



CITY OF FRIDLEY
EMERGENCY OPERATIONS
PLAN

January 1, 2007

To all interested parties,

Thank you for your interest in the City of Fridley Emergency Operations Plan.

The newly updated City of Fridley Emergency Operations plan was recently updated to meet the new National Incident Management Systems (NIMS). The incorporation of NIMS within the City's Emergency Operations Plan serves to unify federal, state and local response procedures, and facilitate the coordinated response of all levels of government. The plan was approved by the Fridley City Council in January of 2007. The attached plan is the public portion of the plan. For security reasons we have had to redact some of the operations plan and keep that information private.

Our Emergency Operations Plan is updated each year and reviewed separately by a regional committee, peer agency, state/county officials and City Council.

If you would like any further information or have any questions about the Emergency Operations Plan please feel free to contact our Emergency Management Coordinator, Brian Weierke, at 763-572-3632.

Again, thank you for your interest in the City of Fridley's Emergency Operations Plan.

Sincerely,

Donovan Abbott, Emergency Management Director
Public Safety Department
City of Fridley

REASONS FOR THE PLAN:

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Fridley. In addition, major disasters such as, transportation accidents, explosions, hazardous materials releases, pipeline leaks, disease outbreaks, terrorist attacks, and national security emergencies pose a potential threat to public health and safety. Environmental emergencies related to hazardous materials may also present risks to the community through exposures in the air, surface or ground water, or soil. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

Legal Basis and References:

The legal basis also includes the following:

- Homeland Security and Emergency Management (HSEM),
- MSS Chapter 12
- City of Fridley Ordinance No. 106, Ref.112, as amended.
- Mutual Aid agreements
- Anoka County Emergency Operations Plan.

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 Fridley, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The City Emergency Management Director will serve in a staff capacity to the Mayor, and will coordinate all aspects of this plan. The City Emergency Management Director will also serve as a liaison with the Anoka County Emergency Management Director. Succession to the Mayor during the emergency shall be City Manager, Public Safety Director, Fire Chief, and Director of Public Works.

The City Council shall make all policy decisions while the mayor shall provide overall direction and control of City government resources involved in the response to a disaster including implementation of the Emergency Operations Plan.

A Mayor pro tem shall be chosen from the remaining Councilmembers to serve at the pleasure of the council, who shall act as Mayor in case of the Mayor's temporary disability or absence from the City.

If the Mayor's position is declared vacant, the Councilmember-at-Large shall serve as Mayor until the vacancy is filled.

Direction and control of the City’s response to a major disaster will take place from the Fridley Emergency Operating Center (EOC). On-scene command is the ranking senior officer of the responsible department. (For additional EOC information such as staffing, communications, etc., refer to the Direction and Control Annex of this plan.)

Emergency Responsibility Assignments:

- A. A summary of the City of Fridley emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart.
- B. A code letter has assigned responsibilities: “P”, “S”, or “C”.
 - 1. “P” indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provisions for, that function.
 - 2. “S” indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
 - 3. “C” indicates coordination responsibility, as is assigned when several agencies have support capability but not specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.
 - 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and municipal officials will have the corresponding responsibility within city limits.
 - 5. Only one "P" or "C" can be assigned per function, and a minimum of one "S" should be assigned for each function.

**CHART B
EMERGENCY RESPONSIBILITY**

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Warning and Notification	Central Communication - P Police – S Anoka County Emergency Mgmnt. - S	See Warning and Notification Section (Annex A)
2. Incident Management	Public Safety Director or Designee - P City Manager - S Mayor – S	See Annex B

3. Emergency Public Information	City Manager – P Mayor - S Public Safety Director - S	See Annex C
4. Search and Rescue	Fire Department - P Police Department - S Anoka County Sheriff’s Dept. - S	See Annex D
5. Health Protection	Unity Hospital – P Anoka County Human services – P Community Health – S Environmental Service Department - S Public Safety - S Red Cross - S Parks & Recreation - S	See Annex E
6. Evacuation, Traffic Control, and Security	Police Department - P State Patrol - S Anoka County Sheriff's Office - S Fire Department - S	See Annex F
7. Fire Protection	Fire Department - P Anoka Co Mutual Aid Fire Depts. - S	See Annex G
8. Damage Assessment	Code Inspectors - P City Engineer - S Community Development Director - S	See Annex H
9. Mass Care	Parks & Recreation Department - P Red Cross – P Com Health and Environ Services - S Community Social Services - S Salvation Army – S	See Annex I
10. Debris Management	Public Works – P Mutual Aid – S	See Annex J
11. Public Works/Utilities Restoration	Excel Energy – P Centerpoint - P Qwest - P Water/Sewer Public Works - P Assist. Fire Chief - S	See Annex K
12. Environmental Hazard Response	Fire - P North Metro SCAT - S St. Paul SCAT - S	See Annex L
13. Resource Management	Fridley Emergency Management	See Annex M

14. Terrorism	FBI – P CIA – P Police Department - S	Public Safety is Primary in terms of initial response. FBI and CIA become primary in terms of investigation and on-going response. See Annex N
15. Emergency Notification Contact List	Police Department - P	See Annex O
16. Continuity of Government	Police Department – P City Manager - S	See Annex P

Code: P = Primary S = Secondary C = Coordination

Operation Policies:

A. 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. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for the public safety.

1. In the event a local emergency is declared the Mayor will ensure all members of the City Council are notified.

- 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 Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- 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 materials consumed, injuries to personnel, and damage to public facilities and equipment. Electronic and financial records will be backed up on tape and certain records will be downloaded onto cd's. Some departments will utilize off

site storage for certain records deemed appropriate.

- G. All emergency response organizations in the city are required to prepare and maintain SOG's, resource lists and checklists to support their operations. Depending on the emergency, different departments /organizations will be required to be involved, but at minimum they will include police, fire, EMS, Public Works, administration/Mayor, Finance, and MIS.

Mutual Aid Agreements:

1. Law Enforcement – Anoka County Joint Law Enforcement Council
(On file in the Anoka County Attorney's Office)
2. Fire – Anoka County Fire Protection Council (On file in respective cities)

State and Federal Support:

A. *General*

The City of Fridley Public Safety Director will be responsible for assisting the city in obtaining any county, state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the County Emergency Management Director. The county director can provide/obtain technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the Anoka County Emergency Management Director.

Plan Development/Maintenance, Implementation, Training, and Exercises

- A. With regard to this plan, the Public Safety Director will serve as the planning coordinator. As such, the director will have overall authority and responsibility for the development and maintenance of the plan, and implementation. The Public Safety Director/Emergency Management Director is listed in Annex N along with various phones and cell phone numbers.
- B. This plan will be reviewed and updated as necessary. The Emergency Management Coordinator 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 appropriate state and federal agencies.

- C. This plan will be distributed to all city government departments and agencies that have emergency assignments relative to a major disaster in the city. The City of Fridley Public Safety Director will maintain a plan distribution list.
- D. At least once annually, the Emergency Management Coordinator will hold either a planning, tabletop, functional, or full-scale exercise to test and exercise the Emergency Operation Plan. Some of the training will include NIMS, Terrorism, Hazard Material, and Emergency Operation Center training. Upon the completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective action.

Annex A **Notification and Warning**

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

II. Responsibilities

- A. Anoka County Central Communications is the City of Fridley Warning Point. Anoka County Central Communications is responsible for disseminating all watches and warnings to the City of Fridley.
- B. The Central Communications Supervisor is the Anoka County Warning Point Supervisor. As such, he/she will have responsibility for ensuring all warnings and notifications that received are handled properly.
- C. The on-scene commander is authorized to activate the Emergency Alert System (EAS) with Central Communications.
- D. Upon receipt of a warning, the Fridley Police Supervisor On Duty is responsible for making the following notifications if the Central Communications cannot:
 - 1. Notifying the key city government officials.
 - 2. Notifying radio and/or TV stations.
 - 3. Notifying certain private and public facilities such as hospitals, industries, nursing homes, etc.

E. Warning and Notification by Facilities

1. Notifications:

Facilities in Fridley are responsible for making the following notifications, in the order listed, in the event of an accidental release which is subject to the reporting requirements of Section 304.

- a. Local officials: 9-1-1
 - b. State Duty Officer: 651-649-5451
 - c. National Response Center: 1-800-424-8802
- Facility Plan should indicate who is responsible to make notifications

For specific information regarding who is to be notified/ warned, and how, see the City of Fridley Standard Operating Guidelines to Annex A.

Annex C
Emergency Public Information

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

II. Spokesperson

The Incident Commander usually appoints the Public Information Officer. The Mayor has official authority to release information and will be responsible for assisting the Public Information Officer and vice versa. They will have complete access to all information necessary to carry out their duties as PIO for the City of Fridley.

III. Policies and Procedures

- A. If it becomes necessary to establish a news briefing room, Community Room #2 may be used for this purpose. News media personnel would be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.
- C. Public information would be disseminated through the following radio and TV stations:

Radio
WCCO
KSTP
KDWB
KQRS

TV
WCCO
KARE
KMSP
KSTP

- D. One of the functions of the PIO will be to dispel rumors.
- IV. Support Documents
- Prepared public information supplements for release to radio, TV, and newspapers, are on file in the City of Fridley Emergency Management Director's office.

Public Information Officer

The Public Information Officer (P.I.O.) is designated by the Incident Commander.

The P.I.O. is the only person responsible for providing information to the media.

All other responders involved in the incident should refer questions, public inquiries, rumor control issues or comments about the incident from the media to the P.I.O.

If necessary to set up a media briefing, this area should be away from the actual Emergency Operations Center.

The P.I.O. should have a clear understanding from the Incident Commander as to exactly what information should be released to the media. The P.I.O. should make every effort to stick to the guideline for information established by the Incident Command.

A schedule of times for news updates should be established and adhered to.

Annex D **Search and Rescue**

Purpose

- To describe in general how search and rescue would be accomplished in the City of Fridley following a disaster.
- II. Responsibility

Within the City of Fridley, the primary responsibility for search and rescue belongs to the Fridley Fire Department. Back-up assistance for search and rescue would be available from the following:

- Fridley Fire Explorers
- Fridley Police Department
- Fridley Police Explorer Unit / Reserve Unit
- Fridley Public Works Department

- III. Supporting Agencies/Organizations
- The Anoka County Specialized Rescue Team (SRT)
 - The Anoka County Ranger Unit
 - Individual City Police Reserve Units
 - Area K-9 Units
 - Mutual Aid Fire/Police Departments
 - Civil Air Patrol
 - National Guard
 - State Duty Officer can also assist on other help
 - Community Emergency Response Team (CERT)

Annex E Health/Medical

Purpose

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

Responsibilities

- A. Hospital Care: Injured victims would be transported to Unity or Mercy Hospital. If more hospitals were required we would use the following:

- North Memorial - Robbinsdale
- Hennepin County Medical Center (HCMC) – Minneapolis
- Regions
- Other area hospitals

- B. Ambulance Service: Alina is the primary carrier of injured victims including special needs victims. If more ambulances were required we would use the following:

- North Memorial - Robbinsdale
- Hennepin County Medical Center (HCMC) - Minneapolis

- C. First Aid: Anoka County Health Nurses and the Red Cross would be available to provide immediate first aid to disaster victims suffering minor injuries and to those injured in the reception and care facilities. More seriously injured individuals would be taken from the reception and care facilities to the above listed hospitals.
- D. Emergency Mortuary: Mortuary operations would be the responsibility of the Anoka County Medical Examiner and in coordination with Anoka County Emergency Preparedness.
- E. Health Threats: Potentially serious or actual health threats as a result of the disaster would be the responsibility of the Anoka County Community Health and Environmental Services.
- F. The Red Cross will provide information and referral services to any disaster victim and their families.
- G. Crisis Counseling: The Human Resource Director in Fridley is responsible for coordinating crisis counseling for city employees.
- H. Crisis Counseling for victims: The American Red Cross, Anoka County Community Health and Environmental Services.
- I. Coordination of Health Protection measures: Anoka County
 Control disease-bearing pests: MN Dept. of Health and Dept. of Agriculture
 Decontamination: Local fire and Hazmat Teams
 Detecting potential biological, chemical, and radioactive agents: Local fire and Hazmat Teams
 Detecting and Monitoring food contamination: MN Dept. of Health, Anoka County Community Health
 Respiratory protection:
 Anoka County Dept. of Health
 Mass Clinics: Anoka County Dept. of Health
 Water Purification: City of Fridley and Dept. of Natural Resources

III. Coordination

Fridley Emergency Management Personnel are responsible for coordinating medical / health care responses. However, in a significant disaster support will be provided by Central Communications and the County Emergency Operations Center.

Tracking Injured Victims: Set up liaisons with Unity and Mercy Hospitals to track injured victims. The liaison will contact the EOC with information.

IV. Local Supporting Plans and Personnel

- A. Unity and Mercy Hospitals maintain “All Hazards” disaster plans.

- B. Unity and Mercy Hospitals have established procedures regarding which hospital an injured patient should be transported to.
- C. North Memorial and Hennepin County Medical Center have entered into a mutual aid agreement with Mercy and Unity Hospitals.
- D. The Anoka County Resources Manual contains a list of supplies, personnel, ambulance and other health/medical services.
- E. Unity and Mercy have the capability to decontaminate radiologically, biologically, and chemically contaminated casualties in coordination with local fire dept. and Hazmat teams.

V. State Supporting Personnel

Support is available from the Minnesota Department of Health in responding to radiation incidents as well as support from the Duty Officer in the event of a catastrophic incident. (See Radiological/Hazardous Materials Protection Annex/SOPs for more detailed information.)

VI. Mass Care

Temporary facilities for mass care would include the Fridley Community Center and any available school not used as a shelter.

Annex F **Evacuation and Control**

Purpose

To outline how evacuation and traffic control would be carried out due to a disaster in Fridley.

II. Responsibilities

The Emergency Management Director or his designee is the individual responsible for the issuance of an **evacuation order** after consultation with elected officials and other staff. Within the City, the Fridley Police Department would be responsible for coordination of any large-scale evacuation and the resulting traffic control problems. Back-up assistance for evacuation and traffic control would be available from the following:

Fridley Fire Department

Fridley Fire Department Volunteers
Fridley Police Explorers / Reserves
Anoka County Reserves

In the event of a hazardous materials incident, the Fire Chief, in consultation with a local or state hazardous materials specialist would be responsible for determining if sheltering in place or evacuation is the proper course of action.

III. Procedures

- A. Residents to be evacuated would be notified of the need by the Fridley Fire or Police Departments.
- B. Law enforcement personnel would establish traffic control points at major intersections. Control points to be established dependent upon the location of the disaster.
- C. The Anoka County Sheriff's Office will have primary responsibility for assisting handicapped, elderly, mobility impaired and other individuals unable to evacuate themselves. Residents will be advised to ask for assistance (via radio/TV or house -to-house canvassing) to call a specific number if assistance is needed.
- D. The Fridley Police Department will have primary responsibility for maintaining access control and security for the evacuated areas.
- E. In consultation with local and/or state hazardous materials specialists, the fire department will be responsible for determining when evacuees can safely return to their residences.
- F. The Fridley Police Department and Community Service Officers will assist citizens with pet evacuation. Found and unclaimed pets will be sheltered at the veterinarian the City has a contract with.

IV. Resources Available

- A. The incident commander or designee will be responsible for coordinating all private and public transportation.
- B. Local bus services could provide buses, if needed, to assist in the evacuation process. These vehicles may also serve as a means of transportation for essential workers to and from risk areas.
- C. Assistance for traffic control and security may be available from the Sheriff's Reserve Unit or individual Police Reserve Units.

Annex G
Fire Protection

Purpose

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

II. Responsibilities

A. Fire protection in Fridley is provided by the Fridley Fire Department which has full time and paid-on-call personnel.

B. Supporting: In addition to their primary responsibility of providing fire protection, the fire department will have other responsibilities in the event of a disaster. This generally will include:

1. Coordinate/assist with search and rescue efforts within Fridley.
2. Provide heavy and light rescue services.
3. Provide first responder/EMS services.
4. Respond to hazardous materials incidents, within the limits of their HAZMAT response training received.

III. Mutual Aid Agreements

The Fridley Fire Department participates in mutual aid agreements that involve the following fire departments: North Suburban Mutual Aid Association

Albertville	Hamel	Robbinsdale
Andover	Ham Lake	Rogers
Anoka/Champlain	Hanover	Roseville
Big Lake	Lexington	St. Anthony
Brooklyn Center	Maple Grove	St. Michael
Brooklyn Park	Medicine Lake	(SBM)
SpringLakePark/Blaine/MoundsView		Centennial
Minneapolis	West Metro	Zimmerman
Columbia Heights	Monticello	Coon Rapids
New Brighton	Dayton	Oak Grove
East Bethel	Osseo	Elk River
Plymouth	Golden Valley	Ramsey

IV. Communications Capability

Fridley Fire Department vehicles are equipped with radio communications equipment and talk groups listed in the Resource Manual:
Fire Department personnel may be equipped with cell phones.

Radios are all 800 MHZ talk groups.

Annex H **Damage Assessment**

Purpose

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

II. Responsibilities

A. The City of Fridley Emergency Management Director is responsible for:

1. Developing and training a damage assessment "team" composed of municipal and/or private sector agency representatives.
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 damage assessment process (following the occurrence of a disaster).

B. City government officials who, depending upon the nature of the disaster, would participate as members of a damage assessment team include:

1. City Engineer and Public Works Director
2. City Assessor
3. City Finance Director
4. City Emergency Management Director
5. Fire Chief
6. City Building Inspector

C. Private Sector Agencies

1. Red Cross
2. Realtors
3. Insurance Companies

III. Policies and Procedures

- A. A damage assessment will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and when appropriate, pictures will be taken of damage areas, and city maps will be used to show the location of damage sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Fridley Emergency Management Director will contact the County Emergency Management Director, who will coordinate with the Minnesota Division of Emergency Services (DES).
- D. When possible, the Fridley Emergency Management Director 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.](#)

Annex I **Mass Care**

Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of the City of Fridley residents would be met in the event of a disaster. To describe the process for managing volunteer resources and donations.

II. Responsibilities

- A. The following Fridley and/or Anoka County government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims and volunteers are met:
 - 1. Emergency housing - Red Cross and Anoka County Human Service Division.
 - 2. Emergency feeding - Red Cross and Salvation Army

3. Emergency clothing - Red Cross and Salvation Army
4. Counseling - Anoka County Social Services and American Red Cross.
5. Donations-American Red Cross

B. Additional responsibilities

1. Registration of victims and volunteers - American Red Cross.
2. Inquiry and Referral (regarding disaster victims) - American Red Cross
3. Law Enforcement in reception and registration centers and lodging facilities - Fridley Police Department.
4. Public Safety Peer Counseling - American Red Cross
5. Coordination of volunteer management- American Red Cross

III. Coordination of Congregate Care

The Fridley Emergency Management Director is responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, Anoka County Social Services and American Red Cross would provide a representative for the Emergency Operations Center (EOC).

IV. Available Resources

The following congregate care resources/facilities are described in the Congregate Care SOP, the Evacuation & Traffic control SOP and the Anoka County Resource Manual.

- A. Potential reception and registration centers (for incoming evacuees from other areas) .
- B. Congregate Care Facilities
- C. Mass Feeding Providers
- D. Severe Weather Shelters
- E. Bulk Food Supplies

V. Supporting Documents

Updated written agreements from shelter facilities are on file with the American Red Cross as well as the Disaster Plan for the American Red Cross. These documents are on file in the Anoka County Emergency Services Director's Office.

Annex J

Debris Clearance

Purpose

To describe how debris clearance would be accomplished following a disaster in the City of Fridley.

II. Responsibilities

The City of Fridley Public Works Department is responsible for debris clearance.

III. Policies and Procedures

- A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B. Debris would be disposed of at a place to be designated. ***See Map of proposed locations for temporary storage.***
- C. If additional debris clearance-type equipment were needed, it could be obtained from Anoka County, and from municipalities that are part of the Regional Mutual Aid Association:

IV. Refer to the Public Works Director and their standard operating guideline (SOG) for plan on these areas: sorting, collecting, establishing emergency routes, disposing of debris from private property, disposing of debris that contains hazardous materials, disposing of carcasses, and using contractors

V. Supporting Documents

A listing of construction contractors, which have debris removal-type equipment, is on file at the office of the Public Works Director.

Utilities Restoration

Purpose

To provide an overview of how utility services would be restored following a disaster/emergency.

II. Responsibilities

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

- A. Electrical Service—XCEL Energy:
- B. Gas Service—Excel Energy
- C. Telephone Service--Qwest
- D. Cable Service—Comcast
- E. Water--City of Fridley Public Works
- F. Sewer--City of Fridley Public Works

III. Service Restoration

In the event of a utility outage due to a disaster, the following offices/agencies should be called in order to restore service:

- A. Electrical Service—Xcel Energy:
- B. Gas Service—Centerpoint Energy, Minneapolis, MN
- C. Telephone Service--Qwest, Minneapolis, MN
- D. Cable Service—Comcast, Fridley, MN
- E. Water--City of Fridley Public Works Department
- F. Sewer--City of Fridley Public Works Department