

City of Cleveland



Emergency Operations Plan

City Departmental Use Only

Adopted 01-01-1994
Amended 02-06-2006

Cleveland Emergency Management Plan

**EMERGENCY OPERATION PLAN
Table of Contents**

Forward1
Reason/Purpose of Plan2
Legal Basis.....2
Organization/Direction and Control.....3

Emergency Responsibilities Code.....4
Emergency Responsibility Assignments..... 5-6
Operations Policies..... 7
Support.....7-8
Planning, Training and Exercise.....8-9

Notification and Warning.....Annex A
Police Department.....A-1

Direction and Control/EOC.....Annex B
Emergency Manager.....B-1, B-2, B-3

Emergency Public Information.....Annex C
Mayor.....C-1

Search and Rescue.....Annex D
Fire Department.....D-1

Health and Medical.....Annex E
Ambulance.....E-1, E-2

Evacuation, Traffic Control and Security.....Annex F
Fire and Police.....F-1, F-2

Fire Protection.....Annex G
Fire Department.....G-1

Damage Assessment.....Annex H
City Clerk.....H-1, H-2

Congregate Care.....Annex I
Councilperson Liaison.....I-1, I-2

Debris Clearance.....Annex J
Public Works.....J-1

Utilities Restoration.....Annex K
Public Works.....K-1

Environmental Hazard Response.....Annex L
Fire Department.....L-1, L-2, L-3

Resource Management Items.....Annex M
City Clerk.....M-1

Attachments

- | | | |
|-----------------------|---|---|
| Attachment #1 | - | Emergency Contact List |
| Attachment #2 | - | Cleveland Media Contact List |
| Attachment #3 | - | Cleveland Damage Assessment Team |
| Attachment #4 | - | Congregate Care Contact List |
| Attachment #5 | - | Cleveland Utility Contact List |
| Attachment #6 | - | Cleveland Facilities at Risk |
| Attachment #7 | - | Cleveland Transportation Routes |
| Attachment #8 | - | Cleveland Area Maps |
| Attachment #9 | - | Cleveland Threat Levels |
| Attachment #10 | - | Cleveland Resource Management List |
| Attachment #11 | - | Cleveland Plan Distribution List |

CITY OF CLEVELAND EMERGENCY OPERATIONS PLAN

FORWARD

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

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

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN PROPERTY OF

CITY OF CLEVELAND

Upon termination of office by reason of resignation, election, suspension or dismissal the holder of this document will transfer it to his/her successor or the City of Cleveland Emergency Management Coordinator.

Copy No: # _____ Assigned to: _____

Plan approval
Signature of the Mayor

Date

I. REASON FOR PLAN

Tornadoes, floods, blizzards and other natural disasters can affect the City of Cleveland. In addition, major disasters such as plane crashes, truck wrecks, explosions, accidental release of hazardous material, emergency failures, major storms, terrorist attacks, and enemy attacks pose a potential threat to the public in the City of Cleveland.

II. PURPOSE OF PLAN

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

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

III. LEGAL BASIS, REFERENCES AND SUPPORTING PLANS

- A. Public Law 920, as amended.
- B. Public Law 99-499, [Superfund Amendments and Re authorization Act {SARA} of 1986]
- C. Minnesota Statutes, Chapter 12, as amended.
- D. Minnesota Statutes, Section 104.03.
- E. City of Cleveland Resolution #06-2006 dated February 6th, 2006
- F. Minnesota Division of Emergency Management Bulletin Nos. 88-4; 90-2; and 89-1.
- G. Homeland Security Act of 2002
- H. Mutual Assistance Agreements with LeSueur County

A. **ORGANIZATION**

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization as listed.

A. Mayor and Council

B. City Clerk will relate to City Department Heads:

1. Police Chief
2. Fire Chief
3. Emergency Medical Services
4. Public Works Director

A. **DIRECTION AND CONTROL**

The Direction and Control of Government Operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of Emergency Operations.

In the City of Cleveland, the Mayor and Council is responsible for providing overall Direction and Control of city government resources involved in the response to a disaster. The Mayor and Council will also serve as a liaison with LeSueur County Emergency Management. The Mayor and Council will also oversee the protection of essential records (tax records, vital statistics, etc.) for the continuing and/or reconstitution of city government. The computer records are backed up and copied regularly and paper records are secured.

The National Incident Management System (NIMS) will be implemented to include Incident Command, Unified Command or Area Command depending on the incident and multi-jurisdictional agencies involved.

Direction and Control of the city's response to a major disaster will take place from the Cleveland Emergency Operations Center [EOC], which is located at the Cleveland City Hall, 205 4th Street, Cleveland, MN 56017.

A. **EMERGENCY RESPONSIBILITY ASSIGNMENTS**

1. A summary of the city's emergency responsibility assignment, by function, is shown on the chart on page 5 and 6. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Lastly, city departments and agencies are expected to develop whatever standard operating guidelines they may need in order to carry out these responsibilities.
2. Responsibilities have been assigned by a code letter: "P", "S", and "C".
3. **"P" indicates PRIMARY** operational responsibility, which means the official or agency is in charge of, and responsible to make provisions for, that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a function.
4. **"S" indicates SUPPORT** responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
5. **"C" indicates COORDINATION** responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Codes: **P**=Primary, **S**=Support, **C**=Coordination

<u>Functions</u>	<u>Responsible Agencies</u>	<u>Remarks</u>
1. Notification & Warning	Police	P
	Fire	S
	LeSueur Ct. Em. Mgmt.	S
<hr/>		
2. Direction and Control	Mayor – City Clerk	P
<hr/>		
3. Emergency Public Info.	Mayor – City Clerk	P
<hr/>		
4. Search and Rescue	Fire	P
	Police	S
<hr/>		
5. Health and Medical	Ambulance and Fire	P
	Police	S
	Fire	S
	LeSueur County	S
<hr/>		
6. Evacuation, Traffic Control & Security	Police	P
	Fire	S
<hr/>		
7. Fire Protection	Fire	P
<hr/>		
8. Damage Assessment	City Admin. Office	P
	City Planning Dept.	S
	LeSueur County	S
<hr/>		
9. Congregate Care	Councilperson	P
	LeSueur County	S
<hr/>		
10. Debris Clearance	Public Works Dept.	P

	Fire Department	S
11. Utilities Restoration	Public Utilities Mayor/Council LeSueur County	P C S
12. Environmental Hazard Response	Fire Department LeSueur County	P S
13. Hazardous Waste Generator Listing	Fire Department LeSueur Ct. Em. Mgmt.	P S
14. Resource Management Items	City Administrator/Clerk LeSueur Ct. Em. Mgmt	P S
15. Emergency Access to Roads/Houses/Victims	Fire Police Public Works	P C S

VII. Operations Policies

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

VIII. SUPPORT

A. County Government Support

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

B. State and Federal Government Support

- 1. General. Information and assistance in securing state or federal support should be obtained by contacting the LeSueur County Emergency Management Director. In addition, technical information and assistance can be supplied if requested.

2. Emergency Assistance. In the event of a major emergency/disaster which exceed the resources and capabilities of both city and county government, and which necessitates immediate state and / or federal assistance, the State Duty Officer may be contacted. This is to be done through the LeSueur County Emergency Management Director.
3. National Guard. When a natural disaster or other major emergency is beyond capabilities of local government, support from the National Guard may be available. Request for the National Guard must be made through the LeSueur County Sheriffs Office.

[a] Operational Policies

1. National Guard assistance will complement, and not be a substitute for city and / or county participation in Emergency Operations.
2. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in accomplishment of a specific task or tasks.

[b] Request Procedure

In the case of counties, and all cities that are not of the first class, the Sheriff is the only local government official authorized to submit the request for the National Guard assistance. Such requests are to be submitted to the State Duty Officer.

4. Federal Assistance for Serious Hazardous Materials Accidents/Incidents. If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of local and state government, the federal government may be able to provide assistance. Such assistance can be requested through the LeSueur County Emergency Management Office.

IX. PLAN UPDATING, TRAINING AND EXERCISE

- A. For purposes of this plan, the Emergency Manager or Deputy Emergency Manager shall serve as the planning coordinator. As such, the Coordinator will have overall authority and responsibility for the maintenance of the plan in cooperation with the LeSueur County Emergency Management Office.
- B. This plan will be updated and reviewed by the Emergency Manager or Deputy. The plan will be reviewed and approved by the Mayor and City Council in a timely manner. The plan is subject to review by LeSueur County Emergency Management.

- C. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Cleveland. A plan distribution list will be maintained by the Emergency Manager. [Attachment #11]
- D. The City of Cleveland will comply with Public Law 99-499, [SARA] training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises are available from the LeSueur County Emergency Management Office.
- E. All training exercises will incorporate the use of the National Incident Management System (NIMS).

I. PURPOSE

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

II. RESPONSIBILITIES

- A. The LeSueur County Sheriff’s Dispatch Center is the LeSueur County Warning Point. The county warning point is responsible for relaying emergency notifications [i.e. severe weather, manmade emergencies], which it relays to the Cleveland Police Department, which serves as the City Warning Point.
- B. The City Warning Point is responsible for ensuring that all emergency notifications, which it receives, are handled properly. Specially, the warning point will:
 - 1. Request that the Cleveland Fire Department and extra Cleveland Police Department personnel be paged: LeSueur County Dispatch
 - 2. Notify key city department heads, by phone or personal contact: Police Dept.
 - 2. Activate the city’s outdoor warning sirens by notifying the Cleveland Fire Base: On duty police officer(s) or fire personnel
 - 4. In the event of siren failure carry out route alerting [house to house] with the use of public address system on law enforcement vehicles: Police, Fire
 - 5. Notify LeSueur County Emergency Management: LeSueur County Dispatch
 - 6. Notify affected private and / or public facilities including Schools, Businesses, and Churches by phone or personal contact. Fire Dept.

III. SUPPORT DOCUMENTS

The City of Cleveland Notification and Warning Standard Guidelines [SOG] details the specific Notification and Warning Procedures that will be followed by the Cleveland City Warning Point. The SOG is on file at the Cleveland City Hall.

IV. AUTHENTICATION

Police Chief: _____ Date: _____

I. PURPOSE

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

II. RESPONSIBILITIES

A. The Mayor and City Council of Cleveland will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Mayor / Ranking City Council Member

B. Mayor/Council. The City Clerk in addition to the City Council will serve in a staff capacity to the Mayor, will carry out his/her policies and directives, and will coordinate Emergency Management Operations. Line of succession to the Mayor and City Council is as follows:

City Clerk [Emergency Management Coordinator]

1. Deputy Emergency Manager
2. Police Chief or Designee
3. Fire Chief or Designee
4. Public Works Director
5. Emergency Medical Services

III. CITY OF CLEVELAND EMERGENCY OPERATING CENTER [EOC]

Direction and control of Cleveland's response to a disaster will be carried out at the Cleveland EOC.

The EOC is located at Cleveland City Hall, 205 4th Street, Cleveland, MN 56017.

Alternate EOC is located at Cleveland Fire Department, 420 Broadway Street

Each EOC can be activated within minutes of notification.

A. Criteria for EOC Activation

The degree of the City's EOC activation will be determined by the City Warning Point (Police Dept.).

1. The EOC may be partially activated due to a potential threat to life of property from severe weather, [i.e. tornado, flooding, blizzard, terrorist incident] or a hazardous materials incident/accident that is a controlled release of a reportable product [Operations level 1].
2. The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown, pipeline leak, or flooding which causes damage to the public and private sector and requires a coordinated response effort; a hazardous material incident/accident involving the response agencies, [including federal and state, as well as surrounding counties and municipalities, or enemy attack, or act of terrorism. [Operations Level 2 and 3]

B. Responsibility for EOC Activation

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

C. Staffing of the EOC

Staffing of the EOC will normally consist of the Mayor, City Clerk, Deputy Emergency Manager, Police Chief, Fire Chief, Public Works Director, Utilities Department Head, EMS Coordinator, and anyone else requested by the Mayor. [The staffing list for the Cleveland EOC is attachment #1]. EOC staff is responsible for the operations of their particular service or assignment.

Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

Incident Command positions will be titled as follows:

Incident Commander

Finance/Administration Chief

Logistics Chief

Operations Chief

Planning Chief

Public Information Chief

Liaison Chief

Staging Chief

These positions will be implemented as needed.

Each department head will be responsible to ensure that a department representative is capable to be relieved and replaced to ensure 24 hour staffing of the EOC. Cots and bedding material are available.

Response to Terrorism Alert Information [see Attachment #9]

The city will have an on-scene command post as necessary. If the EOC has been activated it will have oversight of all activities. The EOC will be kept informed on a timely basis of the response efforts.

D. Communication Capability

The EOC Communications Capability is limited to telephone, cell phone, radio, fax, and computers.

E. Emergency Power

The primary EOC has Electrical Back-up Power provided by the Cleveland Fire Department or Sibley County Emergency Management.

The secondary EOC is located Cleveland Fire Department which has power generation.

F. EOC Equipment/Supplies

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

G. EOC Security

Security at the EOC will be provided by the Police Department, Police Reserve Units or with assistance from the Sheriff's Office.

H. EOC Capabilities

Each EOC has water and sanitation provided by municipal service. Each department has access to alternate water sources.

IV. **AUTHENTICATION**

Emergency Manager: _____ Date: _____

I. PURPOSE

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

II. SPOKESPERSON [S]

The only official authorized to serve as the Public Information Officer [PIO] for the City of Cleveland is the Mayor or his designee. If the Mayor is unavailable, the Senior member of the City Council or designee will serve as the alternate PIO. These individuals will be given access to all information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Alerting System [EAS] is activated through the LeSueur County Emergency Management Office, should that be necessary, and for reviewing and approving all information release before they are disseminated. The PIO is responsible for public inquiries and rumor control regarding an emergency situation.

IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the Council Chambers will serve as an information center established and used for this purpose. News media personnel will be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through radio and Mankato and metro TV outlets. [See attachment #3 for list]

V. AUTHENTICATION

Mayor

Date

I. PURPOSE

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

II. RESPONSIBILITY

Within the City of Cleveland, the primary responsibility for search and rescue belongs to the Fire Department. Back-up assistance for search and rescue may be available from mutual aid Fire Departments, Rescue Departments, Law Enforcement, Public Works, and the LeSueur County Emergency Management Office.

III. SUPPORT AGENCIES

Government and volunteer organizations may be available to assist with major search and rescue operations. Some Examples include; Minnesota State Patrol, Police Reserve Units, Sheriff's Offices, Blue Earth County Rescue, and St. Peter Ambulance.

IV. SUPPORT STANDARD OPERATING GUIDELINES [SOG]

The above-mentioned department/organizations will have SOG's in place for their activities in support or the overall Search and Rescue Project.

V. AUTHENTICATION

Fire Chief

Date

I. PURPOSE

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

II. RESPONSIBILITIES

- A. Hospital Care-Injured victims will be transported to St. Peter Hospital. If additional or alternative hospitals are needed, Immanuel St. Joseph's Mankato, LeSueur Hospital, and New Prague Hospital may be used.
- B. Ambulance Service – The St. Peter Ambulance Service will transport disaster victims. If additional ambulances are needed, the St. Peter Ambulance Service Mutual Aid Agreement will be invoked.
- C. Pre-Hospital Emergency Medical Care- The St. Peter Ambulance Service will be available to provide immediate medical care to disaster victims suffering minor/major injuries.
- D. Emergency Mortuary Operations – These operations will be the responsibility of LeSueur County Public Health.
- E. Health Threats-Serious potential or actual health problems [epidemics, food and or water contamination, etc.] associated with a disaster will be the responsibility of the LeSueur County Public Health. Support is available from the Minnesota Department of Health.
- F. Inquiry and Referral Service-This service will be the responsibility of LeSueur County Emergency Management Office.
- G. Potential facilities that can be converted to emergency treatment centers for victims of mass casualties or disease:
 - 1. Cleveland Town (Community) Hall, 401 Broadway Street
 - 2. Cleveland Public School, 400 6th Street
 - 3. Church of Christ, 900 Hwy 99
- H. Provide arraignments for and coordination of crisis counseling (i.e.C.I.S.D.), mental health treatment, and grief counseling for emergency workers and victims.
- I. Decontamination of victims – Immanuel St. Joseph's Hospital is equipped with a De-con facility, which has a shower, which has a self contained water disposal reservoir. Also the ventilation system is self-contained.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City of Cleveland, overall coordination of the various health/medical organizations response to the disaster will take place at the Cleveland EOC, which will be coordinated by the St. Peter Ambulance. Area Hospitals and Ambulance Services are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC. If mass casualties exceed 5 persons, LeSueur County may be requested to continue the effort.

IV. LOCAL SUPPORTING PLANS/PROCEDURES AND PERSONAL

- A. St. Peter Community Hospital and Immanuel St. Joseph's Hospital maintain a disaster plan.
- B. St. Peter Community Hospital and the St. Peter Ambulance Service have established standard operating guidelines regarding which hospital an injured victim should be transported to. These operating guidelines are maintained at St. Peter Community Hospital.
- C. The St. Peter Ambulance Service has entered into a mutual aid agreement with surrounding Ambulances Services.
- D. A listing of pharmacies, sources of medical supplies, doctors, hospitals, ambulance service, and other health support services is located in LeSueur County Emergency Management Office.
- E. Ambulance services and other medical service agencies/organizations which report to the scene of a serious accident/incident are responsible for developing and maintaining whatever standards operating guidelines [SOG] they may need. Such SOGs should include guidance and instructions for operating in an environment in which hazardous material are present. The following SOGs have been developed, and are on file at St. Peter Ambulance Office.

V. STATE SUPPORT

- A. Support is available from the Minnesota Department of Health and from LeSueur County in responding to serious radiation incidents, as well as other major health threats.

VI. AUTHENTICATION

St Peter Ambulance Service Director/President

Date

I. PURPOSE

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

II. RESPONSIBILITY

A. The following official [s] will be responsible for ordering evacuation, shelter in place, return of evacuees to the City, and for issuing recommendations:

<u>Official</u>	<u>Type [s] of Incident [s]</u>
Fire Chief	HAZMAT/Fire
Police Chief	Floods/Others Incidents

B. The Cleveland Fire Department/Police Department will be responsible for coordinating an evacuation effort as appropriate.

C. The Cleveland Police Department has primary responsibility for traffic control and security in the affected area in order to protect private and public property.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by normal warning procedures.

B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors. The primary traffic arteries that will/can be used for evacuating all/part of the city are as follows:

1. North/South Roads: 10th Street (Cty Rd 15) & 2nd Street (County Rd 104)
2. East/West Roads: State Hwy 99

Depending upon which highways are used for evacuation, traffic control points will be established at appropriate locations.

- C. Mobility-impaired and other individuals unable to evacuate themselves can obtain assistance by contacting the Emergency 911 system. Dispatch will notify the E.O.C. of the specific location and need.
- D. Cleveland Fire Rescue will coordinate evacuation of non-ambulatory, mobility impaired or others unable to evacuate themselves.
- E. LeSueur County Emergency Management with assistance from LeSueur County Animal Control will coordinate for pet evacuation and sheltering.

IV. RESOURCES AVAILABLE

- A. Assistance for traffic control and security may be available from the LeSueur County Sheriff’s Office, and or other Law Enforcement agencies.
- B. The Cleveland Public School transportation department can provide transportation needs as requested
- C. LeSueur Co. Emergency Management can be contacted for additional transportation resources.

V. AUTHENTICATION

Date

Cleveland Fire Chief

Cleveland Police Chief

Attachment #8 A Cleveland city map depicting the primary traffic arteries that will be used for an evacuation and the potential location of traffic control points is located in the Cleveland City Hall, smaller maps are attached.

I. PURPOSE

To summarize how fire protection is provided in the City of Cleveland.

II. RESPONSIBILITY

Fire protection is provided by the Cleveland Fire Department. This is a volunteer department, which provides fire suppression, search and rescue and initial HAZMAT response.

III. MUTUAL AID AGREEMENTS

The Cleveland Fire Department participates in mutual aid agreements that involves area Fire Departments.

IV. COMMUNICATIONS CAPABILITY

The Cleveland Fire Department vehicles are equipped with radio and telephone communications equipment.

V. SUPPORT DOCUMENTS

The Cleveland Fire Department is responsible for developing and maintaining whatever Standard Operating Guidelines [SOGs] it may need in order to carry out its fire protection responsibilities. Such SOGs should include guidance and instructions for responding to a fire scene, which involves hazardous materials. Refer also to the Radiological/Hazardous Materials Protection Annex to this plan. SOG's are on file in the office of the Fire Chief, 420 Broadway Street, Cleveland, MN.

VI. AUTHENTICATION

Fire Chief

Date

I. PURPOSE

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Cleveland.

II. RESPONSIBILITIES

A. The Cleveland Emergency Management Coordinator is responsible for:

1. Developing and maintaining a damage assessment “team” composed of municipal and/or private sector agency representatives. [See attachment #3 for list]
2. Maintaining an up-to-date listing of damage assessment team personnel
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the initial damage assessment process, following the occurrence of a disaster.

B. The City of Cleveland Government officials who, depending upon the nature of the disaster, will participate in a damage assessment efforts:

1. Public Works Director
2. Building Inspector
3. City Planner

C. The LeSueur County Emergency Management Coordinator will coordinate the County Officials who will participate in the damage assessment efforts.

D. Private Sector Agencies

Private sector agencies that might be available and that might be appropriate participants in damage assessment effort.

1. Realtors
2. Hazardous Materials clean-up contractors
3. Building Officials
4. Building Contractors

III. POLICIES AND PROCEDURES

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sights.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Cleveland Emergency Management Coordinator will contact the LeSueur County Emergency Director, who will coordinate with the Minnesota Division of Emergency Management [DEM] .
- D. When possible, the Cleveland Emergency Management Coordinator and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to:

Disaster Response and Recovery: A Handbook for Local Government. [Available from the LeSueur County Emergency Management Director.]

V. AUTHENTICATION

City Clerk/Emergency Manager

Date

I. PURPOSE

To describe how the congregate care [emergency housing, feeding, clothing and counseling] needs of the Cleveland residents, as well as incoming evacuees that may come from other communities, will be met in the event of a disaster.

II. RESPONSIBILITIES

A. A city councilperson will be designated to serve as a liaison to LeSueur County Human Services.

B. Primary Needs. The following primary congregate care needs of disaster victims will be met by the city and/or county government departments/private sector agencies indicated as LESUEUR COUNTY HUMAN SERVICES/RED CROSS.

1. Emergency housing
2. Emergency feeding
3. Emergency clothing
4. Crisis Counseling

C. [See attachment #4 for a partial list of possible housing locations]

D. Additional Needs. The following additional congregate care need of disaster victims will be met by the agencies/organizations indicated:

1. Registration of victims-LeSueur County Human Services and Red Cross
2. Inquiry and referral [regarding disaster victims] Red Cross.
3. Decontamination of victims- Cleveland Fire Department, ISJ Hospital.

III. COORDINATION OF CONGREGATE CARE

LeSueur County Human Services will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, LeSueur County representative will work with and through the Council Liaison person in the Emergency Operations Center [EOC].

IV. SUPPORTING DOCUMENTS

A. LeSueur County Common Organization Contacts

B. The government agencies and private sector organizations that have agreed to carry out the congregate care responsibilities listed in this annex are expected to develop whatever standard operating procedures [SOG] they may need.

C. The government and private organizations are as follows

1. Cleveland Public School
2. St. Peter Ambulance Service
3. Church of Christ
4. Church of Nativity
5. Our Savior's Lutheran

V. **AUTHENTICATION**

Congregate Care Liaison
Councilperson

Date

I. PURPOSE

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

II. RESPONSIBILITIES

The Public Works Department will be responsible for debris clearance.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. A temporary dump site will be available at the Cleveland City Ponds on LeSueur County Road 148 (Savidge Lake Road).
- C. Debris will be disposed of at licensed and/or designated disposal site.
- D. If additional debris clearance-type equipment/assistance is needed, it can be requested through LeSueur County Emergency Management Office.
- E. LeSueur County Emergency Management will coordinate the disposal of animal carcasses.

IV. SUPPORTING DOCUMENTS

- A. A listing of construction contractors, which have debris removal-type equipment, and which are located outside the city, are on file at LeSueur County Emergency Management Office.
- B. A listing of hazardous material cleanup contractors is located at the LeSueur County Emergency Management Office.

V. AUTHENTICATION

Public Works Director

Date

I. PURPOSE

To provide an overview of how utilities services will be restored as a result of an emergency.

II. RESPONSIBILITIES

The following government agencies/private sector organizations are responsible for providing utilities services for the City of Cleveland.

A. Electrical Services - Cleveland Utilities, Xcel Energy, and MVEC

B. Gas Services- Centerpoint - Minnegasco

C. Telephone Service-Qwest

D. Portable water Service- Cleveland Utilities

E. Sanitary sewer -City of Cleveland

F. Sanitation – Waste Management and Seppmann Jadd Portable Toilets

III. SERVICE RESTORATION

In the event of a utility outage due to a disaster, the above offices/agencies should be called in order to restore services. [Contact numbers are in attachment #5].

The Public Works Director will prioritize restoration of services based on the location of the event and their need to continue Emergency and or, life support services.

IV. AUTHENTICATION

Public Works Director

Date

I. PURPOSE

To provide an overview of how the City of Cleveland will respond to a radiological hazardous materials accident/incident.

II. RESPONSE TO HAZARDOUS MATERIALS ACCIDENT or INCIDENT

A. Radiological Incidents/Accidents

In addition to LeSueur County, the Cleveland Fire Department is responsible for attempting to develop and maintain the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident/enemy attack. This capability includes: monitoring, reporting, assessment, containment, decontamination and protective actions. Specific responsibilities are as follows:

1. Peacetime accidents/incidents. In all likelihood, most peacetime accidents or incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capabilities of the City, the LeSueur County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the County, the Minnesota Department of Health, Radiation Control Section, has the trained personal, equipment and authority to provide assistance. For all accidents or incidents, the city will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the State Duty Officer telephone number 651-649-5451.
2. Enemy Attack. Although plans and preparations have been made at the State and Federal levels to assist local governments during periods of widespread radiological emergency causes by nuclear denotations, such assistance would probably be slow in coming. Therefore, the city should be prepared to provide for its own radiological monitoring and decontamination needs.

B. Other Hazardous Materials Incidents/Accidents

1. Pre-Identification and analysis of Risk: In response to the requirements and recommendations contained in the Superfund Amendments and

Re authorization Act {SARA} or 1986, as well as other legislation, the following specific risk sites/locations within the city have been pre-identified:

- a. "Covered facilities." [Facilities that possess extremely hazardous materials.] [Refer to LeSueur County Emergency Operations Plan for list]
- b. Other facilities that may contribute to additional risk due to their closeness to "covered facilities." [See Attachment #6]
- c. Facilities [schools, hospitals, nursing home, etc.] at risk due to their facilities with extremely hazardous materials. [See Attachment #6]
- d. Transportation routes for extremely hazardous materials. [See Attachment #7]

2. Determination that a release of hazardous materials has occurred.

Facilities located within the city that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. In the event a release occurs the facility shall immediately contact 911. Similarly, city government employees who respond to transportation and other accidents/incidents will receive training designed to help them determine if hazardous materials are present.

3. Response to a Release of Hazardous Materials.

- a. Facilities within the city that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. The city should have the general outline of such a procedure available, should it be requested by any of the above facilities. The procedure consists of immediately contacting 911, advising the dispatcher of the following information:
 - 1) A brief description of the incident (Fire, Explosion, Release,)
 - 2) Give a specific location (Building number, side of building)
 - 3) Location where emergency vehicles are needed.
 - 4) Any injuries
 - 5) Have an employee(s) meet and direct emergency responders, with appropriate information as to the type of substance (chemical, gas etc.) involved.
 - 6) Contact the Minnesota Duty Officer (651) 649-5451
 - 7) Contact the National Response Center (1-800-424-8802)In the event that the public is at risk, notification will be made through media resources.

The procedure should be on file at the Cleveland Fire Department, Cleveland City Hall and updated on an annual basis.

b. The LeSueur County Emergency Management Office has conducted a vulnerability analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency. The approaches used to decide the area of the city likely to be affected were the following: resource manuals: [Technical Guidance for Hazardous Analysis, or U.S. DOT Emergency Response Guidebook], the CAMEO and facility preplan, and/or other systems.

4. Hazardous Materials Response Capabilities

a. Within the city, the Cleveland Fire Department has the primary responsibility for responding to a serious hazardous materials accident of incident. Fire Department Personnel are trained and equipped to handle the following type of hazardous materials response; Level I.

In addition, other Mutual Aid Departments may participate in the response. These departments will have developed whatever Standard Operating Guidelines {SOG} they may need in order to carry out the responsibilities associated with the type of hazard.

b. City emergency “first responders” will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous materials involved, with the use of CAMEO, ALOHA, MARPLOT and the Emergency Response Guidebook. ARCVIEW will be used to aid in determining the plume coverage area.

5. A listing of the major emergency equipment and facilities within the city are located with the LeSueur County Emergency Management Department.

III. STATE SUPPORT

A. In the event of other hazardous materials accidents/incidents that are beyond the capabilities of local government, assistance from the state hazardous materials response team can be requested. Such requests will be submitted to the State Duty Officer through the LeSueur County Emergency Management Office.

IV. SUPPORTING/REFERENCE DOCUMENTS

- A. FEMA Civil Preparedness Guide 1-30. [Guide for the design and development of a Local Radiological Defense Support System].
- B. The National Response Team's [Hazardous Materials Emergency Plan Guide, and Technical Guidance for Hazard Analysis].
- C. U.S. DOT's Emergency Response Guidebook 2000.

V. AUTHENTICATION

Fire Chief

Date

I. PURPOSE

To identify and manage agencies and organizations that can provide assistance to the City of Cleveland in the event of a disaster.

II RESPONSIBILITIES

It is the responsibility of the City Clerk to maintain Mutual Aid agreements, memoranda of understanding, and/or letters of agreement with:

1. LeSueur County and all jurisdictions within.
2. Any other agencies with which agreements may be held.

LeSueur County Emergency Management maintains a list of critical emergency resources that include biological, chemical and radiological decontamination/detection and monitoring, along with medical supplies and additional equipment. Also the State Duty Officer may be contacted.

A list of the emergency equipment in the community, along with the person responsible for the equipment, will be maintained at the Cleveland City Hall. An additional list and additional equipment can be obtained through LeSueur County Emergency Management.

The City of Cleveland maintains an Emergency Resource Management List [See attachment #10] Additional resources can be obtained through the LeSueur County Emergency Management and their Emergency Resource Management List.

The City Clerk with the assistance of a Council Liaison person will manage donations in the event of a disaster.

III POLICIES AND PROCEDURES

Mutual Aid agencies along with volunteers will be directed to the staging area and will be managed and directed by Incident Command.

IV AUTHENTICATION

City Clerk

Date