

EMERGENCY OPERATIONS PLAN:  
REVISION: 3

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**I. REASON FOR PLAN**

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Ramsey. In addition, major disasters such as plane crashes, explosions, hazardous material releases, pipeline leaks, and national security emergencies pose a threat to public health and safety in the City of Ramsey. An Emergency Plan is needed to ensure the protection of the public from the effects of these hazards.

**II. PURPOSE, FORMAT AND SUMMARY OF PLAN**

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

1. Maximize the protection of life and property
2. Ensure the continuity of government
3. Provide support to all areas and political subdivisions in Anoka County which require assistance.

B. The City of Ramsey's Emergency Operations Plan is designed using the Incident Command System (ICS) structure. The plan will have five major parts consisting of the **Command** section, which will be the Director of Emergency Management, Deputy Director of Emergency Management, or their designee, the Public Information Officer as designated, and the Liaison Team filled by the City Administrator and Division Heads. The Mayor and City Council will have the overall direction and control of a citywide incident.

Supporting the Command Section will be: An **Operations Section** which will be staffed by Police, Fire, Public Works, and E.M.S. staff, Search and Rescue, Radiological/Hazmat, Fire Protection, Debris Clearance, Utility Restoration, E.M.S. and Animal Rescue.

The **Planning Section** will encompass Notification and Warning, Radiological/Hazmat, Information Services, Mapping/Documentation, Resources, and HSEM/FEMA.

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The **Logistics Section** will be comprised of Congregate Care/Registration, Volunteers, Public Health and Medical, Purchasing/Supplies and Animal Sheltering. A resource manual, which is part of this document, contains an inventory of materials, equipment, and organizations that could be needed in the event of a major emergency/disaster. It also contains information that may be helpful to a variety of government officials.

The **Finance Section's** primary responsibility will be damage assessment, emergency funding, and emergency contraction of resources. Additional staffing may be needed from City staff if there is a protracted disaster, as detailed accounting will be needed to account for staff time, materials, and equipment usage. This information would be used to apply for any emergency benefits from the State or Federal governments.

### III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Public Law 99-499, superfund Amendments and Reauthorization Act, (SARA) of 1986.
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning Act and Community-Right-To-Know-Act).
- E. Minnesota Statutes, Section 299J, as amended (The Minnesota Pipeline Safety Act).
- F. Minnesota Statutes, Section 103F, Subdivision 3 (Emergency Flood Protection Measures).
- G. Minnesota Division of Emergency Management (HSEM) Bulletin No. 90-1 (Local Government Emergency Operations Plan Requirements).
- H. Ramsey City Ordinance 3.53.

### IV. 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 departments will respond as defined in department policy.

### V. DIRECTION AND CONTROL

The direction and control of government operations from a central protected facility with adequate communications and key personnel are essential to the conduct of emergency operations. This has been provided for as follows (See Chart B – **Command Section**). The City of Ramsey's Emergency Operations Center (EOC) is located within the Municipal Building. (Fire Station #1 acting as backup). This facility can be equipped with backup power.

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- A. **County Government** – The Board of Commissioners will be responsible for providing overall direction and control of Anoka County government resources involved in the response to a disaster. The Anoka County Emergency Management Director or designee will serve as the “Community Emergency Coordinator” for Anoka County.
- B. **City Government** – The Mayor of the City of Ramsey in Anoka County will be responsible for appointing an Emergency Management Director. The Emergency Management Director will be responsible for the organization, administration, and operation of such local organization for Emergency Management, subject to the direction and control of the Council pursuant to M.S.S. Chapter 12.25 Subd.1.

(For additional direction and control information such as staffing, communications, incident command system (ICS), etc. refer to the Command Section of this plan under Direction and Control).

## VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of Ramsey’s emergency responsibility assignments by section and function are enclosed within this document. The heads of various City government departments and other agencies will be responsible for carrying out assignments shown on the following chart. Additional information about these assignments is contained in the five sections of this plan. City departments and other agencies are expected to develop whatever SOG’s (Standard Operating Guidelines) and resource lists they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: “P”, “S”, or “C”
1. “P” indicates **primary** operational responsibility, which means that the official or agency is in charge of and responsible to make provisions for that function.
  2. “S” indicates **support** responsibility which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
  3. “C” indicates **coordination** responsibility and is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. This will often times be the situation when non-government agencies are involved.

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4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and city officials will have the corresponding responsibility within city limits.
5. Only one "P" and/or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: "P" = Primary, "S" = Support, "C" = Coordinate

<b>COMMAND SECTION</b>		
Direction and Control	P	Mayor and/or City Council
Emergency Public Information	P	Public Information Officer
Liaison Team	P	City Administrator/Division Managers
Safety Officer	P	Based on Incident Type
<b>OPERATIONS SECTION</b>		
Search and Rescue	P	Fire
	S	Police
Evacuation and Traffic	P	Police
	S	Reserves/Mutual Aid
Radiological/Hazmat	P	MN Radiological/MN HazMat
	S	Fire
Fire Protection	P	Fire
	S	Mutual Aid
Debris Clearance	P	Public Works
	S	Private Companies
Utility Restoration	P	Public Works
	S	Private Companies
EMS	P	Local Ambulance Services
	S	Police and Fire
Animal Rescue	P	Animal Control
	S	Local Area Kennels

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

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<b>PLANNING SECTION</b>		
Notification and Warning	P	Anoka County Sheriff
	S	Police
Radiological/Hazmat	P	Fire
	S	MN Radiological/HazMat
Information Services	P	City Staff
	S	Local Vendors
Mapping/Documentation	P	City Staff
	S	Anoka County GIS
Resources	P	City Staff
	S	Local Contractors
Engineering	P	City Staff
	S	Local Contractors
HSEM, FEMA	P	State Agencies
	S	Federal Agencies
<b>LOGISTICS SECTION</b>		
Congregate Care/Registration	P	Anoka County EM Director
	S	American Red Cross/Salvation Army
Volunteers	P	City Staff
	S	Local Volunteer Organizations
Public Health and Medical	P	Health Services
	S	Local Hospitals, Clinics, Ambulance Svcs.
Purchasing and Supplies	P	City Staff
	S	Local Vendors
Animal Sheltering	P	Local Kennels
	S	Animal Control

**EMERGENCY RESPONSIBILITY ASSIGNMENTS**

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**FINANCE SECTION**

Damage Assessment	P	City Staff
	S	Anoka County Assessor

Emergency Funding Coordination	P	City Staff
	S	County, State and Federal Agencies

Emergency Contracting	P	City Staff
	S	Local Vendors

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**VII. OPERATION POLICIES**

- A. In the event of a major disaster, the Mayor (or designee) of the City of Ramsey may declare a local emergency. Such a declaration will invoke necessary portions of this plan and will permit the city to take such action as may be necessary to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide public safety.
- B. Protection of life and property and alleviation of human distress is the primary goal of 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.
- D. The City of Ramsey Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Maximum local government resources must be utilized before state or federal assistance will be made available. Mutual aid agreements between police and fire departments within the region are on file with the respective departments. The fire department has a mutual aid agreement with the Minnesota Department of Natural Resources and the Forestry area office.
- F. Each agency, department or service of city government will provide for the maintenance of records during an emergency including those records deemed essential for continuing governmental operations. These records should include work hours, equipment hours, supplies, and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- G. Management of volunteer resources, donations, and records will be coordinated by the American Red Cross.
- H. Notification of key government officials and emergency response organizations will be through Anoka County Central Communications and/or the State Duty Officer.

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## VIII. STATE AND FEDERAL SUPPORT

- A. **General.** The City of Ramsey EMD will be responsible for assisting the city in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the EMD will contact the Anoka County EMD who will contact the MN HSEM regional coordinator for his/her county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in the *Disaster Response and Recovery: A Handbook for Local Government.* This document is on file with the Anoka County Emergency Management Director (EMD).
- B. **Emergency Assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of city government and which requires immediate state and/or federal assistance, the state duty officer may be contacted.
- C. **National Guard.** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. **Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the Guard.** The purposed is to ensure the preservation of life and property and to support civil law enforcement authorities.
1. Operational Policies
    - a. National Guard assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
    - b. 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 the accomplishment of a specific task or tasks.
  2. Request Procedures
    - a. In the case of cities that are not of the first class, the *Sheriff* is the only Governmental official authorized to submit a request for National Guard assistance. Such requests are to be submitted to the state duty officer.

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**IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING, AND EXERCISES**

- A. With regard to this plan, the City of Ramsey EMD will serve as the planning coordinator. As such, the EMD will have overall authority and responsibility for both the development and maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The City of Ramsey EMD will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota HSEM. In establishing its schedule and procedures, HSEM will consult with the State Emergency Response Commission (SERC), and other appropriate agencies.
- C. This plan will be distributed to all Ramsey government departments and agencies that have emergency assignments in the event of a major disaster in the city or county. A plan distribution list will be maintained by the Ramsey EMD.
- D. The City of Ramsey will comply with HSEM, Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises can be obtained by contacting the City of Ramsey EMD. In addition, a copy of the Director's Handbook for the State of Minnesota is on file, which includes an exercise schedule for the City of Ramsey. Exercises will be coordinated with other emergency response agencies to fulfill requirements of the participating agencies.

**X. ALL HAZARD MITIGATION PLAN**

The All Hazard Mitigation Plan is available in electronic format (CD) in the EOC.

**XI. CONTINUITY OF GOVERNMENT**

- A. The city's network/information services vendor will coordinate the disaster recovery for the city's essential city records.
- B. Appointment of interim emergency manager and department heads will be made by the City Administrator and confirmed by city council the next time they convene.
- C. In the event that City operations are unable to be conducted in the Ramsey Municipal Center, Ramsey Fire Station #1 will serve as the operations center. Coon Rapids Police Department will serve as an alternate location, if warranted.
- D. Essential Facilities include Fire Department locations and Water and Sewer facilities.

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**XII. EMERGENCY ALERT ACTIVATION**

- A. Activation of alerts will be the responsibility of Anoka County Central Communications.