSHA regulations, and city, state, federal laws. Additionally, protections such as PPE and workers compensation will need to be established with Human Resources/Risk Management and the City Attorney's Office.

POLICIES

1. City of Saint Paul Emergency Management will coordinate with the Red Cross, Salvation Army and/or other associated agencies in the management of registered volunteers and registration of unaffiliated volunteers and unsolicited donations. The first priority in an emergency or disaster is to utilize volunteers that are affiliated with the City of Saint Paul.
2. Registration does not guarantee participation in response and/or recovery efforts or reimbursement for costs incurred for transportation, lodging, food or other expenses related to response and/or recovery efforts.
3. Requesting agencies incur expenses associated with the request for volunteer support. Those expenses may be reimbursed if the event is a presidentially declared disaster. Requesting agencies are responsible for accurate record keeping and applying for reimbursement.
4. This Annex does not affect the established procedures of any agency or organization regarding their respective procedures for management of volunteers and/or solicited goods. Any local affiliated organization that has a parent organization responding to a local disaster will fall under the guidance of the parent organization.

5. Policies and procedures in this Support Annex do not supersede any existing policies or procedures that normally apply to City employees, supporting jurisdictions or outside organizations.
6. Human Resources-Risk Management will advise on all personnel, safety, and workers compensation issues and policies, in conjunction with the City Attorney's Office. This is critical for managing the inherent risks associated with supporting a disaster response. Potential volunteers should first be screened for suitability. Professional license verification and Department of Justice background checks may be necessary for some functions. Subsequently, all volunteers must be provided adequate training and supervision.

CONCEPT OF OPERATIONS – VOLUNTEER COORDINATION

1. This Annex defines the actions and roles necessary to provide a coordinated response by departments and agencies of within, or in support of, the City of Saint Paul.
2. All emergency operations will follow NIMS/ICS principles and guidelines.
3. As unaffiliated volunteers arrive in the impacted area or surges in volunteers occur and overwhelm the system, resources will be requested to assist with volunteer management. This could include requests to the next level of government or to non-governmental entities/VOADs.
4. Before this Annex is activated, a need or potential need for volunteer management must be identified. This may include requests for volunteers from a response agency or organization or other entity in support of a response effort for the City of Saint Paul.
5. Dissemination of information to the public near the onset of a disaster about volunteer opportunities and procedures is critical to successful management of volunteers. In the absence of such messages, people may converge at inappropriate sites and/or engage in activities that place themselves and others at risk. Public information messages may not entirely prevent such behavior but can provide an extremely useful service to those who wish to be helpful.
6. As the response is conducted and the level of activity decreases, the level of volunteer activity should be adjusted accordingly and decreased. Demobilization plans and criteria must be prepared at the same time use of volunteers begins. Additionally, a plan should be identified for recognizing volunteers who rendered support or assistance either ahead of demobilization or at an organized time following the disaster response.
7. A database of volunteers must be accurate and maintained. Follow up contact must be made with each volunteer to ensure no lingering health (physical and mental health) issues persist that are directly related or were negatively affected by their volunteer work.

8. Job descriptions for volunteers and any appropriate waivers or other documents/agreements will be created or modified under the guidance of Human Resources, HREEO, City Attorney's Office and Emergency Management, in consultation with affected agencies/departments that have an interest or supervisory role of that position.
9. A list of supplies, expectations and safety equipment will be provided to each volunteer after positions and requirements are established. All equipment will meet OSHA standards.

CONCEPT OF OPERATION – DONATION MANAGEMENT

A donations manager(s) will need to be identified. Additionally, Emergency Management will assist in providing or coordinating facilities for staging, sorting, warehousing and distribution, as required:

- Determine donations management requirements, including accounting for donations, their value, and disposition.
- Determine course of action for the receiving, storing and distribution of donated goods and services.
- Determine staffing requirements and provide warehouse support as needed;
- Coordinate with public, private, faith-based and non-profit groups to determine the initial needs for donated goods/services, financial donations and volunteers;
- Establish a donations management phone bank, and/or coordinate donations directly, with the community through various media, social media or other communications means. An official public message on donations, needs and drop off locations is critical in managing the community's response.
- Keep an accurate accounting of goods from donors to recipients.

Three levels of donations management, each suited to the particular scope of the disaster, allow the necessary flexibility. These levels are as follows:

1. **Level 1:** This level will generally be used in disasters that are small, limited or localized in nature. Donations are few and sporadic. In this level, local jurisdictions, faith-based organizations and other agencies would handle any matters regarding donations or provide donations management guidance.
2. **Level 2:** This level is for disasters that range from small to large. Donations activity is significant but manageable. One to several people can manage donations.

- 3. Level 3:** This phase is for very large or catastrophic disasters or disasters that generate a great amount of media attention or public interest. Donations activity may overwhelm local capability to manage within the voluntary and charitable organizations. A donations management branch or unit will be established.

SUPPORTING DOCUMENTS

1. Various ESFs throughout this EOP
2. *When Disaster Strikes...How to Donate or Volunteer Successfully* (FEMA publication)
3. FEMA – *Volunteer & Donate Responsibly* (FEMA publication)
4. The American Red Cross *Ways to Help*

AUTHORITIES & REFERENCES

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. Homeland Security Presidential Directive 5 (HSPD-5)
3. The National Response Framework (NRF)
4. OSHA and US Department of Labor regulations
5. Various City, State and Federal Laws, to include Good Samaritan Laws
6. All others listed within the Basic Plan

AUTHORITIES

Refer to the EOP Base Plan under Authorities section for the federal and state laws as well as city ordinances related to the functions covered under this ESF.

AUTHENTICATION



November 12, 2019

Rick Schute
Emergency Management Director

Date