



EMERGENCY OPERATIONS PLAN

2022

Prepared by: _____
Northfield Chief of Police/Emergency Service Commander

Date: _____

Reviewed by: _____
Emergency Management Director

Date: _____

Approved by: _____
Mayor, City of Northfield

Date: _____

Approved by: _____
City Administrator

Date: _____

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FORWARD

The basic 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 placed in 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 that 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.

City of Northfield
Emergency Operations Guidelines

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I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Northfield. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, emergency levee failures, pipeline leaks, and events which may invoke a national security response pose a potential threat to public health and safety in Northfield. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Northfield 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 professions and groups in Northfield. 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 Reauthorization Act [SARA] of 1986.)
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Emergency Management Act of 1996).
- D. Minnesota Statutes, Chapter 299J, as amended (The Minnesota Pipeline Safety Act).
- E. Minnesota Statutes, Chapter 299K.01 (The Minnesota Emergency Planning and Community Right to Know Act).

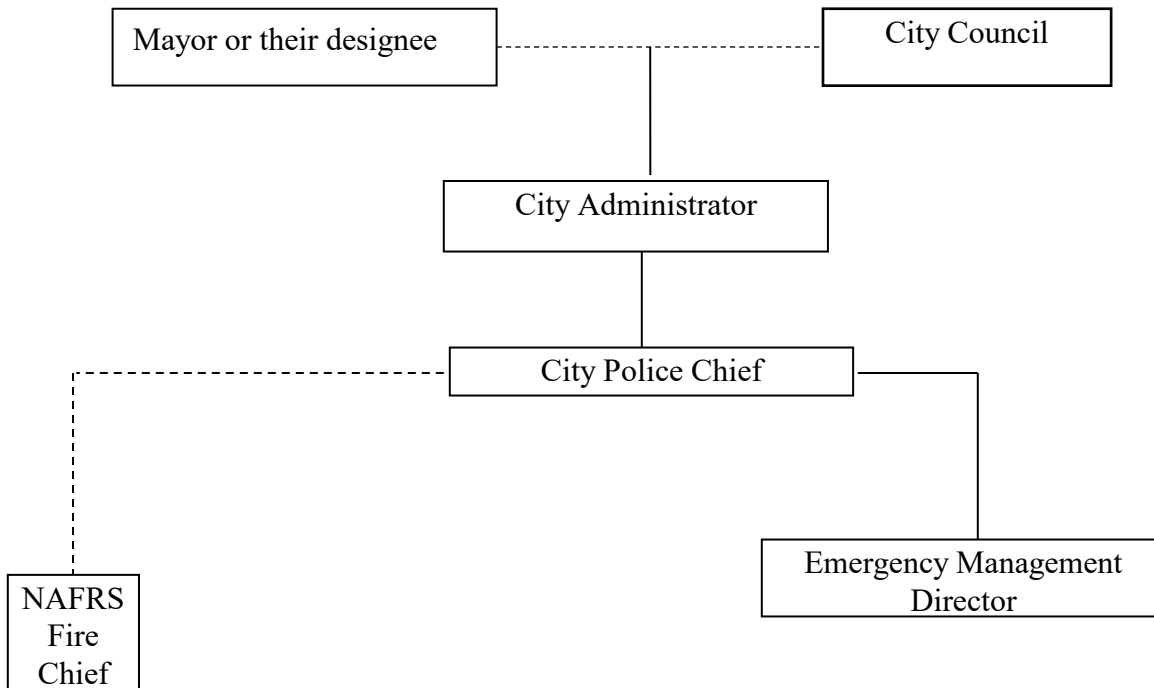
- F. City of Northfield Ordinance Section 18
- G. City of Northfield Resolution No. 2022-xxx dated April 19, 2022.
- H. Rice County Emergency Operations Plan.
- I. Northfield City Hospital Emergency Response Plan
- J. Public Memo re Mayor's Emergency Powers in Relation to EOP v.4070120 (002).pdf dated July 1, 2020.

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 organization and interrelationships are shown on Chart A.

CHART A

CITY ORGANIZATION AND INTERRELATIONSHIPS*



*Chart includes primary operational positions/departments only

** By City of Northfield Resolution No. 2001-004, dated January 16, 2001, the City Police Chief is designated Emergency Commander.

Coordinate - - - - -
Command - - - - -

V. 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 Northfield, the Mayor or their designee is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director will serve in a staff capacity to the Police Chief and will coordinate emergency operations. The Emergency Management Director will also serve as a liaison with the Dakota, Rice County Emergency Management Director(s), and/or Minnesota Department of Homeland Security and Emergency Management.

Direction and control of the city's response to a major disaster will take place from the Northfield Emergency Operating Center (EOC), which is located at the Northfield Police Station.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the city's 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. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B. Lastly, city departments and agencies are expected to develop whatever operational guidelines they may need in order to carry out these responsibilities. Copies of the departmental guidelines are to be on file in the Emergency Operations Center. In addition, these guidelines are to be reviewed on an annual basis by the appropriate department personnel.
- B. Responsibilities have been assigned by a code letter: "P," "S," or "C."
 - 1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a 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, 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.

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Chart B

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S- Support, C=Coordination

Function	Responsible Agencies	Contact Person	Administrative Position	Remarks	Chart Date
Warning and Notification	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
Direction and Control	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
Emergency Public Information	P= City Administrator	Ben Martig	City Administrator		
	S = Police Department	Mark Elliott	Police Chief	Depending on event	
		P.T. Haider	Deputy Police Chief		
Search and Rescue	C = NAFRS	Tom Nelson	NAFRS Fire Chief		
	P = Police Department	Mark Elliott	Police Chief		
	S = Northfield Hospital/Ambulance	Andy Yurek	Nfld Hospital Safety Director		
Health/Medical	P = Northfield Hospital	Andy Yurek	Nfld Hospital Safety Director		
	S = District 1 Hospital	Terry Bebeau	D1 Hospital Security Supervisor		
	S = Rice County Public Health Department	Deb Purfeerst	Director-Rice County Public Health Department		

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Function	Responsible Agencies	Contact Person	Administrative Position	Remarks	Chart Date
Evacuation, Traffic Control, and Security	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
	S = Police Reserve	Kevin Tussing	Liaison to Police Reserve		
Fire Protection	P = NAFRS	Tom Nelson	NAFRS Fire Chief		
	S = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
Damage Assessment	P = City Building Official	Mike Morehouse	Chief Building Inspector	Assisted by Rice County Assessor	
	S = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
	C = American Red Cross			Rochester office	
	C = NAFRS	Tom Nelson	NAFRS Fire Chief		
Congregate Care	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
	S = American Red Cross			Rochester office	
Debris Clearance	P = City Public Services Department	David Bennett	Public Works Director		
		Charlie Fredericks	Streets and Parks Manager		

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Function	Responsible Agencies	Contact Person	Administrative Position	Remarks	Chart Date
Radiological Hazardous Materials Protection	P = MN HSEM Duty Officer			Use HSEM Duty Officer 1-800-422-0798	
	C = NAFRS	Tom Nelson	NAFRS Fire Chief	Establish perimeter only	
Hazardous Materials Protection	P = MN HSEM Duty Officer			Use HSEM Duty Officer 1-800-422-0798	
	C = NAFRS	Tom Nelson	NAFRS Fire Chief	Establish perimeter only	
Recovery Coordination	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
Animals	P = Police Department	Mark Elliott	Police Chief		
		P.T. Haider	Deputy Police Chief		
Utilities Restoration					
-Water	P = Water Department	Justin Wagner	Utilities Manager		
	S = Waste Water Dept.	Darick Kvam	Waste Water Plant Supervisor		
-Electrical	P = Xcel Energy			Use Public Safety Emergency Contact Numbers 1-800-641-4400	

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Function	Responsible Agencies	Contact Person	Administrative Position	Remarks	Chart Date
Utilities Restoration (continued)					
-Natural Gas	P = Xcel Energy			Use Public Safety Emergency Contact Numbers 1-800-541-8441	
-Telephone	P = Century Link P = Jaguar Comm	Kurt Wolf	IT Director		
-Cable/Telephone	P = Charter Communications	Kurt Wolf	IT Director		
Pandemic	P = Police Department	Mark Elliott	Police Chief	Consultation with MDH and Dakota and Rice County Public Health	
		P.T. Haider	Deputy Police Chief		

VII. OPERATIONS POLICIES

- A. Protection of life and public property and alleviation of human distress will be the primary goals of city government emergency operations.
- B. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- C. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- D. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. These records will include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- E. In the event of a major disaster, the Mayor or their designee 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 public property.

VIII. SUPPORT

A. County Government Support

Information and assistance in securing county government support can be obtained by contacting the Dakota and/or Rice County Emergency Management Director(s).

B. State and Federal Government Support

1. General

Information and assistance in securing state or federal support should be obtained by contacting the county emergency management director. In addition, the nearest Minnesota Department of Homeland Security and Emergency Management (HSEM) Regional Program Coordinator will provide additional technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance programs is contained in Disaster Response and Recovery: Request Procedures

Relative to State and Federal Disaster Assistance Programs. This document is on file with the county emergency management director.

2. Emergency Assistance

In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the Minnesota Duty Officer may be contacted. The Minnesota Duty Officer telephone numbers are:

Outside the metro area:	1-800-422-0798
Within Minneapolis/St. Paul:	649-5451
TDD (metro):	612-297-5353
TDD (Greater Minnesota):	1-800-627-3529.

3. 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 National Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

a. Operation 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 the accomplishment of a specific task or tasks.
- (3) National Guard assistance requires a specific mission to be identified at the time of request.

b. Request Procedure

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

4. Federal Assistance

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 state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the Minnesota Duty Officer.

IX. PLAN UPDATING, TRAINING, AND EXERCISES

- A. For purposes of this plan, the City of Northfield Emergency Management Director shall serve as the planning coordinator. As such, the Emergency Management Director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary. On an annual basis, the plan will be reviewed by the Northfield Police Chief and Emergency Management Director. The Northfield Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Department of Homeland Security and Emergency Management. In order to carry out this task, the Director may request assistance from the Northfield Police Chief and Emergency Management Director(s) of Dakota and/or Rice County.
- 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 Northfield. The Northfield Emergency Management Director will maintain a plan distribution list.
- D. The City of Northfield will comply with Public Law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the Northfield Police Department - Emergency Operations Center.

This Operational Guideline (OG) is intended to provide guidance for the proper receipt and dissemination of emergency notifications and warnings in and for the City of Northfield.

I. GENERAL GUIDELINES FOR NOTIFICATION AND WARNING

- A. The Rice/Steele 911 Dispatch Center is responsible for disseminating all watches and warnings to Rice County, including the City of Northfield, except warnings for conditions that are generated within the city or county.
- B. The Rice County Warning Officer is the Rice County Sheriff and the alternate is the on-duty dispatcher.
- C. The primary Rice County Warning Point is the Rice/Steele 911 Dispatch located at 204 East Rice/Steele in Owatonna MN 55060. The secondary Rice County Warning Point is the Rice County Law Enforcement Center, located at 128 N.W. 3rd Street Faribault MN 55021.
- D. The Rice County Warning Officer is responsible for ensuring that all notifications and warnings are properly received and disseminated. (See the Rice County SOP, Annex A, for a diagram of the county warning system.)
- E. The City of Northfield Warning Officer is the Police Chief *with alternates as follows, Deputy Chief, Emergency Management Director, On Duty Shift Sergeant*. The Northfield Warning Officer is responsible for ensuring that all notifications and warnings are properly received and disseminated in the city.

II. ACTIONS TO BE TAKEN BY THE CITY OF NORTHFIELD WARNING POINT WHEN THERE IS AN IMMEDIATE THREAT TO LIFE:

- A. Warnings received from the Rice/Steele 911 Dispatch Center:
 - 1. Weather Emergencies
 - a. Contact or page the Police Chief, Deputy Police Chief, On-duty Sergeant(s) and Northfield Police Reserves.
 - b. Activate the Northfield Emergency Operations Center at staffing levels determined appropriate.
 - c. *In the event the weather emergency is local to Northfield, without a warning activation received from Rice/Steele 911 or Rice County,*

- Northfield EOC has the capability and can activate the Northfield Outdoor Warning System.*
- d. *If the Northfield EOC has activated the Northfield Outdoor Warning System, immediately inform Rice/Steele Dispatch and the Rice County EOC of the weather emergency and siren activation.*
 - e. Send an Everbridge notification
 - f. Notify KYMN radio with emergency information and updates.
2. Hazardous Materials Incidents/Accidents
- a. Contact the MN Duty Officer with details of the incident including location and other relevant information.
 - b. Determine and establish perimeters.
 - c. Contact or page the Police Chief, Deputy Police Chief, On-duty Sergeant(s) and Northfield Police Reserves.
 - d. Activate Northfield Emergency Operations Center.
 - e. Activate the Northfield Outdoor Warning System (if appropriate and directed)
 - g. Send an Everbridge notification
 - h. Notify KYMN radio with emergency information and updates.
- B. Hazardous materials incident/accident originating or involving the City of Northfield and part or all of the city must be evacuated, the following actions guidelines apply:
- 1. Contact the MN Duty Officer with details of the incident including location and other relevant information.
 - 2. Activate Northfield Emergency Operations Center.
 - 3. Identify the area, set perimeters and proceed to warn and/or evacuate. Public announcements are to be given as to the location and type of emergency that is in effect, along with information and instructions concerning evacuation routes. (See Evacuation, Traffic Control and Security Operational Guidelines for specific information)
 - 4. Contact the Rice/Steele 911 Dispatch Center requesting that the following officials and/or agencies be contacted or paged immediately:
 - a. Northfield Area Fire and Rescue Service (NAFRS)
 - b. Police Chief, Deputy Police Chief, On-duty Sergeant(s)
 - 5. Contact or page the Northfield Police Reserves.
 - 6. Activate the Northfield Outdoor Warning System (if appropriate).

7. Send an Everbridge notification.
8. Notify KYMN radio with emergency information and updates.

III. ACTIONS TO BE TAKEN BY THE CITY OF NORTHFIELD WARNING OFFICER FOR SITUATIONS NOT INVOLVING AN IMMEDIATE THREAT TO PUBLIC SAFETY

- A. Contact or page the Police Chief, Deputy Chief, On-duty Sergeant(s) and other appropriate local government officials as necessary.
- B. If appropriate contact the following
 1. Weather related emergency – Forecast Desk -National Weather Service at Chanhassen
 2. Other non-weather emergencies-Minnesota Duty Officer.

IV. TESTING PROCEDURES

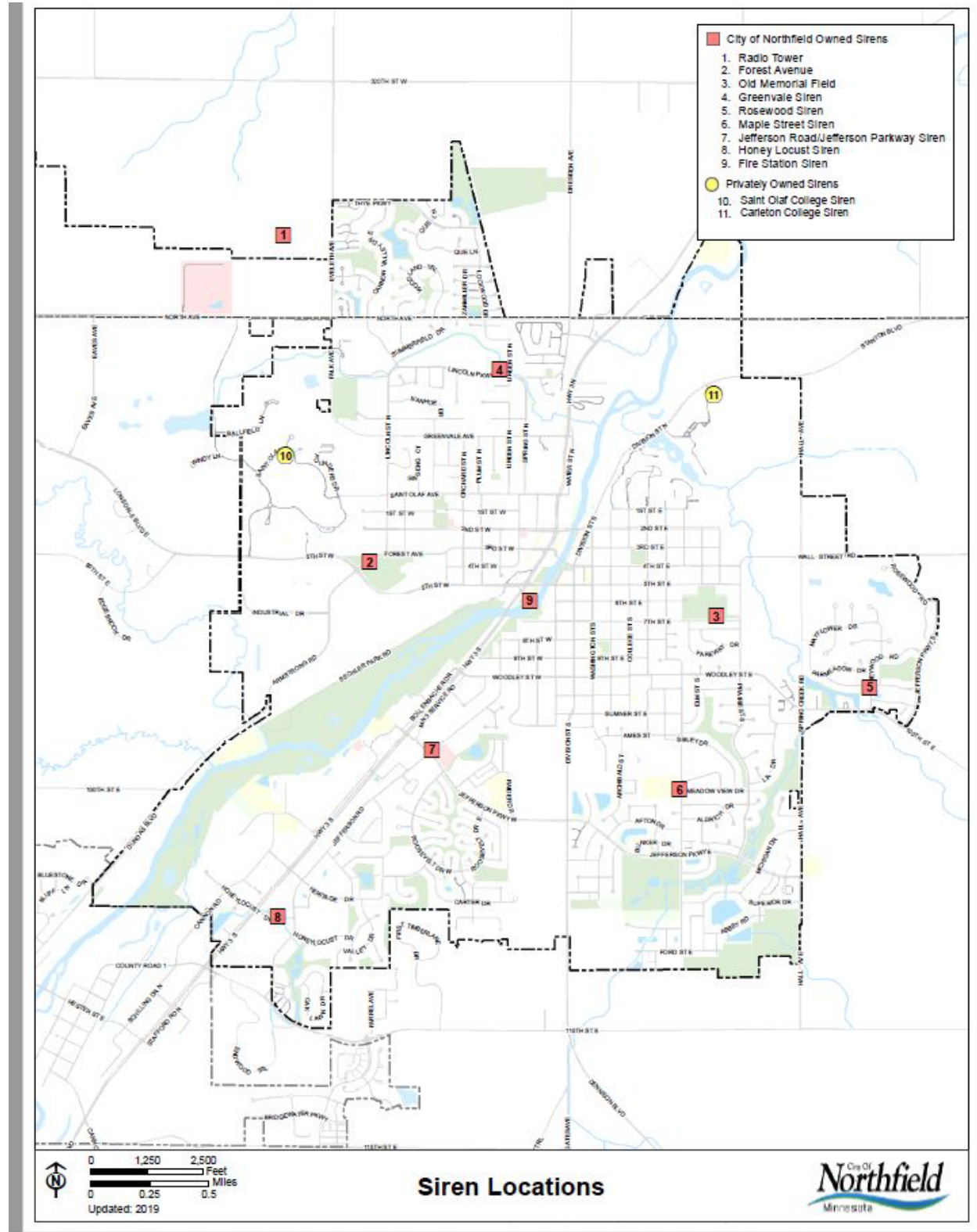
- A. At 1300 hours on the first Wednesday of each month, all Northfield Outdoor Warning System sirens will be tested using the following procedure:
 1. Activate the ALERT signal for one full cycle (3 minutes) (Steady tone)
 2. Wait three minutes
 3. Activate the ATTACK signal for one full cycle (3 minutes) (Wavering tone)

Note: Agencies responsible for activating the outdoor warning systems for this test may vary on a monthly basis.

B. Siren Locations

1. Radio Tower
2. Forest Avenue
3. Old Memorial Field
4. Greenvale Siren
5. Rosewood Siren
6. Maple Street Siren
7. Jefferson Road/Jefferson Parkway Siren
8. Honey Locust Siren
9. Fire Station Siren
10. St. Olaf College Siren (Privately Owned)
11. Carleton College Siren (Privately Owned)

CITY OF NORTHFIELD
Operational Guidelines
Annex A, Notification and Warning
Revision: 2022



V. AUTHENTICATION

Date

Chief of Police, City of Northfield

This Operational Guideline (OG) is intended to provide specific guidance for Direction and Control by city administration during a disaster situation.

I. GENERAL

In the event of a disaster, the city administration must provide Direction and Control for emergency operations and the continuance of local government. The Emergency Operations Center would be activated to provide a location where staff would meet to make decisions and implement policy as directed by administration.

The Emergency Management Director is the liaison between administration and emergency response personnel and is also responsible for the development, maintenance and updating of this city multi-hazard plan.

II. RESPONSIBILITIES

- A. Mayor: The Mayor of the City of Northfield 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
Mayor Pro-Tem

- B. City Administrator: The City Administrator of Northfield shall be responsible for ensuring overall direction and control of city government resources involved in the response to a disaster.
- C. Emergency Service Commander: The Emergency Service Commander, by Resolution 2001-004 is the Chief of Police, who will coordinate emergency operations.
- D. Emergency Management Director: The Emergency Management Director will serve in a staff capacity to the Chief of Police, and shall coordinate all aspects of this plan.

III. NORTHFIELD EMERGENCY OPERATIONS CENTER (EOC)

Direction and control of the Northfield response to a disaster shall be carried out at the Emergency Operations Center (EOC) located in the Northfield Police Department 1615

Riverview Drive, Northfield MN. In the event the primary EOC is unavailable, the Northfield City Hall would serve as the backup EOC. If both facilities are unavailable, city administration and the Emergency Service Commander would select a facility that would meet the requirements to mitigate the incident.

A. Criteria for EOC Activation

The degree of EOC activation will be determined by the severity of the emergency.

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, i.e. tornado, flooding, blizzard, etc. or a hazardous materials incident/accident that is a controlled release of a reportable product (Response Level 1).
2. The EOC will be fully activated in response to an actual impact resulting in a threat to life and property. This would include but is not limited to, the public and private sector that requires a coordinated response effort.
3. If determined necessary, the Emergency Service Commander may activate a mobile command post to serve as an on-scene command post. The Emergency Service Commander or their designee will be responsible for coordinating the activities at the scene of all city of Northfield resources. Personnel staffing the mobile command post are to keep the primary EOC informed, on a timely basis, of response efforts.

B. Responsibility

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the Northfield Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

EOC staff are 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(s) are familiar with the duties which he/she is expected to perform at the EOC.

1. Partial Activation

Staffing shall consist of the Emergency Management Director, Police Chief and/or Deputy Police Chief. The Emergency Service Commander may request additional staff report to the EOC as appropriate and necessary.

2. Full Activation

Staffing shall normally consist of the Emergency Management Director, Police Chief, Fire Chief (Northfield Area Fire and Rescue Service NAFRS), Director of Public Works, City Administrator and the Mayor.

City Council members shall be provided a meeting space at Northfield City Hall, so as to allow the Mayor and City Administrator accessibility. Should Northfield City Hall be unavailable/unusable, City Council members shall be provided a meeting space in the vicinity of the primary or secondary EOC.

D. Communications Capability

The Emergency Service Commander or their designee is responsible for ensuring that all communications systems, primary and alternate, are operational and that communication links between response personnel and EOC operations are identified.

1. Communications capabilities of the EOC:
 - a. EOC to police, fire, public works, and EMS
 - b. EOC to neighboring community's/county's Emergency Operations Centers
 - c. EOC to Hospitals
 1. EOC to Northfield Hospital
 2. EOC to District One Hospital, Faribault
 - d. EOC to Emergency Command Vehicle
 - e. EOC to Public Works

E. Emergency Power

The Northfield EOC is equipped with an emergency power source. This power source is a 100 kW generator that can be automatically or manually activated. The generator is supplied with diesel fuel by an underground tank with a 30-day fuel capacity.

F. EOC Equipment and Supplies

The Northfield Emergency Management Director is responsible for ensuring the EOC is operational. This includes the arrangement for necessary maps, displays, tables and chairs, communications equipment, message logs, and any other materials deemed necessary to ensure the full function and use of the EOC.

IV. SPECIFIC PROCEDURES TO BE IMPLEMENTED FOR DIRECTION & CONTROL:

A. Assessment of the Situation

1. Upon notification of a disaster situation, the Emergency Management Director shall contact the Emergency Service Commander who in turn will notify other key staff members; choose a meeting location and do an assessment of the situation. The assessment shall determine if a partial or total activation of the Emergency Operations Center (EOC) is necessary and the staffing required for the duration of the incident.

B. Activation of the Emergency Operations Center:

1. The Emergency Management Director and/or the Emergency Service Commander will activate the EOC.
2. The Emergency Service Commander or their designee shall contact other EOC and city staff members as required.
3. The members of the EOC staff shall be responsible for the operations of their particular service or assignment.
4. Coordination of Operations shall be the responsibility of the Emergency Service Commander or their designee. City Administration shall be responsible for administrative decisions, recommending disaster declarations and social controls (curfews) to the Mayor and City Council, assisting with public information and reassuring the community that the situation is being managed.

C. Emergency Policies to be Implemented:

1. The Emergency Service Commander, in consultation with the City Administrator, shall decide when the Mayor and City Council should be notified and briefed about the situation. The Mayor and City Council are responsible for emergency policies, i.e. emergency curfews, authority to

purchase necessary equipment and supplies and enter into legal contracts to help mitigate the incident (the Mayor does have authority to make Emergency Declarations).

D. Declaration of Emergency

1. Only the Mayor or their legal successor(s) may declare a local emergency. (Listed in Section II of this Annex). The Emergency Declaration may not be continued for a period in excess of three days except by or with the consent of the city council. Any order or proclamation declaring, continuing or terminating a local emergency must be given prompt and general publicity and filed promptly by the City Clerk or their designee for the City of Northfield.

E. Emergency Information for Press Release

1. The City Administrator or their designee in consultation with the EOC staff are responsible for developing and providing all emergency information for press releases. The Emergency Service Commander and Emergency Management Director shall be utilized for providing current operational information and be available for technical questions and/or information.

F. Re-Evaluate and Revise

As soon as possible, the Emergency Service Commander shall meet with the City Administrator or their designee to evaluate the situation, discuss options and revise operations if necessary.

G. Continue the Process

In the event that the situation is going to be an extended incident, provisions will be coordinated by the EOC staff, Mayor, City Council and City Administrator for continuing the Direction and Control of the emergency situation and the routine daily operations for the City of Northfield.

V. AUTHENTICATION

Date

City Administrator, City of Northfield

CITY OF NORTHFIELD
Disaster Checklist
CITY ADMINISTRATOR

The City Administrator of Northfield shall be responsible for ensuring overall direction and control of city government resources involved in the response to a disaster.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

INITIAL RESPONSE ISSUES

- _____ If you have not received official notification, contact Emergency Service Commander for details.
- _____ Ensure that the Emergency Service Commander or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- _____ Plan for any potential impacts on personal family and employment needs.
- _____ Request a briefing from the Emergency Service Commander ASAP.
- _____ Contact Mayor and provide briefing.
- _____ Contact City Department Heads for support.
- _____ Brief the Council.
- _____ Consult with Mayor to determine appropriate actions related to public information. Serve as PIO or delegate as appropriate.
- _____ Discuss the need for an Emergency Declaration with the Mayor.
- _____ In consultation with the City Administrator and Emergency Service Commander, determine whether or not county, state or federal assistance should be requested.
- _____ Discuss the need to waive bidding requirements during a disaster.
- _____ Ensure project number coding for all emergency expenses with the Finance Department as needed.
- _____ Ensure documentation of all actions and decisions.
- _____ Review Emergency Operations Plan.

LIFE SAFETY ISSUES

- _____ Make sure your family is prepared for your being gone over a period of time and that their needs are met.
- _____ Make sure all of your personal needs are met for a long-term duration (Check Handbook).
- _____ Review operational decisions to ensure safety for emergency responders and the general public.

SECONDARY ISSUES

- _____ Attend meetings with the operational command staff
- _____ Prepare legal declaration of disaster with legal staff and council if necessary. (See page 31 in Government Officials handbook).
- _____ Schedule and present updates to the public and news media.
- _____ Be liaison with state and federal representatives
- _____ Make plans for rotating your responsibilities if long term situation.

CITY OF NORTHFIELD
Disaster Checklist
MAYOR

The Mayor of the City of Northfield will be responsible for ensuring overall direction of policy making decisions regarding city government resources involved in the response to a disaster.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

INITIAL RESPONSE ISSUES

- _____ If you have not received official notification, contact City Administrator for details.
- _____ Ensure that the Emergency Service Commander or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- _____ Plan for any potential impacts on personal family and employment needs.
- _____ Request a briefing from the City Administrator ASAP.
- _____ Request a briefing from the Emergency Service Commander ASAP if the Administrator is not available.
- _____ Review the Administrators Checklist if the Administrator is not available.
- _____ Discuss the responsibilities of that position with the person replacing the Administrator to ensure everyone understands their responsibility.
- _____ Be ready to respond to the EOC or City Hall if an emergency meeting is necessary.
- _____ Be ready to issue a declaration of local emergency (Minnesota Statutes 12.29).
- _____ Consult with City Administrator to determine if any communication and/or convening of the City Council is appropriate or necessary.
- _____ Consult with City Administrator who serves as Public Information Officer to determine appropriate actions related to Public Information. Serves as spokesperson for the City Council. May serve as spokesperson in certain situations in coordination with the PIO.
- _____ In consultation with the City Administrator and Emergency Service Commander, determine whether or not county, state or federal assistance should be requested.
- _____ Promulgation of necessary short-term emergency regulations as declarations by proclamation that have not otherwise been passed by the Governor or City Council.
- _____ Authorize by proclamation declaration the finance department to waive the bidding process if appropriate.
- _____ Review Section 9 - 13 in the "Emergency Management Handbook for Government Officials."

LIFE SAFETY ISSUES

- _____ Make sure your family is prepared for your being gone over a period of time and that their needs are met.
- _____ Make sure all of your personal needs are met for a long-term duration (Check Handbook).

SECONDARY ISSUES

- _____ Make plans for rotating your responsibilities if long term situation.

CITY OF NORTHFIELD
Disaster Checklist
City Council

The Mayor of the City of Northfield will be responsible for ensuring overall direction of policy making decisions regarding city government resources involved in the response to a disaster.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

INITIAL RESPONSE ISSUES

- _____ If you have not received official notification, contact Mayor for details.
- _____ Ensure that the Emergency Service Commander or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- _____ Plan for any potential impacts on personal family and employment needs.
- _____ Request a briefing from the Mayor or City Administrator ASAP.
- _____ Request a briefing from the Emergency Service Commander ASAP if the Administrator is not available.
- _____ Be ready to respond to City Hall if an emergency meeting is necessary.
- _____ Be ready to confirm the Mayor's declaration of local emergency if necessary (City Code 18.30).
- _____ Promulgation, rescind or extend necessary short-term emergency regulations by resolution that have not otherwise been passed by the Governor.
- _____ Pass along to the public official city communication on messaging about the emergency as appropriate or necessary.
- _____ Share appropriate concerns or information from the public to the City Administrator.
- _____ Authorize the finance department to waive the bidding process and assign a Purchase Order (PO) number for all disaster purchases and activities, if necessary.
- _____ Review Section 9 - 13 in the "Emergency Management Handbook for Government Officials."

LIFE SAFETY ISSUES

- _____ Make sure your family is prepared for your being gone over a period of time and that their needs are met.
- _____ Make sure all of your personal needs are met for a long-term duration (Check Handbook).

SECONDARY ISSUES

- _____ Make plans for rotating your responsibilities if long term situation.

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The following pages are intentionally unnumbered to serve as originals for copying in the event they are needed in an emergency.

**CITY OF NORTHFIELD
EMERGENCY DECLARATION**

WHEREAS, the City of Northfield in Rice County of Minnesota has sustained severe losses of a major proportion, brought on by _____
(Description of the Emergency)

WHEREAS, the City of Northfield is a public entity within the State of Minnesota, and

WHEREAS, the following conditions exist in the City of Northfield in Rice County, Minnesota, as the result of the disaster: (Description of disaster)

NOW, THEREFORE, BE IT RESOLVED, that the Mayor/Council of the City of Northfield acting on behalf of and for the people of Northfield declare that a State of Emergency exists within the City of Northfield, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute and Chapter 235 of the City of Northfield Code of Ordinances.

Attest: _____

Date: _____
Date: _____

**CITY OF NORTHFIELD
CURFEW DECLARATION**

WHEREAS, a disaster proclamation has been issued, and

WHEREAS, the disaster resulted in a State of Emergency for the City of Northfield, and

WHEREAS, it is possible to believe that a threat to the lives, health and property of our citizens exists,

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield has declared an

"EMERGENCY CURFEW" to be in effect in the City of Northfield from the times of

_____ to _____
(Time start of daily curfew) (Time end of daily curfew)

until further order.

Attest: _____ Date: _____

_____ Date: _____

**CITY OF NORTHFIELD
EVACUATION DECLARATION**

WHEREAS, a disaster proclamation has been issued, and

WHEREAS, the disaster has resulted in a State of Emergency for the City of Northfield, and

WHEREAS, it is possible to believe that a threat to the lives and health of our citizens exists,

NOW, THEREFORE, BE IT RESOLVED, that we do declare that the area bordered by

_____ on the North,

_____ on the South,

_____ on the West

and _____ on the East,

be immediately evacuated.

This proclamation is in effect until further notice.

Attest: _____ Date: _____

_____ Date: _____

EVACUATION NOTICE TO THE PUBLIC

Attention:

There has been a hazardous materials incident involving:

(Name of the product)

located at:

(Name of the facility and address)

This hazardous material is dangerous and you are in the declared
DANGER AREA.

DO NOT DELAY. LEAVE IMMEDIATELY

Take items with you that you need such as eyeglasses, medicine, special foods, baby supplies and pets. Listen to KYMN or look for Everbridge Notification for information when you leave. DO NOT remain in the area and DO NOT return until you have been told to do so. If you need transportation, tell me now so we can make arrangements.

Listen to KYMN or look for Everbridge Notification for instructions about community shelters if you do not have a place to go.

EVACUATION CHECKLIST FOR THE PUBLIC

Items that should be remembered for an evacuation of your home or business should include:

- Identification such as a driver's license
- Cash, checkbook, credit cards & important papers
- Medications & prescriptions
- Vehicle, house and business keys
- Dentures & eyeglasses
- Important phone numbers
- Change of clothes and personal items for each person
- Clothing specific for the weather
- Secure your home: Doors, utilities, pets.
- Take a portable radio, flashlight, food and drinking water
- Leave a destination and phone number with a friend, neighbor or evacuation authority if no one else is available.

This Operational Guideline (OG) is intended to provide guidance on specific tasks to be performed by the Public Information Officer (PIO) and their staff.

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

Situations

1. In an emergency, the City must have means of communicating with the public response and recovery activities local government is providing and directions the public should take to assist themselves and public safety officials.
2. There are many modes of communications outlets to the community. Radio, television, newspapers, government websites and social media, email, emergency hotlines, etc.
3. Many non-English speaking populations live in the city of Northfield. They along with the elderly community and people with disabilities are especially vulnerable during an emergency incident/disaster.
4. The Emergency Operations Center (EOC) and/or the Incident Commander will need to relay information to the public in a unified and controlled manner. All forms of these Communications must pass through the Public Information Officer (PIO).

Assumptions

1. When multiple organizations are involved in an emergency response, the Incident Commander may establish a Joint Public Information Center (JPIC).
2. All responding agencies will coordinate the release of information through the PIO.
3. All media will be directed to the designated PIO only for the release of information to the public.

III. SPOKESPERSON

The Public Information Officer (PIO) for the City of Northfield during *an incident/disaster* is the City Administrator or their designee.

All information relating to emergency incidents would be released through the PIO with approval from the appropriate department representative that has expertise concerning the incident, i.e. fire emergencies would use a fire staff person, civil disorders would use a police staff person etc.

Incident Command responsibilities are clearly defined in the Operational Guidelines for this annex.

III. GENERAL

- A. Contact other public information staff members and review the situation.
- B. If appropriate, contact the Rice or Dakota County PIO and check on the status in other locations throughout Rice or Dakota County.
- C. Inform the news media and other information sources regarding information briefings, time schedule and location.
- D. Accept media and public inquiries.
- E. Release prepared messages to the media.
- F. If appropriate, confer with state, federal and private sector agencies in order to obtain and coordinate the release of technical information to the media and public.

IV. POLICIES AND PROCEDURES

If it becomes necessary to establish a news briefing room, the best available room will be identified at the time of the emergency and in consultation with the Emergency Service Commander and Emergency Operations Center staff. All information released to the public will be handled at this location. News media personnel would be asked to report to the designated location for all briefings.

In the event of a protracted disaster/emergency, news releases would be issued to the public on a regular basis through the Public Information Officer.

V. SUPPORT DOCUMENTS

Prepared public information supplements for release to radio, TV and newspapers are on file in the Emergency Operations Center.

VI. CITY OF NORTHFIELD MEDIA RELATIONS

Media contacts should be routed to the department head or designee for official information. Employees should NOT release information to the media unless instructed by the supervisor or department head. City Administration should be notified in all cases with a summary (or copy) of the information released so they have knowledge of information released and the person who presented the information to the media/public.

A. Crisis Media Relations

Crisis media relations will be coordinated through the City Administrator or their designee. All official public information will be released through their office.

QUESTIONS THE MEDIA MAY ASK IN A CRISIS:

1. CASUALTIES

- Numbers killed or wounded
- Number who escaped from the disaster
- Nature of the injuries
- Care given to the injured
- Where injured are being taken or cared for
- Disposition of the dead
- Prominence of anyone who was killed or injured
- How escape was hindered or prevented
- Morgue and body storage will be determined based on the nature of the disaster and casualty numbers.

2. PROPERTY DAMAGE

- Estimated value of loss
- Description (type, kind of building, etc.)
- Importance of the property (historic value, environment value, etc)
- Other property threatened
- Insurance protection
- Previous emergencies in the area

3. CAUSES

- Testimony of participants or witnesses
- Testimony of key responders (police, fire, EMS, etc.)
- How emergency was discovered
- Who sounded the alarm (warned the public)
- Who summoned aid
- Previous indications of danger

4. RESCUE AND RELIEF

- The number engaged in rescue and relief operations
- Any prominent persons in the relief
- Equipment used
- Handicaps to the rescue
- Care of the destitute and homeless
- How the emergency was prevented from spreading
- How property was destroyed
- Acts of heroism

5. DESCRIPTIONS OF THE CRISIS OR DISASTER

- Spread of the emergency
- Blasts and explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration (or projected duration)
- Collapse of structures
- Color of flames or smoke
- Extent of the spill or leak

6. ACCOMPANYING INCIDENTS

- Number of spectators, spectator attitudes and crowd control
- Unusual happenings
- Anxiety, stress of families, survivors, etc.

7. LEGAL ACTIONS

- Inquests, coroners reports, etc.
- Policy follow-up
- Insurance company actions
- Professional negligence or inaction
- Suits stemming from the incident

(Adapted from the book, Emergency Public Relations Manual by Alan Bernstein)

B. Media "DOs AND DON'TS"

1. Treat all reporters equally. Don't get them mad at you. What you give to one reporter (in terms of photo opportunities and information) give to all.
2. Release only verified information. Deal with them here and now. DON'T SPECULATE.
3. Select credible spokespeople, train them and make sure they are well informed.
4. Be accessible to the media so they won't go to other sources for news.
5. Tell your story quickly, openly and honestly to prevent suspicion and rumors.
6. Record events as the crisis evolves.
7. Avoid "no comment" as it leads to suspicion and speculation.
8. Don't debate the subject.
9. Don't attempt to assess blame. Address and solve the problem at hand.
10. Don't make "off the record" statements. There is no such thing.
11. Don't speculate about:
 - Dollar value of loss
 - Resumption of normal operations
 - Outside effects of the event
 - Hypothetical questions

NOTE:

1. *Being available to reporters does not mean being casual.*
2. *If there is a time conflict, ask the reporter for their absolute deadline.*

3. *Explain why you cannot respond immediately, e.g. need more time to gather factual information and promise to get back to them.*
4. *Get the facts, verify the information and then **get back to them.***

C. THE MEDIA INTERVIEW

1. Take advantage of the media opportunity.
2. Who has been or will be interviewed.
3. What did others say.
4. What is the reporter's deadline.
5. Establish the ground rules: when, where, and length of time.
6. Alert city administration for assistance with aspects of the story.
7. Prepare for the interview:
 - Who is the audience? (This is not the reporter)
 - Determine the communications objective and key messages.
 - Remember: This is your opportunity to get the message to the public.
8. The interview:
 - Be yourself.
 - Stick to the subject agreed upon earlier.
 - Only answer the questions in your area of expertise. It is acceptable to say you don't know something. However, say you will find out and follow through.
 - **There is no such thing as "off the record".**
 - Repeat your key message.
9. After the interview:
 - Evaluate whether or not you shared your key message and achieved your communications objective.
 - Evaluate whether the piece was generally accurate.
 - Address kudos or issues with the reporter.

D. ELEMENTS OF A NEWS RELEASE

1. **The title** should tell the reader about the major benefit of the information contained in the news release.

2. **The lead paragraph** should be interesting, factual, statistical and intriguing as you remind the readers of the problem.
3. **The second paragraph** should provide the answer to the problem. Readers may only read up to the second paragraph before they decide whether or not to continue reading.
4. **Quotes** should be intelligent and knowledgeable so that the readers feel secure that you are the expert and the person to call.
5. **Transitions.** Since each paragraph is a new thought, it's important for the reader to know where they are headed as they read each new paragraph. Every paragraph should have its own transition sentence, including one with a quote.
6. **The last paragraph.** This is the place to use your advertising savvy to sell your readers and tell them why they should use your product or service.
7. **The end.** The last part of the news release is to write the "call to action". This is where you should be contacted for more information. Write the information in bold and always list your business, address and phone number or any other pertinent information such as your scheduled hours and contact person.

VII. AUTHENTICATION

Date

City Administrator, City of Northfield

CITY OF NORTHFIELD
Disaster Checklist
PUBLIC INFORMATION OFFICER (PIO)

INITIAL RESPONSE ISSUES

_____ The City Administrator or their designee will fill the role of Public Information Officer. In the case where the City Administrator designates a Public Information Officer, the following criteria must be considered:

- This person must be comfortable working with the news media;
- Have a good background of emergency services;
- Have a good knowledge of the Northfield community;
- Work well under stress.

_____ The PIO must be at the Emergency Operations Center.

_____ Meet with the Emergency Service Command person to get a briefing ASAP.

_____ Prepare a short media release that gives a quick overview of the situation.

_____ Be prepared to give the following:

- What the situations/incident is.
- What the city is doing now.
- Pertinent life safety information.
- A time when you will get back to them with more information in the near future.
(No later than one half hour.)

_____ Brief the city council about the situation.

_____ Record and document all press releases and emergency information.

_____ Establish a space outside of the Emergency Operations Center facility where information will be provided to the media – print and broadcast. This space must be well lit and large enough to accommodate a number of media representatives and their support personnel as well as have infrastructure capable of handling requirements of their equipment. Information to be distributed at this location may include announcements, relevant

emergency information, and emergency phone numbers appropriate for distribution as determined by the Emergency Operations Center staff

- _____ Review the operational guideline for the PIO.
- _____ Ask the Emergency Service Commander if you have any questions about information released.
- _____ Provide a phone number for citizens to call and have a prepared message recorded that answers many general questions. Update message when appropriate.
- _____ Get information about the disaster on the City of Northfield website for press releases and general instructions for the public. Announce the Website address (and phone number for recorded messages) during all live press releases.
- _____ Update the Dispatch Center as quickly as possible so they can tell callers to listen to the radio, recorded phone message or check the Website for information.

LIFE SAFETY ISSUES

- _____ The most important information released is a factual account of what is happening.
- _____ Provide all information that affects life safety issues, i.e. hazardous release in an area and what the public should do to protect themselves.
- _____ Provide short, and accurate information so the media can release to the public for their protection.
- _____ Meet with the EMS and health officials to see if any emergency instructions/information should be released immediately (or when) and get that information to the media ASAP.

SECONDARY RESPONSE ISSUES

- _____ Prepare your replacement and make a schedule so someone is always available as the PIO.

CITY OF NORTHFIELD
Operational Guidelines
Annex C, Emergency Public Information
Revision: 2022

_____ Check with the media and get their deadline schedules. Work with them so they can do their releases on time.

_____ Be prepared to answer questions about emergency operations and what the city is doing to accommodate the public need.

_____ Prepare the Emergency Service Commander and the Mayor to be available at times for the press.

Public Information would be disseminated through the following stations:

Television Stations

WCCO TV (Channel 4)	NEWS DESK: 612- 330-2509	Email: tips@wcco.com
KSTP TV (Channel 5)	NEWS DESK: 651-642-4412	Email: newsreply@kstp.com
KMSP TV (Channel 9)	NEWS DESK: 952-946-5726	Email: fox9news@foxtv.com
KARE TV (Channel 11)	NEWS DESK: 763-546-1111	Email: news@kare11.com

Newspapers

Northfield News	Phone: 507-645-5615	Email: editor@northfieldnews.com
Star Tribune	News Desk: 612-673-4414	Email: releases@startribune.com
Pioneer Press	News Desk: 651-228-5490	Email: breakingnews@pioneerpress.com
Associated Press	News Desk: 612-332-2727	Email: apmpls@ap.org

Radio

KYMN (95.1 FM)	News Director 612-756-0490	Email: Rich@kymnradio.net
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**Checklist
Educating the Media
About Disaster Operations**

Effective planning for emergencies requires managers to ensure that the local government has informed media representatives of emergency preparedness and response operations, in order to meet both groups' responsibility to inform the public effectively and accurately about the emergency. Make certain that:

The government already has taken steps to dispel disaster myths by educating the media on disasters and their effects.

Communications plans have been developed to encourage coverage of mitigation and preparedness activities.

In conjunction with the government, the media have developed written plans for emergencies and disasters.

Local radio and television stations have backup power for emergencies and have procured the equipment necessary to report on one.

Media representatives know how to confirm warnings.

The government and the media share information on staffing during disasters.

Emergency management and public information staff know how to reach appropriate media representatives if a station needs to be activated during off-hours.

The government's emergency management plan addresses how to get accurate information to the media.

The key players on the local government emergency management plan (the chief executive officer, chief administrative officer, emergency manager, public information officer, and/or similar positions) understand their responsibilities for coordinating with the news media.

The government's plans take into account specialized media (e.g., those that reach minority and ethnic populations); warnings are provided in Spanish, French, or any other appropriate languages.

The government and media have worked together to ensure that information provided to citizens is specific and accurate.

The government holds periodic meetings with the media to clarify and responsibilities.

Appropriate government and media personnel conduct periodic joint training or exercises on what to do in an emergency.

Adapted from the training workbook Media Relations for Local Governments: Communicating for Results, copyright 1996. ICMA, Washington, D.C. For more information on ICMA training packages, write or fax the ICMA University at 777 North Capitol Street, N.E., Suite 500, Washington, D.C. 20002-4201; fax, 202/962-3500.

GENERAL PUBLIC INFORMATION

A. Keep battery or hand-crank powered radios tuned to KYMN. Follow emergency instructions provided by City and/or Emergency Operations staff.

B. HOME OWNERS - If appropriate and if time permits, homeowners should:

1. Turn off all utilities at the main power switch and close gas valves if evacuation is necessary. DO NOT touch electrical equipment unless it is in a dry area and you are standing on a piece of dry wood while wearing rubber gloves and rubber soled boots or shoes.
2. Fill bathtubs, sinks and other containers with clean water in case regular supplies become contaminated.
3. Board up windows or protect them with storm shutters or tape to prevent flying glass.
4. Bring outdoor possessions inside the house or tie them down securely. This includes lawn furniture, garbage cans, tools and other moveable objects that might be swept away.

C. VEHICLE SAFETY - If it is safe to evacuate by car, you should consider the following:

1. Stock the car with non-perishable foods (like canned goods, etc.), a flashlight, blankets, a portable radio, first aid kit, dry clothing and any special medications required by you or your family.
2. Keep the gas tank at least half full at all times. Gasoline pumps may not be working if electricity is not available.
3. DO NOT drive where water is over the roads. Parts of the road may already be washed out and you will not see that.
4. If your car stalls in a flooded area, abandon it as soon as possible. Flood waters can rise rapidly and sweep a car (and its occupants) away.

This Operational Guideline (OG) is intended to provide guidance for the Search & Rescue of victims affected by a disaster situation.

I. GENERAL GUIDELINES FOR BUILDING SEARCHES

- A. When the decision is made that Search & Rescue (S&R) must be implemented to look for victims and rescue victims that need assistance, the Northfield Police Department shall be responsible for implementing S&R with the assistance of the Northfield Area Fire and Rescue Service and other public safety organizations and volunteers from the community.
- B. The Emergency Operations Commander will appoint a member of the police department to be the Search and Rescue Coordinator (S&R Coordinator). The individual appointed will develop a plan of action for S&R with representatives from the Northfield Area Fire and Rescue Service and Northfield Public Works.
- C. If it is necessary to do a S&R because of damage by severe weather, the S&R Coordinator shall divide the affected area in quadrants, i.e. 2-4 square blocks, and assign a team consisting of the following to do S&R in that assigned area:

Ideal Team composition

- 1. Public Services –
 - a. Front-end loader or other Public Services vehicle that can push debris off the streets;
 - b. Each Public Services vehicle should have two personnel if possible;
 - c. Chain saws for cutting downed trees if they obstruct the street;
 - d. Chains or cables of sufficient size for object removal.
 - 2. Ambulance with two personnel
 - 3. Fire truck with rescue and pumping capabilities staffed by 4 firefighters
 - 4. Law enforcement officer for security and enforcement issues.
- D. Each team will have a “team leader” and each team will be assigned to a specific area to do search and rescue functions. If additional assistance is required, the “team leader” for that sector will contact the S&R Coordinator and request the type of assistance needed, i.e. more staff, another fire truck, etc.
 - E. The S&R Coordinator will instruct each team to mark the front entrance (address

side of the building) in such a manner to indicate the building has been searched. Preferred marking method is colored electrical tape in an 'X' pattern on the front door or window. **This marking system shall be used to mark all buildings that have been searched.**

- F. Teams that find victims shall contact the S&R Coordinator with the location and number of victims for documentation. The S&R leader will share that information with the EMS personnel at the Command Center.
- G. S&R teams requiring special equipment, i.e. large construction equipment, search dogs, etc. shall make their requests through the S&R coordinator.
- H. S&R teams that have completed a their assignment shall check with the S&R coordinator for further assignments or report back to the staging area if ordered the S&R coordinator.

II. GENERAL GUIDELINES FOR LOST PERSON SEARCHES

- A. When the decision is made that Search & Rescue (S&R) must be implemented to look for victims who are lost or missing that need assistance, the Northfield Fire Department shall be responsible for implementing S&R with the assistance of other public safety organizations and volunteers from the community.
- B. The Officer-in-Charge (OIC) for the Fire Department shall meet with representatives from the police department to be briefed about the situation and coordinate plans for the search effort. If additional staffing is needed, the OIC may page any of the following agencies:
 - 1. Page an "all call" for more Northfield firefighters
 - 2. Contact mutual aid fire departments if needed
 - 3. Activate the Northfield Police Department reserves
 - 4. Request assistance from the sheriff's posse
 - 5. Contact the State Duty Officer for the Minnesota Search and Rescue Dog Association (MnSARDA) and other professional search organizations
 - 6. Contact the prison to see if they have staff and radios available for assistance.

II. GENERAL GUIDELINES FOR LOST PERSON SEARCHES - continued

- C. The OIC shall divide the search area into quadrants and assign teams or two or more personnel to conduct searches in their assigned area. All teams will have radio contact with the OIC by using the fire frequency, assigned police frequency or an NARERT frequency assigned for that specific function.

III. MUTUAL AID AGREEMENTS

- A. The Northfield Fire Department has a mutual aid agreement with other fire departments to render aid to each other as needs dictate and the local situation allows.

IV. AUTHENTICATION

Date

Chief of Police, City of Northfield

CITY OF NORTHFIELD
Disaster Checklist
SEARCH AND RESCUE

INITIAL RESPONSE ISSUES

- ___ The OIC of the police department shall assign someone the responsibility of Search & Rescue (S&R).
- ___ The S&R coordinator shall be located at the Command Center and work closely with the Operations & Logistics coordinators.
- ___ Meet with representatives from Fire Department, Public Works, and EMS to establish “sector teams”. (See the Guideline, I-C for information)
- ___ Have dispatch page the ham radio personnel (NARERT) and have them report to staging. (A member of NARERT should be in the command center and assigned to the S&R coordinator for communications with other members.)
- ___ Make sure that Command has requested mutual aid and know the Staging area for all resources. *Get maps for Staging to distribute to mutual aid responders.*
- ___ Ensure that all sector teams have communications with S&R.
- ___ Assign quadrants for each team to search. The size of the quadrant will depend on the size of the incident and the number of resources available.
- ___ Review the marking system with all sector leaders. (Front doors or a piece of structure by the front door shall be marked with barricade tape when the structure has been searched)
- ___ Make sure the Incident Commander has contacted the State Duty Officer (800-422-0798) and requested MnSARDA for assistance if necessary.
- ___ Make sure that adequate generators and lighting are available for S&R staff.
- ___ Contact the prison for assistance if needed.
- ___ Order additional equipment and staff as needed through Operations & Logistics

LIFE SAFETY ISSUES

- ___ Make sure you know if hazardous materials are involved in the search and area. Get the name of amount of Hazmat and provide that information to the S&R Sector Leaders.
- ___ Make sure the Sector Leaders keep you updated on all life safety issues during the searches.
- ___ Assign a Safety Officer to identify specific safety issues for the S&R teams.

CITY OF NORTHFIELD

Disaster Checklist
SEARCH AND RESCUE

SECONDARY ISSUES

- ___ Discuss the need for a secondary search of areas if necessary.
- ___ Have the Planning Sector develop a relief plan for S&R teams.
- ___ Make sure that supplies, including fuel for S&R vehicles are available.
- ___ Make sure that Chaplains are available for rescuers if necessary.

This Operational Guideline (OG) is intended to provide guidance for the Health & Medical needs of victims during a disaster situation.

I. GENERAL

- A. All resources, including staff and equipment involved in care and transportation of victims must be coordinated by the Health and Medical Coordinator (H&M Coordinator).
- B. The H&M Coordinator must have a working knowledge of ambulance, fire and hospital capabilities and resources.
- C. It may be necessary for a unified “coordinator” to be organized; including a representative from Rice County Public Health, Northfield Hospital, and Northfield Ambulance Staff to make decisions based on the situation at the time.
- D. Northfield Hospital and the Rice County Public Health Nursing staff all have current operational guidelines for their specific areas of responsibility. These plans would be implemented during a disaster situation and they would be made available at the Command Center as necessary.
- E. The H&M Coordinator must be in constant contact with the Search & Rescue Coordinator (S&R Coordinator) to deploy staff and equipment to the appropriate location. The S&R plan calls for Sector Teams to be deployed in specific grids for initial search operations and ambulances are part of each team.
- F. The H&M Coordinator must brief the S&R Coordinator about the number of staff and ambulances available, while keeping some in reserve for immediate response to areas of need.
- G. The H&M Coordinator must be notified immediately if ambulances and staff are to be used for evacuation purposes, especially if emergency trauma victims also need care and transportation.
- H. The H&M Coordinator must be constantly updated by the Emergency Operations Commander and S&R Coordinator about the situation and need for emergency transportation.

- I. A specific plan for the Rice County Public Health Nursing staff would be available if the situation involved a communicable disease or other infectious situation.
- J. Emergency Mortuary Operations are the responsibility of the Rice County Coroner (Currently the Midwest Medical Examiner's Office out of Anoka).
- K. The Rice County EMS Committee has developed a mass casualty plan for incidents within Rice County. This plan is included in the Rice County Emergency Operations Plan.
- L. The City of Northfield Resource Manual contains lists of pharmacies; sources of medical supplies, clinic staff, hospital staff, Northfield Ambulance and other health and EMS related services.

II. HEALTH THREATS

Serious potential or actual health problems (pandemics, epidemics, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the Rice County Public Health Department. Support is available from the Minnesota Department of Health.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City of Northfield, overall coordination of the various health/medical organizations response to the disaster will take place at the Northfield EOC.

Northfield Hospital and Ambulance Service are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. State Supporting Personnel

- A. Support for EMS response is available from the Minnesota Department of Health in response to radiation and health related emergencies.

- B. Support for EMS response is also available by mutual aid through ambulance and hospital agreements that are current and located at those facilities.
- C. Support is also available from the Minnesota Department of Homeland Security and Emergency Management and their Hazardous Materials Response Teams in the event of a major emergency that includes hazardous materials. These agencies can be activated through the Minnesota State Duty Officer at 1-800-422-0798.

V. AUTHENTICATION

Date

Chief of Police, City of Northfield

***CITY OF NORTHFIELD
Disaster Checklist
HEALTH & MEDICAL***

INITIAL RESPONSE ISSUES

- ___ A Health & Medical (H&M) coordinator must be appointed and that person must be at the Command Center.
- ___ Request mutual aid immediately and assign to the staging area
- ___ Implement Northfield Ambulance's "Major Incident Response Plan".
- ___ **Check with Command to see if Hazardous Materials are involved.** If "yes", make sure all responders are briefed and implement their Hazmat plan.
- ___ Request air care from multiple resources if available.
- ___ Request a briefing about the situation and begin a list of available resources.
- ___ Establish communications with Northfield Hospital and give them an estimated number of victims. (UPDATE OFTEN)
- ___ Coordinate with the Search & Rescue (S&R) coordinator to establish Sector Teams for locating and treating victims. **Do not send all of your resources to the initial call for assistance.**
- ___ Contact the Public Health Nurse and request representation at the Command Center and to implement the City EMS plan with the representative from Northfield Ambulance.
- ___ Make sure you have communications with the Sector Teams.
- ___ Start a roster with the number of victims and location of the hospital where they are going.
- ___ If possible, have someone from the ham radio group assist with a laptop computer for record keeping.
- ___ Call for additional emergency supplies, i.e. backboards, dressings, IV's, etc.
- ___ Coordinate with the Coroner for a location to transport victims who have died.
- ___ Tell dispatch to page the Chaplains and have them report to the staging area.
- ___ Develop a plan for additional ambulances for long transports and long turn around time.
- ___ Police Department and County Coroner must coordinate the identification and processing on site for fatalities.
- ___ Contact the funeral homes and request them to contact the Minnesota Funeral Director's Association and activate their Disaster Plan.
- ___ Locate refrigerator trucks if necessary for keeping deceased victims.
(Cover all names and logos on the truck.)

LIFE SAFETY ISSUES

- ___ Check with Command to make sure that hazardous materials are not involved in the areas of response. **If hazmat is involved, brief all sectors about the product and toxicity.**
- ___ Contact Northfield Hospital and tell them hazardous materials are involved and the approximately number of contaminated patients.
- ___ Decontaminate all patients before transportation to hospitals.
- ___ Get more personal protective supplies ASAP.
- ___ Make sure the Chaplains and other moral support personnel are available for victims and responders.
- ___ Implement the Public Health plan ASAP if necessary.

SECONDARY ISSUES

- ___ Develop a plan for replacing the H&M coordinators and other Command level personnel.
- ___ Develop a plan for relieving crews and make long term schedule if necessary.
- ___ Make sure supplies are filled and deployed as necessary.
- ___ Develop plan for releasing mutual aid ambulances when no longer needed.
- ___ Request fuel for ambulances at the staging area. (Diesel & gas)

This Operational Guideline (OG) is intended to provide guidance for the evacuation of residents from a hazardous situation and the reception of residents from another jurisdiction into the City of Northfield.

I. PURPOSE

To outline how evacuation and traffic/control would be carried out if they are required due to a disaster in Northfield.

II. RESPONSIBILITY

Prior to recommending evacuation due to an actual/potential hazardous materials related threat, city officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. This may include, but not limited to closing doors (internal and external), windows, fireplace dampers, vents, fans and other openings to the outside. Citizens should also turn off furnaces, air conditioners, cover and stay away from windows.

- A. In the City of Northfield, the Chief of Police is responsible for plans that relate to evacuation, traffic control and security. If possible, the evacuation decision will be based on a hazard analysis and vulnerability assessment of the various hazards, and a determination of appropriate evacuation routes and traffic control.
- B. Law enforcement personnel, including mutual aid if possible, will be responsible for coordinating the evacuation and determining routes that should be used by the public.
- C. Pre-identified primary and secondary evacuation routes for the population at risk.
- D. The Sheriff's department and Department of Corrections (if responding) will be responsible for the protection, relocation and housing of prisoners in custody.
- E. The Chief of Police is responsible for ensuring that instructions are prepared based on the emergency with specific information provided to the public when a high-risk situation develops. This would include identification of staging areas and pickup points for evacuees without cars or other means of transportation.
- F. The Police Department will have primary responsibility for ensuring that the affected city residents and facilities are notified of the need to evacuate.

- G. The Police Department will have primary responsibility for coordinating assistance for handicapped, elderly mobility-impaired and other individuals unable to evacuate themselves. The transportation service coordinator will assist in this area, utilizing contracted and private buses, ambulances and care cabs capable of transporting these individuals.
- H. The Police Department and/or other law enforcement agencies obtained by mutual aid assistance will be responsible for establishing and staffing traffic control points that may be necessary.
- I. The Police Department and/or other law enforcement agencies will be responsible for maintaining access and security for the evacuated areas.
- J. The Director of Public Works will be responsible for overseeing the removal of debris, obstructions or other roadway impediments, including stalled vehicles so the evacuation routes can remain open.
- K. The Emergency Management Director will coordinate with the appropriate agencies involved to determine when evacuees can safely return to their residences. The final decision for evacuation will be made by the Emergency Services Commander in consultation with the EOC staff and City Administrator.

Resources Available for Traffic Control

- A. Rice County Sheriff's Office
- B. Dakota County Sheriff's Office
- C. Dundas Police Department
- D. Minnesota State Patrol
- E. Other mutual aid law enforcement agencies

Resources Available for Evacuation

- A. Northfield Ambulance
- B. Mutual Aid Ambulance Service vehicles would be available if needed to evacuate ambulatory individuals.
- C. Benjamin Bus
- D. Hiawathaland Transit

Major Evacuation Routes

- A. Minnesota Highway 3, North and South
- B. Minnesota Highway 19, West and East

III. GENERAL

- A. When the decision is made to evacuate some or all of the residents in the city or a portion of the City of Northfield, the primary responsibility for ensuring that the affected residents and facilities (schools, hospital, nursing homes, businesses and industries) are notified of the need to evacuate will be under the direction and control of the Emergency Operations Commander/Chief of Police or their designee. This decision will include discussions with Northfield Police Department personnel, Northfield Area Fire and Rescue Service, Northfield Hospital EMS, Public Works and City Administration if possible based on the situation at the time.
- B. The selection of specific evacuation routes will be based on the extent of the incident and the evacuation required, weather and road conditions at the time and other factors that may apply.
- C. A list of congregate care facilities to be used for receiving citizens who must be relocated in the Congregate Care Section of this plan and the Resource Manual.
- D. Residents in the City of Northfield will be advised activating the Outdoor Warning System (if appropriate), Everbridge Notification System, Cable Override system and other available media outlets. Reverse telephone calling systems and door-to-door contact may be necessary based on the incident and staff available to conduct these functions.
- E. Instructions and information for the public will be provided over KYMN radio.

IV. EVACUATION DUE TO A HAZARDOUS MATERIALS RELEASE

- A. An evacuation may be necessary due to a hazardous materials release that affects a portion or all of the community.

- B. If the decision is made to evacuate, specific routes will be determined, congregate care centers will be announced and specific information will be broadcast over KYMN radio. There will also be an Everbridge Notification.
- C. Once the decision has been made to evacuate, the police department will also consider the following:
 - Wind and weather conditions
 - Establishing perimeter security control
 - Identify central locations for evacuees to gather (schools, etc.)
 - Arrange for transportation of evacuees if necessary
 - Use squad cars with sirens and PA systems to alert citizens to evacuate
 - Organizing public safety personnel to go door-to-door for notification
 - Using a marking system to identify facilities and homes that have been evacuated to eliminate duplication (Example: Tying barricade tape to door handles to indicate notification and evacuation have been done.)
 - Special problems:
 - Handicapped persons
 - Young children with no adult supervision
 - Persons without transportation
 - Pets
 - Nursing homes and the hospital
 - Schools
 - Citizens who refuse to leave (ID, record addresses and move on)

V. SHELTER IN PLACE

- A. There are situations when the best protection of life and property is to “shelter in place”. If conditions are present that do not allow adequate time for evacuation, or where the risk from the incident will be minimal in duration, officials will consider the option of “sheltering in place”.

Emergency actions would include:

- Shutting off all air handling units, including outside air intake fans
- Shutting off air conditioners
- Taping the doors and windows
- Any other action that reduces circulation within a facility

VI. AUTHENTICATION

Date

Chief of Police, City of Northfield

CITY OF NORTHFIELD
Disaster Checklist
EVACUATION, TRAFFIC CONTROL & SECURITY

INITIAL RESPONSE ISSUES

- ___ The Police Chief or their designee must assign someone the responsibility of addressing Evacuation, Traffic Control & Security (E, TC&S).
- ___ The person in charge of E, TC&S must report to the Command Center.
- ___ Meet with Operations & Planning to see if an evacuation is necessary.
- ___ If it is a hazmat incident, **should we evacuate or “shelter in place”?**
- ___ Make sure Command has requested mutual aid if evacuation is going to happen.
- ___ Identify the area involved and start picking evacuation routes that are not affected.
- ___ Check weather conditions to see what routes are affected.
- ___ Check with public works to see if any routes are obstructed.
- ___ Prepare a press release with the Public Information Officer to announce routes and congregate care locations.
- ___ Change all routes to “one way” streets for quicker evaluation.
- ___ Identify a security perimeter and discuss with Command.
- ___ Appoint someone to organize ambulances and buses for citizens with special needs and/or no transportation available.
- ___ Develop a system for marking doors of facilities and homes that have been evacuated.
- ___ Brief all units of your system for marking to eliminate duplication of searches.
- ___ Meet with the Congregate Care coordinator in EOC to identify sites for relocation.
- ___ Request assistance from the ARERT (ham radio people).
- ___ Check with Command to make sure the State Duty Officer has been contacted if hazmat.
- ___ Initiate a process with Congregate Care for registration and location of victims.

LIFE SAFETY ISSUES

- ___ Make sure you know the name and toxicity of any hazardous materials before you make decisions about evacuating or sheltering in place.
- ___ Make sure you have constant updates about the weather and wind conditions.

SECONDARY ISSUES

- ___ Start making plans for long term security and traffic control issues.
- ___ Begin the planning process for relocating citizens back into the evacuated area.

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**CITY OF NORTHFIELD
EMERGENCY DECLARATION**

WHEREAS, the City of Northfield in Rice County of Minnesota has sustained severe losses of a major proportion, brought on by _____
(Description of the Emergency)

WHEREAS, the City of Northfield is a public entity within the State of Minnesota, and

WHEREAS, the following conditions exist in the City of Northfield in Rice County, Minnesota, as the result of the disaster: (Description of disaster)

NOW, THEREFORE, BE IT RESOLVED, that the Mayor/Council of the City of Northfield acting on behalf of and for the people of Northfield declare that a State of Emergency exists within the City of Northfield, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute and Chapter 235 of the City of Northfield Code of Ordinances.

Attest: _____

Date: _____

Date: _____

**CITY OF NORTHFIELD
CURFEW DECLARATION**

WHEREAS, a disaster proclamation has been issued, and

WHEREAS, the disaster resulted in a State of Emergency for the City of Northfield, and

WHEREAS, it is possible to believe that a threat to the lives, health and property of our citizens exists,

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield has declared an

"EMERGENCY CURFEW" to be in effect in the City of Northfield from the times of

_____ to _____
(Time start of daily curfew) (Time end of daily curfew)

until further order.

Attest: _____ Date: _____

_____ Date: _____

**CITY OF NORTHFIELD
EVACUATION DECLARATION**

WHEREAS, a disaster proclamation has been issued, and

WHEREAS, the disaster has resulted in a State of Emergency for the City of Northfield, and

WHEREAS, it is possible to believe that a threat to the lives and health of our citizens exists,

NOW, THEREFORE, BE IT RESOLVED, that we do declare that the area bordered by

_____ on the North,

_____ on the South,

_____ on the West

and _____ on the East,

be immediately evacuated.

This proclamation is in effect until further notice.

Attest: _____ Date: _____

_____ Date: _____

EVACUATION NOTICE TO THE PUBLIC

Attention:

There has been a hazardous materials incident involving:

(Name of the product)

located at:

(Name of the facility and address)

This hazardous material is dangerous and you are in the declared DANGER AREA.

DO NOT DELAY. LEAVE IMMEDIATELY

Take items with you that you need such as eyeglasses, medicine, special foods, baby supplies and pets. Listen to KDHL for information when you leave. DO NOT remain in the area and DO NOT return until you have been told to do so. If you need transportation, tell me now so we can make arrangements.

Listen to KYMN or check for Everbridge alerts for instructions about community shelters if you do not have a place to go.

EVACUATION CHECKLIST FOR THE PUBLIC

Items that should be remembered for an evacuation of your home or business should include:

- Identification such as a driver's license
- Cash, checkbook, credit cards & important papers
- Medications & prescriptions
- Vehicle, house and business keys
- Dentures & eyeglasses
- Important phone numbers
- Change of clothes and personal items for each person
- Clothing specific for the weather
- Secure your home: Doors, utilities, pets.
- Take a portable radio, flashlight, food and drinking water
- Leave a destination and phone number with a friend, neighbor or evacuation authority if no one else is available.

This Operational Guideline (OG) is intended to provide specific guidance for Protection by city administration during a disaster situation.

I. PURPOSE

This annex describes responsibilities for fire protection and other duties, such as search and rescue, hazardous material incidents, etc. within the City of Northfield. The goal is to ensure a rapid and coordinated response to any emergency to save lives, reduce personal injuries and damage to property, and the environment.

II. SITUATIONS AND ASSUMPTIONS

Situations

1. Situations can arise that hinder firefighting capability or overwhelm local resources.
2. Outside assistance (other local jurisdictions, state, and/or federal) is available when required.
3. Fire Services may also be responsible for search and rescue activities.
4. Fire Services may assist other agencies to execute their emergency assignments.
5. An intricate system of mutual-aid agreements interconnects local fire departments throughout the state.

Assumptions

1. Through existing mutual aid agreements, local fire personnel and equipment should be adequate to deal with most emergency situations.
2. In some areas, trained personnel and specialized equipment are limited, so outside assistance is required for certain situations, like hazardous materials.
3. All departments throughout the state maintain equipment and training essential to perform fire protection duties.
4. If relocation is necessary, adequate personnel are available to assist with the movement of equipment to maintain fire protection.

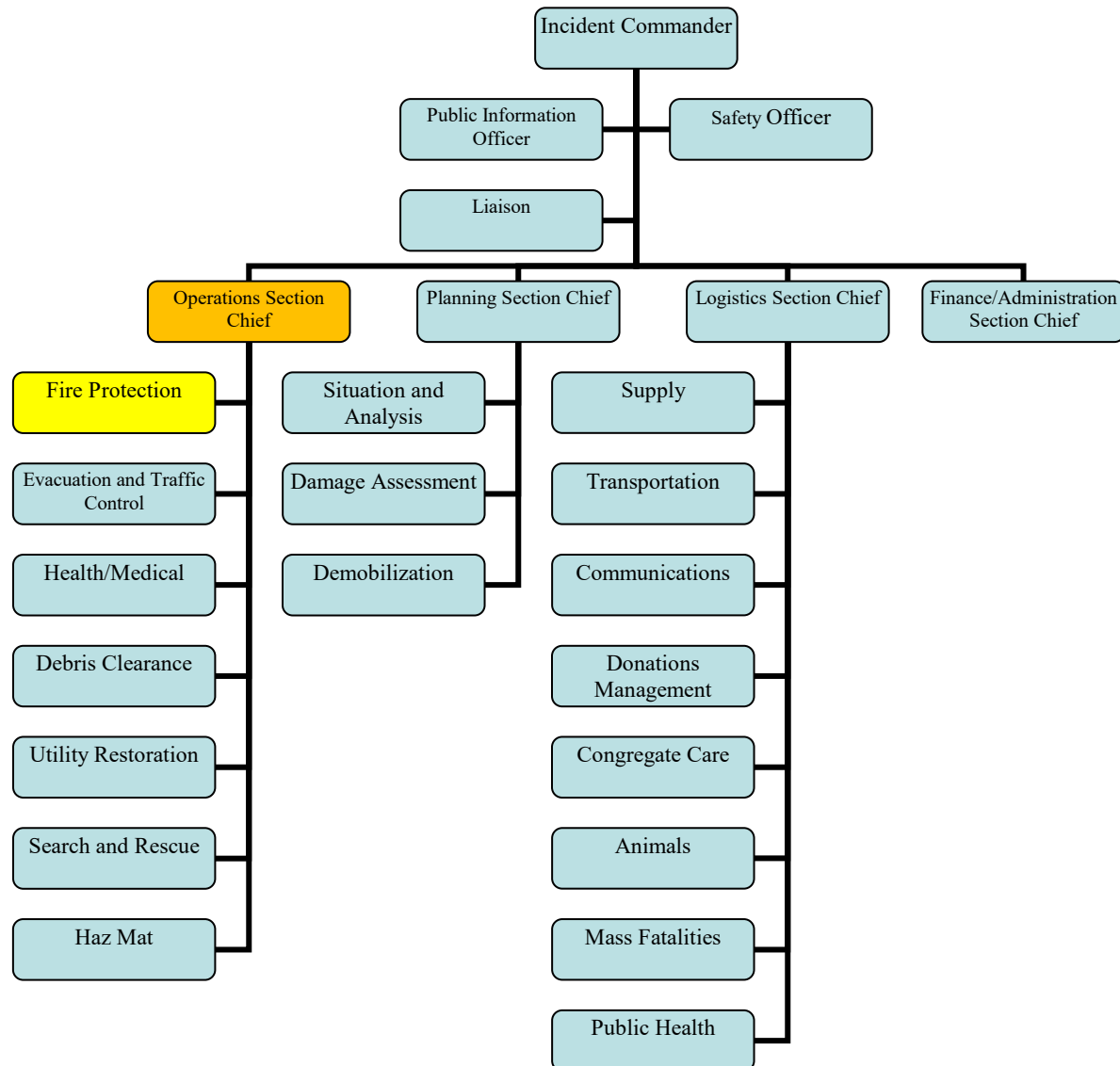
III. CONCEPT OF OPERATIONS

- A. The City of Northfield uses the National Incident Management System (NIMS)

when managing all disasters.

- B. The Fire Protection Branch Leader will manage all fire protection operations for the City of Northfield as, or in cooperation with, the Operations Section Chief.
- C. The Fire Protection Branch Leader will work with Operations and the Incident Commander for the fire protection needs of the community.

The following chart depicts where the Fire Protection Branch Leader falls within the NIMS model:



IV. RESPONSIBILITIES

Northfield Area Fire and Rescue Service (NAFRS) is responsible for fire protection in the City of Northfield. This department is a paid-on-call fire department providing protection for NAFRS Fire District – which includes surrounding townships and the City of Dundas. The Northfield Area Fire and Rescue Service has Mutual Aid agreements with:

City of Faribault Fire Department
Lonsdale Fire Department
Randolph Hampton Fire Department

In addition to their primary responsibility of providing fire protection, NAFRS will have other responsibilities in the event of a disaster. Generally these duties would include:

1. Assisting in the dissemination of warnings.
2. Assisting with an evacuation within their community.
3. Coordinating or assisting with a search and rescue efforts within the community and Fire District.
4. Informing other local government personnel of the risks associated with a hazardous materials incident/accident that has occurred within the community and/or fire district.
5. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc.) to the EOC during emergency operations.
6. Responding to hazardous materials incidents, within the limits of Hazmat response training.

Additional Responsibilities and Support

1. Resources

Local resources are described in the Resource Manual.

2. Maintenance and Records/Contracts

Records will be maintained on the use of all equipment, whether owned, leased, rented or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by State or Federal government. All records/contracts generated by the Fire Protection Branch Director (and staff) should

be retained, until the Finance and Administration Section Chief makes a final decision regarding claims for cost recovery or reimbursement.

The City of Northfield Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for revising the Emergency Operations Plan is that of the Deputy Police Chief under the supervision of the Northfield Police Chief.

3. Preservation of Records

All vital records produced or obtained by the Fire Protection Branch Director should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

4. Training & Exercises

- a. Personnel who will staff the EOC shall receive appropriate training on the operation of the facility, which should be arranged by the Fire Protection Branch Director.
- b. Emergency exercises should periodically include a scenario that provides for the demonstration of fire protection.

5. External Support

- a. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in the Resource Manual. Activation of such agreements and contracts will normally be coordinated through the EOC.

V. COMMUNICATIONS

Northfield Area Fire and Rescue Service are dispatched through the Rice/Steele County Dispatch Center.

VI. REFERENCES

The Northfield Area Fire and Rescue Service has mutual aid agreements with other area Fire Departments. Written mutual aid agreements exist, and are on file with each municipality. Hazardous Materials response is through the Minnesota Department of Homeland Security and Emergency Management and requested through the Minnesota Duty Officer. Northfield Area Fire and Rescue Service Fire District Maps are on file and available through NAFRS.

VII. AUTHENTICATION

Date

Chief, Northfield Area Fire and Rescue Service

This Operational Guideline (OG) is intended to provide guidance for the implementation of Damage Assessment should a disaster occur within the City of Northfield.

I. GENERAL

- A. If there is a major disaster, it is necessary to conduct a thorough Damage Assessment to determine the amount of damage and see if the affected area is eligible for state and/or federal assistance.
- B. The Rice County Assessor's office and the Northfield Community Development Director's Office are the primary agencies responsible for assessing damage within the affected area.
- C. The City of Northfield will use mutual aid assessment resources from other government agencies, along with private agencies that associate with assessment issues, i.e. engineering staffs, appraisers, realtors, banking officials, adjusters, building inspectors, Red Cross personnel, etc.
- D. The Incident Commander or their designee shall assemble personnel, assign specific duties or areas to be assessed and coordinate damage assessment with city officials.
- E. Damage assessment personnel would use the **"Disaster Response and Recovery: a Handout for Local Government"** as a guide and extra copies would be provided by the State of Minnesota, Division of Emergency Management.

II. OPERATIONAL GUIDELINES

- A. The Rice County Assessor is responsible for damage assessment. If the County Assessor is not available, the person in charge when the Assessor is gone shall be responsible for coordinating damage assessment.
- B. Damage assessment activities should be coordinated with Rice County Emergency Management to eliminate duplication of inspections and resources.

- C. The Emergency Management Director or their designee shall contact the Assessor's office, request an assessment of damage and provide a briefing. The briefing should include the affected area and what is being requested of the Assessor's office.
- D. Damage assessment personnel should wear picture ID tags at all times on duty.
- E. Representatives from the Division of Emergency Management should be available to assist with Damage Assessment activities.
- F. The Damage Assessment personnel should be assigned to specific areas for appraisal and a city plat map should be used to identify each area to be assessed.
- G. Staff should use a "property card" for each parcel damaged and then be assigned to the identified property that was damaged.
- H. Appraisal teams should inspect each property damaged, take pictures of all damage and identify the degree of damage that occurred.
- I. All properties inspected should be identified as public or private property. All public property should be identified as city, county, state or federal.
- J. A form with the following information should be completed on each property:
 - 1. Picture of each building inspected
 - 2. Pictures of the damage
 - 3. Estimated appraisal value of the property and the damage done
 - 4. Person doing the estimate
 - 5. Date and time of the inspection
 - 6. Address (and business name if applicable)
 - 7. Name of the property owner
 - 8. Plat map number if available

- K. After inspections have been completed, a report with the number of private and public properties should be submitted to the Emergency Management Director, along with an estimated appraisal of the amount of damage and all documentation available for assistance with the disaster request.

III. DAMAGE ASSESSMENT RESPONSIBILITIES

The following agencies would be requested to assist with their area of expertise during the damage assessment process:

- A. Damage Assessment Team Leader (City Administrator or designee)
 - 1. Compiles aggregate data
 - 2. Provides property value data
 - 3. Coordinates the process with Emergency Service Commander and Emergency Management Director
- B. Public Damage – City owned (Public Works Director)
 - 1. Streets
 - 2. Bridges
 - 3. Public Buildings
 - 4. Water & sewer systems
 - 5. City owned and operated Information Technology resources
- C. Property Identification (County Assessor)
 - 1. Property lines
 - 2. Owner/Occupant
 - 3. Addresses
 - 4. Map development
- D. Building Codes/Safety (Building Inspectors)
 - 1. Structural integrity

E. Private property damage

1. American Red Cross and/or Private Inspectors

- a. Homes
- b. Personal belongings
- c. ID what is covered by insurance

2. Utilities – those not owned by the City of Northfield

- a. Telecommunications – CenturyLink, St. Olaf College
- b. Cable Television – Charter Cable
- c. Electrical Power
 - 1. Business and Residential – Xcel Energy
 - 2. Distribution – Xcel Energy
- d. Natural Gas
 - 1. Business and Residential – Xcel Energy
 - 2. Distribution – Northern Natural Gas
- c. Transportation – Minnesota Department of Transportation
Roads and infrastructure (stop lights, bridges, etc.) not directly
under the supervision of the City of Northfield

II. AUTHENTICATION

Date

City Building Official

III. DISASTER RESPONSE & RECOVERY PROGRAMS

STATE OF MINNESOTA PROGRAMS

1. Reassessment of Homestead Property Damaged in a Disaster - **Minnesota Statutes Chapter 273.123**
2. The “Calamity Act” - Minnesota **Statute 9.061**
3. Disaster Assistance for State-Aid Roads and Streets - **Minnesota Statutes Chapter 162.06 and 162.12**
4. Deferred Loan Program
Revolving Loan Program
Home Improvement Loan Program

FEDERAL PROGRAMS

1. **Non-Public Law 93-288 Assistance**
 - A. Small Business Administration Declaration
 - B. Agricultural Disaster Declaration
2. **Public Law 93-288 Assistance**
 - A. Presidential Declaration of a Disaster

Public Assistance Program
Hazard Mitigation Program
Individual Assistance Program
3. Temporary Housing **FEMA**
4. Disaster Loans **Small Business Administration**
- 5) Individual & Family Grant Program **State of Minnesota**

FEDERAL PROGRAMS - continued

6.	Individual and Family Grant Program	FmHA
7.	Disaster Unemployment Assistance	U.S. Department of Labor & State Employment Commission
8.	Legal Services	Young Lawyers Division of American Bar Association
9.	Federal Tax Assistance	Internal Revenue Service (IRS)
10.	Aid to the Elderly	Social Security Administration
11.	Assistance to Veterans	Veterans Administration
12.	Volunteer Assistance	MN VOAD

CITY OF NORTHFIELD
Disaster Checklist
DAMAGE ASSESSMENT

PRIMARY RESPONSE ISSUES

- ___ Assign someone to be at the Emergency Operations Center.
- ___ The primary response at the Emergency Operations Center will be life safety issues.
- ___ Damage assessment will be initiated during the “Recovery” phase of the disaster.
- ___ Contact the Emergency Management Director or their designee and get a briefing of the situation and the area affected.
- ___ Ask the Emergency Management Director when you should start the damage assessment process.
- ___ Request assistance from other county assessors and agencies listed in this plan.
- ___ Request assistance from the Minnesota Homeland Security and Emergency Management (HSEM).
- ___ Review the Operational Guideline in this section.
- ___ Review the “Initial Disaster Damage Assessment Report” and make copies for other damage assessment personnel.
- ___ Make sure that all staff members have cameras, digital cameras, video cameras, extra film and the forms necessary to do their inspections.
- ___ Divide the affected area in grids and assign a team of inspectors to each grid.
- ___ Meet with the Public Information Officer at the Emergency Operations Center to prepare a news release about scheduled activities and locations you are assessing.
- ___ Contact the State Patrol and local pilots for fly over photos and documentation.

LIFE SAFETY ISSUES

- ___ Make sure it is safe to conduct assessment inspections in the area affected by the disaster.
Make sure hazardous materials are not in the area to be assessed.
- ___ Make sure staff has the appropriate footwear and clothing to be in the disaster area.
- ___ Make sure you have a police contact number if you need assistance from them.

SECONDARY ISSUES

- ___ Make a schedule for staff that allows for breaks and replacements.
- ___ Have one central location for all assessment information to be processed.
- ___ Critique the inspection process and adjust accordingly.
- ___ Get briefings from the Emergency Operations Center as needed.
- ___ Schedule periodic press releases with the PIO.
- ___ Make sure enough supplies and forms are available.
- ___ Keep track of all costs, including staff time, for documentation required for disaster declaration.

SAMPLE POSTING

**DO NOT ENTER
UNSAFE TO
OCCUPY**

**IT IS A MISDEMEANOR TO OCCUPY THIS BUILDING,
OR TO REMOVE THIS NOTICE.**

City Official

Date

For more information contact City Official at: _____

This Operational Guideline (OG) is intended to provide guidance for addressing the Congregate Care needs for displaced citizens in the community during an emergency that requires the relocation or reception of persons affected by a disaster. These needs include emergency housing, feeding, clothing and counseling.

I. GENERAL

- A. In the event of an emergency that displaces residents within the community, the Rice County Chapter of the American Red Cross is responsible for coordinating Congregate Care activities. They will coordinate and utilize other response agencies that provide congregate care needs for the public during an emergency within the City of Northfield.
- B. The Rice County Chapter has shelter agreements with various facilities throughout the community for housing and feeding the public. The Red Cross has responsibility for these sites and will sign an agreement with each site during emergency situations when they are utilized for Congregate Care purposes.
- C. The primary sites in Northfield are the designated facilities at St. Olaf College, Carleton College, and the Northfield Public Schools. The names of contacts for these sites are current and maintained by the Red Cross and Northfield Emergency Management Director.

II OPERATIONAL GUIDELINES

- A. The Emergency Service Commander (ESC) at the Emergency Operations Center (EOC) is responsible for coordinating all operations during a disaster. The ESC will determine when evacuation should be initiated and when to activate the Congregate Care Centers.
- B. The Congregate Care Center (CCC) will be determined at the time of the emergency, based on the type and location of the incident, the estimated longevity of the incident and long term needs of the evacuees.
- C. In the event the entire community would have to be evacuated, the Emergency Management Director would coordinate with Rice County and neighboring communities to determine the best routes and location for evacuees.

II OPERATIONAL GUIDELINES - continued

- D. When the decision is made to relocate and provide congregate care, the ESC would page the Red Cross personnel and schedule a meeting to discuss the relocation process and identify Congregate Care sites.
- E. **The Red Cross must appoint someone to be the Congregate Care Coordinator (CCC)** and that person or their designee must be at the EOC at all times to communicate with the ESC about congregate care needs.
- F. The CCC would be responsible to contact the Congregate Care facilities and other Red Cross resources, sign appropriate agreements and implement the relocation plan.
- G. The Red Cross will be responsible for establishing a means of communications between shelters (if more than one is opened/utilized) and the EOC.
- H. Each shelter area would have a registration site and all citizens would be required to sign in and provide the necessary information to the Red Cross.
- I. The Red Cross would implement their disaster plan and coordinate with other response agencies that provide services to the Congregate Care facilities.
- J. The CCC would have the dispatch center page the Chaplains for the Northfield Police Department to assist with citizens who need support at the various sites. A member of Chaplains group would be in the EOC to liaison with all agencies requiring their assistance during the emergency.
- K. The CCC should check with the ESC to see if special transportation is required to assist citizens during the relocation.
- L. The CCC is responsible for assigning a Volunteer Coordinator (VC) and determining a “staging area” for volunteers.
- M. The VC is responsible for registering all volunteers and giving instructions

III. AUTHENTICATION

Date

Chief of Police, City of Northfield

CITY OF NORTHFIELD
Disaster Checklist
CONGREGATE CARE

PRIMARY RESPONSE ISSUES

- ___ Assign someone to be the Congregate Care Coordinator (CCC). That person or their designee **must be at the Emergency Operations Center (EOC) at all times.**
- ___ Request a briefing from the Incident Commander (IC).
- ___ Determine the Congregate Care (CC) sites that will be used. Make contact with the key holders for each site.
- ___ Contact other Red Cross staff and have them report to the American Red Cross (ARC) office for assignments.
- ___ Establish a means of communications between shelters and the EOC.
- ___ Sign all paperwork for each CC site and assign a coordinator for each CC site.
- ___ Assign someone to registration at each site.
- ___ Assign someone to be the Volunteer Coordinator (VC).
- ___ Coordinate with the Public Information Officer (PIO) at the center to release information about the CC sites.
- ___ Review the Chapter disaster plan and begin implementation.
- ___ Make arrangements with the CC site coordinator to learn about the building and document supplies to be used.
- ___ Contact the private transit and Benjamin Bus if buses are needed to move people.
- ___ Request security and a public health nurse for each site.
- ___ Brief the IC and discuss CC issues and needs.

LIFE SAFETY ISSUES

- ___ Make sure all sites have radio communications through the NARERT.
- ___ Check with the IC to make sure no CCC is located in a hazard zone or potential evacuation zone.
- ___ Make sure a public health nurse is assigned for assistance.
- ___ Make sure security is provided if necessary.

CITY OF NORTHFIELD
Disaster Checklist
CONGREGATE CARE

SECONDARY ISSUES

- _____ Coordinate with Public Works if trucks are needed to move supplies. (City vehicles, UPS, FedEx. etc.)
- _____ Coordinate with City animal impound contractor and local veterinarians/kennels for the care of pets. (Not allowed in shelters.)
- _____ Update news releases for the public about the CCC. Provide directions and instructions.

This Operational Guideline (OG) is intended to provide guidance and describe methods of conducting debris clearance necessary for recovery from disaster conditions in the City of Northfield.

I. GENERAL

- A. The Director of Public Works (DPW) or their designee is responsible for coordinating all debris clearance activities in the city.
- B. The DPW or their designee shall be at the Emergency Operations Center (EOC) at all times to coordinate emergency response and public works activities with the Emergency Service Commander (ESC). The DPW should also be available to brief and advise the city administrator and council about debris clearance and other public works issues. The DPW must have radio communications at the EOC with public works personnel.
- C. The DPW is responsible for requesting and coordinating mutual aid resources from other communities, Rice County, the State of Minnesota and private agencies for the purpose of debris clearance.

II. POLICIES AND PROCEDURES

- A. Debris will be disposed of at a designated location depending on the type and location of the emergency. If earth fill, sandbags, etc. were used to reinforce an emergency levee are removed, they must be disposed of at an approved location.
- B. The removal of debris from private property shall be the responsibility of the property owner. However, in widespread emergency situations, the city council may approve a policy that provides public services to ensure an orderly and effective method of debris clearance.
- C. The cleanup and disposal of spilled or leaked hazardous materials shall be the responsibility of the responsible party. The storage and/or disposal of contaminated soil shall meet the guidelines set forth by the State and local environmental agencies.

III. OPERATIONAL GUIDELINES

- A. The Emergency Service Commander (ESC) at the Emergency Operations Center (EOC) is responsible for coordinating all operations during a disaster. The ESC will coordinate with the DPW for all debris clearance and other public works activities.

- B. The DPW shall contact all available public works personnel, including support staff and have them report to the Northfield Maintenance Facility for assignment.
- C. Public works vehicles and equipment may be needed and assigned to a search and rescue team with an ambulance, fire truck and law enforcement personnel for the purposes of emergency debris removal during emergency operations. This equipment should include trucks with plows, chain saws and other equipment needed to assist with debris removal.
- D. These teams will be assigned to a grid to be determined by the Search and Rescue Coordinator. That person will coordinate emergency response and public works personnel and equipment with the DPW and give specific assignments and responsibilities to each team.
- E. The DPW must establish a staging area for city and mutual aid public works units and assign a "staging coordinator" to register and coordinate public works vehicles and personnel. "Staging" and the DPW must be in radio contact at all times.
- F. The DPW coordinator shall prepare a news release that instructs the general public how and where to dispose debris. This information should be coordinated with the Public Information Officer (PIO) at the EOC.
- G. Register and provide a temporary city ID to any private contractor used for debris clearance. UNDER NO CIRCUMSTANCES will unauthorized contractors be allowed to assist with debris clearance or any other services.
- H. F. Coordinate with the Volunteer Coordinator to register, provide an ID and assign volunteers to assist with debris clearance and other public works activities.
- I. Implement a schedule for personnel to work shifts and document all hours of service.
- J. Make arrangements for extra fuel and document the fueling of private vehicles.

IV. DAMAGE CLEAN UP

If homes, apartments and businesses are damaged in a natural and/or manmade disaster, citizens should be directed to use the following procedures and inspections should be done as soon as possible:

- A. Take pictures of everything, document all activities, and save all receipts associated with the cleanup. These will be needed for potential insurance or FEMA reimbursement.
- B. Listen to KYMN or receive Everbridge alerts for all updates concerning recovery operations and keep the information provided by city officials in the Northfield News or city of Northfield Website.
- C. The owner/occupant should contact their insurance agent and/or insurance company immediately.
- D. Prior to entering the building, check for structure damage. Make sure the structure is not in danger of collapsing. Turn off outside gas lines at the meter and let the house air for at least one hour to remove foul odors or escaping gases.
- E. Do not use open flames when you enter the building because gas may still be present. Use battery operated flashlights as a light source.
- F. Watch for electrical shorts or live wires before making certain that the main power switch is turned back on. Do not turn on lights or appliances until an electrician has checked the system for short circuits.
- G. Proceed with immediate cleanup efforts to prevent health hazards. Perishable items that pose a health problem should be listed and photographed before being disposed. Dispose all fresh food and previously opened medicines that came in contact with flood waters.
- H. Cover broken windows and holes in the roof or walls to prevent additional weather related damage. The expense of temporary repairs is usually covered under flood insurance policies.
- I. Water for drinking and food preparation **MUST** be boiled vigorously for at least ten minutes until the public water system has been declared safe. Use clean containers to store clean drinking water.
- J. Refrigerators, freezers and other hard goods should be hosed off and kept for the insurance adjuster's inspection. A good deodorizer when cleaning major kitchen appliances is: one teaspoon of baking soda to a quart of water.
- K. If applicable, wooden furniture like sofas, chairs, etc. should be taken outside to dry. **HOWEVER**, you should avoid direct sunlight because it may warp items.

- L. If applicable, shovel mud while it is still moist to give floors and walls a chance to dry. Once the plastered walls have dried, do the following:
 - 1. Brush off loose dirt.
 - 2. Wash with a mild soap solution and rinse with clean water.
 - 3. Start at the bottom and work up.
 - 4. Ceilings should be done last.
 - 5. Give special attention to heating and cooling systems at this early stage.
- M. Mildew can be removed from dry wood with a solution of 4 - 6 teaspoons of tri-sodium phosphate, one cup of liquid chlorine bleach and one gallon of water.
- N. Flooded basements should be drained and cleaned as soon as possible. HOWEVER, structural damage may occur by pumping the water out too quickly. After flood waters around the property have subsided, begin draining the basement in stages, about 1/3 of the water volume each day.
- O. Make sure you check the identification of any agency you use for assistance and get written agreements signed with an estimate for the cost of their service.

V. DEBRIS COLLECTION

- A. A debris collection strategy will be prepared based on the type of event, such as, tornado, fire, flood, winter storms or others.
- B. FEMA debris estimated field guide will be utilized to estimate the amount of debris to be cleared.

https://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf
- C. Debris Management Site will be identified, the DPW will coordinate site selection with the EOC.
- D. Separation of debris is critical during collection and will need to be clearly communicated to the public.
 - 1. Communication should include:
 - I. How the debris will be collected.
 - II. Who will be collecting the debris
 - III. Location of drop off sites/collection areas
 - IV. What type of debris will be collected
 - V. Hours of operation

VI. How long the collection period will be open.

VII. Location of site for drop off. (For example, the 2018 tornado the City utilized two site for trees, brush, branches. The first was the City owned compost site off Armstrong Road, and when that site reached full capacity a second site at Babcock Park was setup for resident drop-off.)

VI. AUTHENTICATION

Date

Director of Public Works, City of Northfield

Haz Mat Contractors

The Minnesota Pollution Control Agency (MPCA) maintains the following list of companies solely as a service Minnesotans interested in cleanup and spills response. The following is not necessarily a complete list of available contractors. The list does not endorse specific companies. The MPCA, by providing the list, does not represent that the companies are or are not in compliance with the applicable laws, or MPCA certification requirements.

If descriptive literature other than what is found on the individual firm reference list is needed, please contact the specific contractor.

Bay West, Inc.
5 Empire Drive
St. Paul, MN 55103
Full Spill and Emergency Response
(800) 279-0456 Emergency Hotline
5201 E. River Road Suite 313
Minneapolis, MN 55421
(800) 279-0456

D&G Excavating
2324 County Road 30
Marshall, MN 56258
Backhoes, Loaders, Trucks
(507) 532-2334

Dustcoating, Inc
4676 284th Street E.
Randolph, MN 55065
Road Control
Larry Johnson, Vice President
(952) 894-0012
7217 W. 128th Street
Savage, MN 55378
(962) 894-0012

Griggs Contracting, Inc.
530 Shoreview Park Road
St. Paul, MN 55126
Petroleum Storage Tank Installation
Chauncey Griggs, President
(651) 482-0444

OSI Environmental Inc.
300 Fayal Road
Eveleth, MN 55734
Surface Spills, Pumps

CITY OF NORTHFIELD
Operational Guideline
Annex J, Debris Clearance
Revision: 2022

Patrick Tracey, General Manager
(800) 777-8542
(218) 744-3064

Schlomka Services, Inc.
1303 S. Frontage Road Suite 135
Hastings, MN 55033
Vacuum Trucks
(651) 459-3718

Westmor Industries LLC
(formerly Kleepsie Tank & Petroleum Equipment)
3 Development Drive
Morris, MN 56267
(800) 992-8981
Paul Olson, President
Larry Kleespie, Co-Founder

Portable Toilet Suppliers

Rent-N-Save	800- 289- 6428
Faribault	507-334-8440

Biffs Inc.	612-403-1221
Shakopee	612-403-1213 (alternate)

B&B Pumping & Portable	
Northfield	507-645-9630
Faribault	507-334-0603

Albers A&A Portable Restrooms	
Dundas	507-663-1000

Nature Calls Restrooms Inc.	500-370-9971 (cell)
Eagan	651-454-4441
	651-741-8474 (cell) -do not publish
	651-686-9780 (home) -do not publish

CITY OF NORTHFIELD
Disaster Checklist
DEBRIS CLEARANCE

INITIAL RESPONSE ISSUES

- _____ The Director of Public Works (DPW) or their designee must respond to the Emergency Operations Center (EOC).
- _____ Request a meeting with the Incident Commander (IC) and get a briefing.
- _____ Determine if public works equipment will be needed to assist the search and rescue operation. Check with the Search & Rescue Coordinator at the EOC.
- _____ Contact all public works staff and have them report to the public works garage for assignments.
- _____ Assign a support staff person to document all decisions and activities.
- _____ Establish radio communications with the Public Works (PW) garage.
- _____ Contact mutual aid from other communities, Rice County, the State of Minnesota and private agencies for assistance.
- _____ Assign a "staging area" for mutual aid equipment and personnel and assign a "staging officer" to register and coordinate all activities.
- _____ Organize a plan to use mutual aid resources.
- _____ Prepare a news release about emergency debris clearance. Coordinate with the Public Information Officer (PIO) at the EOC.
- _____ Brief the EIC about all activities and additional needs.

LIFE SAFETY ISSUES

- _____ Check with the IC to see if hazardous materials are involved and where.
- _____ Check with the Utilities rep at the EOC to learn about issues with gas and electricity.
- _____ Notify everyone about any hazardous materials or conditions.
- _____ Have the "staging officer" notify mutual aid resources about hazardous materials or conditions.
- _____ Make staff take breaks

SECONDARY ISSUES

- _____ Develop a schedule to rotate personnel
- _____ Make arrangement for extra fuel
- _____ Check all supplies to identify extra needs
- _____ Check on family and address their needs

Sample Press Release

(Local government unit:
insert your logo here.)

Questions? Call (name) at (phone number).

Please Separate Your Wastes at the Curb

Waste management recommendations after a natural disaster

Residents and Small Businesses

As you clean up after a flood, tornado or other natural disaster, please protect yourself by wearing waterproof gloves and by washing up with soap afterwards.

Waste pickup to be announced. (Or replace “to be announced” with time and date.)

Wastes will be picked up at your curb by (name of city, county or contractor).

To minimize the impact to the environment and to better control the cleanup costs,
please **separate your waste into five piles as listed below.**

1. Large Appliances and Electronics	Refrigerators, freezers, ovens, dishwashers, air conditioners, furnaces, washing machines, clothes dryers, televisions, computers and monitors.
2. Household Hazardous Waste (HHW) Note: Please put any leaking containers of HHW in a plastic bag or tub. Do not mix wastes. Keep labels with products or write the name on the container so wastes can be identified and safely handled.	• Automotive products, such as gas, oil, antifreeze, and parts cleaners • Household cleaners, such as bleach, ammonia, oven cleaners, toilet cleaners and kitchen cleaners • Mercury-containing items, such as thermometers, thermostats and fluorescent light bulbs • Paints and solvents, such as oil or latex paints, stains, thinners, spray paints, acetone, xylene and toluene • Lawn products, including fertilizers and pesticides (such as fungicides, insecticides and herbicides) • Other items that you think should not go into the regular trash, such as gas cylinders, batteries, swimming pool chemicals
3. Demolition Waste	Plasterboard (such as Sheetrock), wallboard, wood, pipes, wiring, shingles, cement, insulation, lumber, window glass, carpet left in the building, and any part of the building structure
4. Municipal Waste	Household garbage, food, lamps, furniture, bedding, clothing, books, magazines, papers, cardboard, small appliances, cookware and dishes, carpet removed from the building, and any asbestos-containing waste
5. Woody Waste	Trees, branches, logs, stumps and shrubs

Thank you for your cooperation. We appreciate your help.

In cooperation with the

651-296-6300 or 800-657-3864 toll-free
www.pca.state.mn.us



Or

Residential Debris Collection

The City of X and the County of X are collaborating in the response and recovery efforts for the flooding related to last week's rains. As the rivers begin to recede, emergency operations are moving into the recovery phase. The collection process and schedule for the city are outlined below.

Debris pickup Tuesday, September 2 10:00 a.m. – 3:00 p.m.
Thursday September 4 10:00 a.m. – 3:00 p.m.
Monday, September 8 10:00 a.m. – 3:00 p.m.

Debris resulting from river flood waters and sewer backups should be placed on the boulevard from curb to sidewalk or 10 feet from the curb. Please keep debris out of the right-of-way for emergency vehicles and to prevent plugging of storm water drains. Collection of debris will be handled by the City.

To minimize the impact to the environment and to better control the cleanup costs, please separate your waste into five piles as listed below:

1. Large Appliances and Electronics
2. Household Hazardous Waste
3. Vegetative debris
4. Construction and demolition (only flooding related debris)
5. Personal property (clothing, furniture, etc.)

Only storm related debris will be collected. Residential collection will continue on Tuesday September 9 for normal waste collection activities.

I. PURPOSE

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

II. RESPONSE TO RADIOLOGICAL/HAZARDOUS MATERIALS INCIDENTS

Radiological Incidents/Accidents

Within the city, Northfield Area Fire and Rescue Service (NAFRS) 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/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the city, the Rice or Dakota Emergency Services 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 personnel, equipment, and authority to provide assistance. For all accidents/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 at 1-800-422-0798.
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 caused by nuclear detonations, such assistance would probably be slow in coming. Therefore, the City of Northfield and Rice/Dakota Counties should be prepared to provide for its own radiological monitoring and decontamination needs.

Other Hazardous Materials Incidents/Accidents

1. Pre-Identification and Analysis of Risk. In response to the requirement and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, as well as other legislation, the following specific risk/potential risk sites/locations within the city have been pre-identified:
 - a. "Covered facilities." (Facilities that possess extremely hazardous materials.)

- b. Other facilities that may contribute to additional risk due to their closeness to “covered facilities.”
 - c. Facilities (schools, hospitals, nursing homes, etc.) at risk due to their closeness to facilities with extremely hazardous materials.
 - d. Transportation routes (highways, railroad lines, rivers, etc.) for extremely hazardous materials.
 - e. Pipelines (as defined in Minnesota Statutes, Section 299J).
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. 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. The National Incident Management System will be used on all emergencies.
 - b. 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 County does have the general outline of such a procedure available, should it be requested by a facility.
4. Hazardous Materials Response Capabilities
- a. Within the city, NAFRS has the primary responsibility for responding to a serious hazardous materials accident/incident. The Fire Department is trained and equipped to handle the following type of hazardous materials response:
Hazardous Materials Operational Response.

In addition, the Police Department will/may participate in the response. These departments will develop whatever standard operating guidelines (SOGs) they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file at the NAFRS Fire station.

- b. City government “first responders” will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material(s) involved. For the most part, they will then rely on the following system/approach to decide which area of the city to evacuate: [U.S. Department of Transportation Emergency Response Guidebook \(ERG 2020\)](#) or successor.

III. STATE SUPPORT

In the event of a major accident/incident involving radiological/ hazardous materials that is beyond the capabilities of local government, assistance from the Minnesota Department of Health, Radiation Control Section, can be requested. Requests for such assistance should be made to the State Duty Officer (24 hour a day phone number is (651) 649-5451 or 1-800-422-0798.

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 should be submitted to the state duty officer.

IV. FEDERAL SUPPORT

In the event of a hazardous materials accident/incident that is beyond the capabilities of local and state government, the national regional response team can be requested. Requests for such assistance should be made to the state duty officer.

Reimbursement of costs for a hazardous materials response is available through the U. S. Environment Protection Agency. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) within 24 hours of the incident and subsequently submit application for reimbursement.

V. 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 Minnesota Division of Homeland Security and Emergency Management (HSEM) can provide local governments with radiological protection guidance materials designed to assist in the development of a standard operating procedure.
- B. The National Response Team’s [Hazardous Materials Emergency Planning Guide](#), and [Technical Guidance for Hazard Analysis](#)
- D. U. S. DOT’s [Emergency Response Guidebook](#)

VI. AUTHENTICATION

Date

NAFRS Fire Chief

I. Task:

The primary concern of the City and the Northfield Area and Fire Rescue Service (NAFRS) is to protect lives from a radiological/hazardous materials accident.

NAFRS control of the incident shall end when stabilization has been accomplished. Stabilization means that there is no longer an imminent hazard to property or a threat to lives.

II. Notification

Each firefighter has a monitor pager and will be alerted by the Rice or Dakota County dispatcher. The dispatcher will activate the pagers and give the incident type and location. All firefighters will respond to their designated locations.

III. Fire Department Operations:

First-in units/personnel must be alert to a possible radioactive/hazardous materials problem when responding to an incident. The exact nature of the problem must be determined. In some cases there can be more than one problem. This data collection phase of size-up must be made early. Once the above has been done, the first-in units/personnel will notify all remaining response units of the hazardous situation.

The National Incident Management System (NIMS) will be used on all emergencies.

IV. General Precautions:

- A. When responding, try to approach the site from up-wind and uphill.
- B. Isolate the scene of the incident until we know what hazardous material is.
- C. Protect emergency response personnel from contaminants. Always use full protective gear including self-contained breathing apparatus.
- D. Detain any persons that may have been contaminated, exposed to radiation.
- E. Isolate any contaminated vehicles or facilities.
- F. If a military weapon is involved, the following additional procedures will be followed:
 - 1. Report the accident as soon as possible to the nearest military authority.
 - 2. Keep sightseers away from the accident area. In an open area, the distance of at least 500 yards must be established to minimize the chance of fatal injuries from

the direct blast effects of conventional high explosives that surround the nuclear warhead. Even at this range, there is still a danger of injury from secondary projectiles that may be flung into the air by an explosion.

3. If there is a fire, do not fight it. Rescue victims and evacuate the area. Contain fire as not to let it spread.
4. Do not permit anyone to touch anything unnecessarily or retain as souvenirs any objects found in the accident area.
5. When the emergency is terminated retreat to the isolation area. Do not return equipment back into service unless radiation team checks out equipment and personnel to determine exposures and necessary decontamination.

V. Priorities
Life Hazards

1. Can we safely approach the scene?
2. Is anyone trapped?
3. Should traffic be diverted?
4. Will evacuation be necessary?

Property/Environment Concerns

1. Can rescue be accomplished with minimum risk to firefighters?
2. Are waterways, storm sewers or sanitary sewers affected?

DECONTAMINATION AND RECOVERY PROCEDURES

I. General Decontamination:

All decontamination operations should be sized to properly handle the operation. Decontamination may involve as little as letting turnout gear air out, or washing it, or may be an extremely complex operation involving several steps. It is important that enough equipment and manpower be available to properly do all decontamination exercises.

A. Radiation Decontamination:

Decontamination of personnel exposed to radiation in situations we will be face with, will be relatively simple most of the time. We will have to worry about

three specific different types of decontamination or radiation. The first will be victims, the second will be personnel and the third will be equipment.

1. Victim Decontamination:

Victims, if possible, should be surveyed with a CDV-700 survey meter before sending to the hospital. Any contamination that can be removed, such as dust, etc., should be done as rapidly as possible while still in the contamination area. If the victim is sent to the hospital with contamination still evident, the hospital should be notified to prepare for this. In no case should medical treatment be affected by the decontamination operation.

2. All personnel leaving the contamination area must pass through the decontamination station. They should first be quickly monitored to determine if they have any contamination on them, and any that can be removed at that time, should be done so by either brushing or washing. If washing is done, all runoff water must be contained. Individuals should remove all out clothing, equipment (SCBA's turnout gear). (Decontamination will occur at another designated point.)

After removing all extraneous equipment and clothing, the individual should once again be monitored with the CDV-700 survey meter (see instruction book for proper techniques).

If the individual checks OK at this time, they may be sent to the clean side of the decontamination station, where they will once again be checked with the survey meter and all personnel information recorded (time of entry, time of exit, dosimeter reading, etc.) If any significant amount of radiation is present in the area, these individuals should be sent in for a complete checkup. If, after removal of all other clothing, the individuals should be sent in for a complete checkup. If, after removal of all other clothing, the individuals still should show evidence of radiation contamination, they should be sent through successive steps of shedding additional clothing, and showering, with monitoring between each step. If the weather conditions at the location preclude doing this on site, they should be transported to a location where they can do this, with the understanding that the equipment used to transport them to the new location will also have to be decontaminated.

3. Equipment Decontamination

All vehicles which are in the contamination area, or that have been contaminated, should be surveyed on the site, using the CDV-700 survey meter in the same technique as for personnel monitoring, to determine if any radiation

contamination exists. If there is contamination, the equipment should go through the same type of decontamination procedure as personnel. First, as much as possible, with removing dust, brushing the equipment off, etc. If this does not sufficiently remove the contamination, the vehicles will then have to be washed with the runoff water contained.

The same procedure as above will have to be followed for all equipment which was in the area. This would include SCBA's, turnout gear, the meters themselves, etc. As much of the decontamination as possible should be carried out on the scene to prevent transporting of any radiation to another area. If on-site decontamination is not possible for smaller items, such as turnout gear, SCBA's etc., these should be placed in plastic gabs and then put in barrels, which are then sealed, until proper procedures and locations are set up to take care of the decontamination.

All items which leave the scene will have to go through the decontamination station with the complete checkup before they are cleared from the area. After securing the incident and cleanup of all items in the area, the area itself will have to be surveyed for radiation and contamination. This should be dealt with in an appropriate manner, if any is found. To determine the proper method of dealing with scene contamination, such as ground in the area, runoff from washing etc., the MPCA should be contacted

II. Decontamination Equipment

- A. Decontamination trailers (mutual aid agencies)
- B. Shower area
- C. Scrub brushes
- D. Barrels
- E. Plastic bags
- F. Roll plastic
- G. Radiation meters
- H. Barrier tape
- I. Cones (traffic type)
- J. Detergent/soap
- K. Towels
- L. Engine
- M. Ladder Truck

INTRODUCTION

This document is intended to be a tactical procedure outline to be carried out by the Northfield Area Fire and Rescue Services (NAFRS) in mitigating incidents involving hazardous materials.

The primary concern of the Northfield Area Fire and Rescue Services is to protect lives and property from fires, explosions or uncontrolled leaks of toxic liquids and/or vapors.

Fire Department control of incidents shall end when stabilization has been accomplished. Stabilization means that there is no longer an imminent threat to lives or hazard to property.

The National Incident Management System will be used on all emergencies.

COORDINATION - DECISION MAKING

FIRE DEPARTMENT

Initially, the ranking fire officer (Incident Commander) will be in charge of all emergency operations including the assignment of functions to law enforcement or other responding departments. The Incident Commander will remain in charge as long as there is an ongoing emergency such as fire, threat of further explosions, toxic leaks, etc. The National Incident Management System (NIMS) will be used in all emergencies. The Minnesota State Duty Officer shall be called immediately and advised at the incident (651-649-5451). A request shall be placed for a Chemical Assessment Team (CAT) and/or Emergency Response Team (ERT).

LOCAL GOVERNMENT

Upon arrival of the local or county Emergency Management Director or their representative, brief him as to action already taken and your plan to stabilize the incident hazards.

STATE MPCA

With the arrival of the MPCA representative, we shall work in conjunction with the operation insofar as it relates to further containment, clean-up, restoration and recovery. A clean-up, contractor shall complete all site clean-up, restoration and recoveries as needed.

FEDERAL REPRESENTATIVE

The federal representative usually has the title of On Scene Coordinator (OSC) and all decisions will be deferred to him/her. If we still have an ongoing potential fire/explosion, etc. problem consult with him/her in regard to ongoing strategy.

CLEARING THE SCENE

When all danger of further fires/explosions, toxic leaks, etc. has passed return all apparatus to quarters. We are not to engage in any type of clean-up or restoration work.

GENERAL CONSIDERATIONS

General Precautions

1. When responding, try to approach the site up wind and up grade.
2. NEVER DRIVE OVER ANY SPILLED MATERIAL OR THROUGH A VAPOR CLOUD OR SMOKE ASSOCIATED WITH A HAZARDOUS MATERIAL SPILL.

PRIORITIES

1. Life Hazards
 - A. Anybody trapped?
 - B. Can we safely approach the scene?
 - C. Should traffic be diverted?
 - D. Will evacuation be necessary?
2. Property/Environment Concerns
 - A. Can rescue, protection or endangered buildings and vehicles be accomplished with minimum risk to firefighters?
 - B. Are waterways, storm sewers or sanitary sewers affected?
3. Attack/Withdraw Decision

This decision is based upon a number of factors and most critical decision. The immediate factors to consider are:

- A. The magnitude of the incident.
 - B. The availability of the proper type and amounts of extinguishing agents.
 - C. The conviction that the outcome can be favorably altered by the actions taken.
 - D. Proper protective gear.
4. Termination of Activities

Upon successful stabilization of the incident, (i.e. all threat of fire, explosion, leaks of toxic substances) fire personnel and apparatus shall be returned to quarters and immediately start decontamination.

TACTICAL PROCEDURES SUPPLEMENT

1. Determine what hazardous material is involved.

Obtain data from manifest, placarding, driver, train crew or facilities manager.

- A. If the material cannot be easily identified, note the name of the carrier, car number if any, license number and state of issue, direction of travel and time of day. Always use the name off the tractor, if a tractor trailer incident.
- B. Use current data sources, DOT Hazardous Material Handbook, NFPA Hazardous Materials Handbook, Hazardous Materials in Surface Transportation (Bureau of Explosives).
- C. Notify: State Duty Officer 651-649-5451.
- D. Notify: Utilities Director.

2. Based on the above information and your size-up, proceed to:

- A. Implement your initial attack.
- B. Call for additional fire apparatus/chief officer. Call with specific instructions as to where to go and route to take.
- C. Alert ambulance/paramedics and hospital as to type of incident and magnitude.
- D. Coordinate with law enforcement for traffic control, crowd control and be specific as to what and where you want it done.
- E. Set up Incident Command Post:

The first arriving officer shall set up a Command Post to coordinate all initial on site activities.

3. Evacuation

In most incidents evacuation cannot and should not be a function of the fire department. The Incident Commander will, however, be required to make the decision as the WHO, WHAT, WHEN, and, WHERE evacuation is necessary.

4. Protection of Waterways/Sanitary and Storm Sewers.

Utilize city, county and state vehicles for sand and dike/dam containment activities.

NOTIFICATION OF ASSISTING AGENCIES

If, in the opinion of the Incident Commander, the emergency presents consequences greater than considered routine and normal, he shall notify the local government officials.

LOCAL GOVERNMENT

- A. Local government officials have a mandated responsibility to the citizens of Northfield. If the incident exceeds normal control, the Northfield Emergency Operation Center (EOC) should be activated.
- B. When a Hazardous Material emergency exists and is beyond the control of local resources. The Rice County Emergency Management Director should be notified immediately.

STATE MPCA

Upon arrival of the State MPCA representative and/or clean-up contractor, the incident commander will relinquish command of those parts of the operation that deal with containment, clean-up, restoration and recovery. He shall maintain close liaison with the representative so that development of tactics that are still effective but do not compound other problems are employed.

FEDERAL REPRESENTATIVE

Usually the Federal Representative is designated as the OSC (On Scene Coordinator). Further decisions are generally deferred to him. If ongoing potential fire/explosion, etc., exist, the OSC should be involved and consulted with in regard to ongoing strategies.

REPORTS

In addition to the Standard Fire Department incident report, the following additional reports and/or information shall be maintained:

- A) Chronological listing of events, units called and progress reports.

- B) Supplemental fire report. A detailed narrative by the incident commander of the events, tactical procedures, extinguishing agents used, containment methods and agency notifications.

HANDLING A SPILL IDENTIFYING THE SPILLED MATERIAL

For a material under transport, there are several sources of information:

- Hazard placards and ID placards on the vehicle.
- Shipping papers in the vehicle, kept in a door-mounted holder or on the seat.
- Hazardous waste manifests, kept in a door-mounted holder or on the seat.
- Individual package labels.

Placards: A hazard placard is a diamond shaped information card posted on the vehicle. The ID placards are rectangular.

Placards are required for large quantities of materials only (over 1000 LB) except for a few very dangerous substances such as some explosives or poison gas. **The absence of a placard does not mean the load does not contain hazardous materials.**

A placard shows: -the hazard class, such as “explosives 1.4” or flammable gas.
 -the identification number from “Table 172.101”

The identification number may be on the hazard class placard or on a separate placard.

There may be more than one ID number on a tanker representing the compounds stored in different compartments of the tanker. Also, the truck may display the ID number only of the material with the lowest flash point, even though each compartment may have a different fluid in it.

To use the information from the placard and ID number, you will need the “Emergency Response Guidebook”. Copies are available on emergency response vehicles.

The other **important resources** are two phone numbers:

State Duty Officer: Despite the unusual “title”, this person is in charge of getting the state resources going to assist the spill (MPCA, DNR, etc.) 1-800-422-0798 or (651) 649- 5451 (24 hours); they can also read to you out of the Emergency Response Guidebook if you don’t have it. They will have a person from the MPCA or the Department of Public Safety Division of

Homeland Security and Emergency Management call you back within about 5 minutes for more technical advice on handling the spill.

Chemtrec: This is a resource established by the chemical industry. They will help you identify the material and determine what is needed to control the spill. 1-800-424-9300 (24 hours a day).

Possible ignition sources are:

- smoking materials, such as cigarettes and lighters
- any electrical/electronic device not specifically labeled “intrinsically safe”. If it isn’t labeled, it’s an ignition source. This includes motors, radios, flashlights, laptop computers, etc.
- hot engines, whether running or parked
- pumps
- metal shovels, wrenches and other tools that are not designed to be “non-sparking”.
- batteries
- any buildings with electric service, wood stoves, battery operated appliances or gas heat
- metal on metal contact between two surfaces, such as a pry bar and a vehicle, unless non-sparking.

Confined Spaces: A confined space is any enclosure as the inside of a pit, silo, building, vehicle etc. which has:

- 1) poor ventilation or,
- 2) limited access.

Gas can accumulate in a confined space and cause:

- 1) lack of oxygen,
- 2) toxic exposure to gases, and,
- 3) explosive conditions.

Trip and Slip Hazards: Muddy, wet and irregular sites and sites with equipment on the ground represent slip and trip hazards. These hazards must be identified for persons using SCBA’s, respirators, and also persons carrying heavy equipment or stretchers, because the visibility while using this equipment is poor.

Heat and Cold: Heat exhaustion is a frequent health problem on hazardous waste sites because the protective equipment may prevent body cooling by sweating. The heat source can be the weather, building heating, engine or vehicle heat or fires. Cold can also cause frostbite and hypothermia. The cold source can be weather, snow, water from fire fighting equipment, or refrigerants and compressed gases, such as anhydrous ammonia.

FINDING INFORMATION ON THE HEALTH HAZARDS

The best source of general information on health hazards of the spilled material are Material Safety Data Sheets (MSDS). There may be a MSDS form with the shipping papers. If the owner of the tanker can be reached, he will have an MSDS sheet. Chemtrec will fax a MSDS sheet if you call them.

Gasoline, diesel fuel and kerosene are not particularly harmful. However, they have some additives that are fairly dangerous, the most serious of which is benzene. Benzene can be 1 to 5% by volume in gasoline. It causes cancer at very low exposure levels.

The following are excerpts from Material Safety Data Sheets. Some MSDS sheets are better prepared than others. If the information on a MSDS sheet seems too general, keep hunting for information.

Eyes:

- Gasoline can cause irritation, redness, tearing, and blurred vision. Flush with large amounts of water. Get medical attention.
- Diesel #1 has no significant effect. Flush with plenty of warm water.

Skin:

- Prolonged or repeated exposure to gasoline can cause irritation, defatting, dermatitis. Wash contaminated skin with soap and water. Remove and wash contaminated clothing.
- Diesel fuel is a mucous membrane and skin irritant. Prolonged or repeated exposure to diesel #1 can cause skin irritation. There is a correlation between chronic exposure and the potential to develop skin cancer, mainly melanoma. Wash skin with soap and water. Remove and wash contaminated clothing. Acute exposure may cause extreme irritation with erythema and edema with blistering and open sores. Absorption of large amounts may result in narcosis.

AGENCY CALL LIST

ALL MATERIALS

State Duty Officer

651-649-5451

Minnesota Pollution Control

651-296-6300

POISON CONTROL CENTER

Minnesota

800-222-1222

OTHER

CITY OF NORTHFIELD
Operational Guidelines
Annex L, Haz Mat
Revision: 2022

Minnesota Homeland Security and Emerg. Mgmt	651-201-7400
State Fire Marshal	651-201-7200
National Weather Service, Mpls.	952-361-6670
MNDot	800-656-3774
Burlington Northern	800-832-5452
Northfield Municipal Utilities	507-645-3015
MN Duty Officer	651-649-5451

AUTHENTICATION

Date

NAFRS Fire Chief

HAZARDOUS MATERIAL
INITIAL RESPONSE CHECKLIST
(Green sheet)

1. What is involved?

Is it flammable?

Is it explosive?

Is it toxic?

Consult Emergency Response Guide

2. Who is in danger?

Emergency personnel

Victims

Civilians

3. Quantity involved?

Is it moving?

4. What can be done safely?

Rescue

Evacuation

Containment

HAZARDOUS MATERIAL
COMMAND CHECKLIST
(Blue sheet)

1. Establish Command Post Location_____
2. Notify Incoming Units/Advise Safe Approach Route
3. Staging Area:
Location_____
- Officer_____
4. Police Response/Notification
Liaison Officer_____
5. Emergency Medical Service
Location_____
- Officer_____
6. Assign HAZMAT Safety Officer
Name_____
- Complete HAZMAT ID Form
- Establish Hot Zone
- Establish Decontamination Post
7. Repeat Safety Precautions/Update Units on Situation
8. Mutual Aid
9. Evacuation
Officer_____
10. Notify Support Agencies
11. Public Information Officer_____.

HAZMAT ID SHEET - GENERAL INFORMATION
(Gold sheet)

Date: _____ Run Number: _____

Location Address: _____

Product #	1	2	3
DOT Emergency Response Guidebook #			
Placard UN #			
Product Name			
Container Type/Quantity			

Weather Conditions (Present): _____ Call Time _____
Sky Condition (Circle): Clear Cloudy Rain Snow

Wind Direction: From _____ To _____
Wind Speed _____
Temperature _____

Weather Conditions (3 hour forecast) Weather Bureau - 725-3401: _____

Describe surrounding area (to 1,000 feet), Circle all that apply:

North	Residential	Commercial	Industrial	Open Land
South	Residential	Commercial	Industrial	Open Land
East	Residential	Commercial	Industrial	Open Land
West	Residential	Commercial	Industrial	Open Land

Distance from storm/body of water: _____

Shipper/Business Concern: _____

Driver/Conductor/Property Owner or Agent: _____

Chemtrec Phone Number 1-800-424-9300

Chemtrec Return Information - Use lined sheet

HAZMAT ID SHEET - DETAILED INFORMATION

(Yellow sheet)

Product Number (from general information sheet) _____

DOT Emergency Response Guidebook Number _____

Product Type:

_____ Toxic (Poison)	_____ Combustible	_____ Reactive
_____ Corrosive	_____ Flammable	_____ Radioactive
_____ Oxidizer	_____ Explosive	_____ Non-flammable

Product Name _____ Manufacturer _____

State of material (circle) Solid Liquid Gas

Container:

_____ Bulk Storage
_____ Barrel

Number of Containers _____

_____ Tanker/Rail Tank
_____ Other (Explain Below)

Product Quantity _____

Container Condition:

_____ No damage apparent
_____ Surface scratches
_____ Dents
_____ Surface bulges

_____ Puncture
_____ Large hole
_____ Torn open/exploded

Situation (check all that apply):

_____ Leak
_____ Vapor

_____ Spill
_____ Fire

If a fire involving a container:

_____ No flame contact
_____ Flame contact vapor space
_____ Pressure relief venting

_____ Flame contact liquid space
_____ Flame contact area unknown

This Operational Guideline (OG) is intended to provide guidance for recovery coordination in disaster conditions in the City of Northfield.

I. PURPOSE

To provide an overview of the responsibilities of short term and long-term recovery coordination following a disaster in the City of Northfield.

II. RESPONSIBILITIES

- A. Within the City of Northfield, the primary responsibility for Recovery Unit Leader following a disaster belongs to the Planning Section Chief.
- B. A single point of contact between the Mayor, City Council, Department Heads, surrounding jurisdictions (if necessary), State of Minnesota Division of Homeland Security and Emergency Management (HSEM), and the Federal Emergency Management Agency (FEMA).
- C. Recovery Unit Leader position will not be assigned any other function and will be established only for and during the entire recovery period.
- D. Work with various supporting agencies and citizen groups in reference to recovery planning.
- E. Make recovery recommendations to the Mayor, City Council, City Administrator, and the Economic Development Authority.

III. SUPPORTING AGENCIES/ORGANIZATIONS (SHORT TERM)

- A. Northfield Water and Wastewater Utility (507-645-3052)
- B. Minnesota Pollution Control Agency (Contact the State Duty Officer)
- C. Minnesota Department of Health (Contact the State Duty Officer)
- D. Minnesota Duty Officer (800)422-0798

IV. SUPPORTING AGENCIES/ORGANIZATIONS (LONG TERM)

- A. Reference The Minnesota Voluntary Organizations Active in Community Long – Term Recovery Guidance Guide January 2014 edition.

V. AUTHENTICATION

Date

Emergency Management Director, City of Northfield

This Operational Guideline (OG) is intended to provide specific guidance for Animal Control during a disaster situation.

I. PURPOSE

Although the protection of human life is the highest priority in emergency response, recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety.

The purpose of this appendix is to outline our concept of operations in coordinating the effective use of public and private partnerships for the care and well being of animals during and after a natural or technological disaster. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision of transportation and security, destroying sick or diseased animals, as well as facilitating a system for companion animal/owner reunification.

This appendix is a guideline for coordination between its partners. Organizations within this plan are encouraged to develop their own emergency operations policies and procedures.

II. SITUATION AND ASSUMPTIONS

Situation

In the event of a major disaster in our area, it is likely that the number of animals coming to Rice County Humane Society (and other facilities) will increase. That increase may come from:

1. Abandoned animals – families fleeing without their pets
2. Lost animals – displaced by storms, fires, etc.
3. Rescued animals – whose families are unable to take them in after rescue
4. Family pets whose families cannot keep them for a short time due to the events
5. Pets who are being permanently surrendered
6. Emergency sheltering related to other animal care site evacuations and/or overflow of shelter care facilities

In a major disaster, livestock and wildlife are likely to be injured or dead, or need special attention. These conditions may exist because:

1. An accidental release of radiation or a hazardous material/chemical incident.
2. Several highly contagious diseases may attack livestock or wildlife
3. Natural disasters
4. Power failures impacting confined animals such as poultry and swine

Assumptions

Recent national disasters have reflected the human-animal bond that affects large segments of the human populations and their behaviors in disasters.

1. People with companion animals frequently will choose not to evacuate rather than leave animals behind
2. People will try to re-enter an area to retrieve animals left behind, putting themselves as well as emergency personnel at risk
3. People will live in their cars or stay on the streets rather than abandon animals in order to stay in an evacuation shelters
4. Animal Population Estimates – U.S. Pet Ownership and Demographics Sourcebook American Veterinary Medical Association
<https://www.avma.org/resources-tools/reports-statistics/us-pet-ownership-statistics#exotic>

Companion Animals: Number of households X .589 = # of households with pets

Dogs: Number of households X .534 = # of households with dogs

Cats: Number of households X .598 = # of households with cats

Birds: Number of households X .126 = # of households with birds

Number of animals

Number of dogs = $0.614 \times$ total number of households in your community

Number of cats = $0.457 \times$ total number of households in your community

Number of birds = $0.058 \times$ total number of households in your community

III. ANIMAL POPULATION ESTIMATES

Based on Northfield's human population of approximately 20,790 (US Census Bureau 2020), 6,321 (US Census Bureau, 2015-2019 statistics) households and formulas developed by the American Veterinary Medical Association, the following are estimates of the number and types of companion animals in Northfield.

Companion Animals (Pets)

Number of households owning pets

All Pets	3590
Dogs	2427
Cats	1606
Birds	177

Some households will own more than one pet and more than one type of pet.

Number of typical companion pets within the community

Dogs	3881
Cats	2889
Birds	367

VI. RESPONSIBILITIES

A. Emergency Management Director

1. The Emergency Management Director is responsible for implementation of the city emergency plan.
2. The Emergency Management Director designates an individual to serve as Northfield Animal Coordinator. This person will report to the Operations Branch Chief.

B. Northfield Animal Coordinator (NAC)

1. The Northfield Animal Coordinator (NAC) is responsible for developing, maintaining, and managing the Animal Operations Emergency Plan.

2. The NAC works with the donations and volunteer management functions to handle offers and requests for donations of animal-related goods and services.
3. The NAC assists the Emergency Management Director with efforts to coordinate activities of animal welfare organizations that come to help during emergencies. When the congregate care (evacuation) plan is activated, the NAC also works with representatives of congregate care agencies to make sure that animals brought to evacuation sites are properly sheltered and cared for.
4. The NAC is responsible for coordinating the dissemination of information with the County or EOC Public Information Officer. Some possible topics of such messages would include evacuation options and responsibilities of animal owners, mitigation and recovery actions for domestic animals, how to report animal needs and incidents observed in the community, and donations needed by responding organizations. The NAC also implements a communications system among responding animal organizations, to promote cooperative efforts between animal responders.
5. The NAC arranges for public education and training on animal disaster issues.
6. The NAC develops standardized animal registration/intake and reporting forms for use by animal shelters initiated in an emergency.

C. Rice County Humane Society

1. The Prairies Edge Humane Society is the primary agency for companion animal issues, and will assist the NAC by advising him/her on companion animal needs, and will coordinate information and records pertaining to companion animals during emergency situations.
2. Prairies Edge Humane Society is the primary agent for the sheltering of companion animals brought to them by animal rescue personnel, or found at large. Residents should, whenever possible, take their animals with them and provide for their private care when they are instructed to evacuate their homes. If the situation does not permit them to make appropriate care arrangements, the Humane Society is responsible for opening, managing, and operating needed shelters, providing food, water, and attention to critical medical needs.

3. Prairies Edge Humane Society will, in cooperation with congregate care providers during emergency situations, provide co-located (or nearby) housing for companion animals owned by disaster evacuees staying in congregate care facilities. The Rice Humane Society will also coordinate the animal sheltering activities of other responding organizations. Standardized forms and procedures will be adopted at each shelter established.
4. The Prairies Edge Humane Society has developed a list of sites and buildings in and near the County that could serve as temporary animal shelters in an emergency. Surveys and use agreements for these facilities are located in the Resource Section of the County Emergency Operations Plan.
5. The Prairies Edge Humane Society may charge a fee to the pet owner for sheltering and medical services.
6. The Prairies Edge Humane Society, local veterinarians and other animal assistance organizations are encouraged to work together to provide care to domestic animals, both at shelters and in disaster areas. (Veterinarians may charge a fee for their services.)
7. The Prairies Edge Humane Society will maintain the following records during an emergency, to address liability and public health issues, and to aid in the quick return of an animal to those responsible for it. Any additional record keeping will be at the discretion of the shelter.
 - Description, including type and breed, color and sex of animals.
 - Location (city/township) or address where animal was found/rescued.
 - Structure from where animal was rescued.
 - Information from identification tags, tattoos, microchips, and collars found on animal.
 - What happened and condition of the animal.
 - Owner or caregiver, if known, including emergency contact information.
 - Rescuers and/or rescuing agency's name and contact information.
 - Vet care given

8. Prairies Edge Humane Society is responsible for reuniting animals sheltered with their owners when the emergency situation passes. The Humane Society, in conjunction with other agencies and organizations, will develop and implement holding period and animal reclamation procedures specific to the event, and will publicize these procedures through the Emergency Management Public Information Officer (PIO).

D. Veterinary Community

The NAC will coordinate with the veterinary community for their services, including the treatment of minor and severe injuries, illness, and animal contamination issues. A triage veterinarian may be assigned to determine whether to provide care at the clinic or the shelter facility. Veterinarians may charge a fee to the pet owner or responding agencies for services, including sheltering and medical services.

E. Responding Animal Assistance Organizations

These organizations are **required** to establish and maintain contact with EOC/Incident Command staff, through the Northfield Animal Coordinator or assigned voluntary agency liaison/representative.

F. Transportation

Animal owners should be encouraged to plan in advance to take their animals (and appropriate health/vaccination and ownership records) with them, or arrange privately for a place to care for their animal if a future evacuation should become necessary. For those not able to do this:

- Small Animal - If evacuation becomes necessary, pet owners shall be encouraged to transport their own animals to an animal shelter site. When not possible, the Animal Humane Society may be able to coordinate transportation to an animal shelter.

G. Dead Animal Disposal

Disposing of animals that have died requires great care (especially in site selection) because as carcasses decompose, they release materials that can contaminate the environment or cause diseases, particularly if large volumes are involved. Should disposal of dead animals become necessary, the Northfield Animal Coordinator will coordinate with local, county, and state health officials and with the Minnesota Board of Animal Health and

the Minnesota Pollution Control Agency to determine the best methods for dealing with dead animals.

IV. PLAN ACTIVATION CRITERIA

Activation of the animal emergency plan will be considered when there is an emergency situation/event that requires shelter care of animals. Consideration should also be given to activating the animal emergency plan whenever the County's congregate care plan is implemented for emergencies.

V. PLAN ACTIVATION PROCEDURES

A. Emergency Management Director

1. The Emergency Management Director will activate the Animal Emergency Plan and the Northfield Animal Coordinator (NAC), whenever the situation warrants.
2. The Emergency Management Director, in coordination with the Northfield Public Information Officer and Northfield Animal Coordinator, will disseminate information about animal issues to evacuees and emergency personnel. To properly disseminate information the EM Director, PIO, and NAC will coordinate to:
 - a. Notify agencies that provide congregate care (the Red Cross and Salvation Army for instance) that the plan has been activated, so that they can direct evacuees that cannot accommodate their own animals to the appropriate animal shelter.
 - b. Notify law enforcement on the location of the animal care facilities.
 - c. Notify evacuees, via the media, instructing them on the location of the animal care facilities.
 - d. Notify the public, via the media, about how to report animal needs and incidents that they observe in the community.
3. When required, the Emergency Management Director makes requests for additional assistance and support. When a disaster situation in the City exceeds its locally available resources, the Emergency Management Director may request assistance and support from other

recognized agencies providing animal care and shelter. The Emergency Management Director will base this request on feedback from the Northfield Animal Coordinator and other animal assistance agency responders.

B. The Northfield Animal Coordinator (NAC)

1. The NAC will be the on-scene coordinator for the Animal Emergency Operations Plan. The Northfield Animal Coordinator will direct, manage, and oversee operations of the plan.
2. The NAC will contact the Rice County Emergency Manager to request assistance from the Prairies Edge Humane Society. The Rice County Emergency Manager may request the Rice County Humane Society to initiate their plan for the management and care of domestic animals.
3. The NAC will notify appropriate community service officers to assist with animal rescue. The Northfield Animal Coordinator will coordinate search and rescue for animals in the disaster area.
4. The NAC will contact veterinarians needed for the management and care of the animals. The NAC may also request assistance from the MN Animal Disaster Coalition.
5. The NAC coordinates with local/county/state health departments, the MN Board of Animal Health, and the MN Pollution Control Agency on the removal and disposal of dead animals.
6. The NAC will submit situation reports to the Emergency Management Director in the Emergency Operations Center (EOC) to inform the Emergency Management Director of activities, operations, and plans.
7. The NAC will continue directing, managing, and overseeing the operations of the Animal Emergency Operations Plan.

VI. AUTHENTICATION

Date

Emergency Management Director, City of Northfield

Resources

Prairies Edge Humane Society
1500 Clinton Ln Ste F
Northfield, MN 55057
507-664-1035

Minnesota Animal Disaster Coalition
<http://www.minnesotaanimaldisastercoalition.org>
facebook.com/MinnesotaADC
contactmnadc@gmail.com
612-876-1797

Veterinarians

Cannon Valley Veterinary Clinic
1200 S MN-3
Northfield MN 55057
507-645-8871

Countryside Animal Hospital
708 Schilling Drive
Dundas MN 55019
507-645-4522

This Operational Guideline (OG) is intended to provide specific guidance for Utility Restoration by city administration during a disaster situation.

I. PURPOSE

To provide an overview of how utility service would be restored following a disaster.

II. RESPONSIBILITIES

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

- A. Electrical Service – Xcel Energy
- B. Gas Service – Xcel Energy
- C. Phone Providers- CenturyLink (800-244-1111), Charter Spectrum (855-479-6984), Jaguar Communications (507-214-1000)
- D. Water - Northfield Water Department
- E. Sewer - Waste Water Treatment Plant

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: Efficient communication between Northfield EOC and Utility Restoration shall be set up for large scale restoration efforts.

- A. Electrical Service: Xcel Energy
800-895-1999
- B. Gas Service: Xcel Energy
800-895-2999 (Emergency 911)
- C. Internet: AT&T
888-668-5025

Century Link
800-244-1111

Charter Spectrum
855-479-6984

Earthlink
800-511-2041

HughesNet
877-438-7979

Verizon
877-483-9322

Northfield WiFi
612-991-4260

Jaguar Communications
507-214-1000

Frontier Communications
844-428-2983

D. Water Department: Emergency and after hour contact
507-649-2644

IV. AUTHENTICATION

Date

Emergency Management Director, City of Northfield

UTILITY RESTORATION

- I. Task:
 - A. The primary concern of the City Municipal Utilities Department and the WWTP is to preserve City water and power and prevent contamination of the City water system.
- II. Notification:
 - A. On implementation of Cambridge's Emergency Management Plan, the Cambridge Municipal Utilities and WWTP will alert the needed personnel by radio, television, or by telephone.
 - B. All personnel will report to the Municipal Utilities Plant and/or to the Waste Water Treatment Plant as directed.
- III. Operations:
 - A. Supervisory staff will contact the Emergency Operations Center by radio or by phone to determine areas of the City involved in the emergency/incident. Efficient means of communication by radio should be established between water utility resonation leaders, and EOC staff.
 - B. Prepare the required equipment for operation.
 - C. (Follow guidelines statement)
- IV. General Precautions:
 - A. When responding to the area/incident, watch for debris which could render the unit "immobile" (nails, glass, power lines).
 - B. Units should try to stay at the perimeter of the area/incident.
- V. Priorities:
 - A. Water flow should be maintained to prevent contamination. Water towers not damaged should continue to supply water into the system until damaged area is isolated.
 - B. Restoring utilities to critical and essential facilities.
 - C. Isolate damaged area and restoring power where possible.
 - D. Knowing where to obtain portable electric supply units for areas where it may be needed.

- VI. Large Geographical Area:
 - A. Isolate damaged area by shutting off street valves and electrical power to that section of the City.

- VII. Small Area:
 - A. Isolate damaged area by shutting off gas, electric, and water to each structure and individual properties.

I. PREFACE

Pandemics are remarkable events in that they affect all parts of the world, regardless of socio-economic status or standards of health care, hygiene, and sanitation. An influenza pandemic will place extraordinary and sustained demands on local public health and medical care systems, as well as providers of essential services in communities.

To prepare for the next pandemic, an event considered by many experts to be inevitable, the City of Northfield, with information provided by various state, county and local organizations, has developed the City of Northfield Pandemic Influenza Supplement to the City of Northfield Emergency Operations Plan.

Emergency preparation is a continuum and planning efforts will always be evolving. As new information arises and lessons are learned through tests/exercises, the City of Northfield Pandemic Influenza Supplement will be updated as necessary.

The Minnesota Department of Health Plan

On April 01, 2020, the Minnesota Department of Health (MDH) disseminated the updated MDH Pandemic Influenza Response and Recovery Annex

<https://www.health.state.mn.us/communities/ep/plans/panfluplan.pdf>

It is divided into six sections:

BACKGROUND

Influenza

Influenza is caused by viruses that infect the respiratory tract. Influenza symptoms include rapid onset of fever, chills, sore throat, runny nose, headache, non-productive cough, and body aches. Influenza is a highly contagious illness and can be spread easily from one person to another. It is spread through contact with small droplets and aerosols from the nose and throat of an infected person during coughing and sneezing.

Influenza viruses are unique in their ability to cause sudden infection in all age groups on a global scale. The importance of influenza viruses as biological threats is due to a number of factors, including a high degree of transmissibility, the presence of a vast reservoir of novel (new) variants (primarily aquatic birds), and the unusual properties of the viral genome.

Two types of influenza viruses cause disease in humans: type A and type B. Influenza A viruses are composed of two major antigenic structures essential to vaccines and immunity: hemagglutinin (H) and neuraminidase (N). The structure of these two components defines the virus subtype.

A minor change in the structure caused by a mutation (antigenic drift) results in the emergence of a new strain within a subtype. Mutations (antigenic drifts) can occur in both type A and B

influenza viruses. A major change in the structure caused by genetic recombination (antigenic shift) results in the emergence of a novel subtype (i.e., one that has never before occurred in humans or adaptive mutation of an avian virus) most commonly associated with influenza pandemics. This shift only occurs with influenza type A viruses.

Influenza A viruses are unique because they can infect both humans and animals thereby causing more severe illness. Antigenic shifts in influenza A viruses have been the cause of the three known pandemics in recent history: 1918, 1957, and 1968.

The well-known “Spanish flu” of 1918 was responsible for more than 20 million deaths worldwide, primarily among young adults. Mortality rates associated with the more recent pandemics of 1957 (A/Asia [H2N2]) and 1968 (A/Hong Kong [H3N2]) were reduced, in part, by antibiotic therapy for secondary bacterial infections and more aggressive supportive care. However, both the 1957 and 1968 pandemics were associated with high rates of morbidity and social disruption.

Pandemic Influenza

Pandemic influenza is a unique public health emergency. The impact of the next pandemic will likely have devastating effects on the health and well-being of the American public.

Effective preventive and therapeutic measures – including vaccines and antiviral agents – will likely be in short supply, as may some antibiotics to treat secondary infections. Healthcare workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of ill persons. Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of various personnel who provide other essential community services.

Pandemic influenza is considered to be a relatively high probability event - even inevitable - by many experts, yet no one knows when the next pandemic will occur; there may be very little warning.

Most experts believe that we will have one to six months between the identification of a novel influenza virus that results in human-to-human transmission and the time that widespread outbreaks begin to occur in the United States. Outbreaks are expected to occur simultaneously throughout much of the nation and the world thus preventing relocation of human and material resources.

The effect of influenza on individual communities will be relatively prolonged – six to eight weeks – when compared to the minutes-to-days observed in most other natural disasters. Should a pandemic occur, every community would have to rely primarily on its own resources as it combats the pandemic.

SCOPE

The Rice County Public Health Department (ICPHD) is the lead public health agency for emergency response in Rice County. The mission of the Rice County Public Health Department is to promote and protect the health of residents through education, prevention services, regulation and advocacy. The department fosters a partnership with many organizations and community groups to address and resolve health issues and concerns.

The MDH is the lead public health agency in the state and is responsible for protecting, maintaining, and improving the health of all Minnesotans. There is a strong state-local partnership, where the MDH provides leadership to local public health departments and private healthcare entities.

Rice County Emergency Management (RCEM) will be the lead coordinating agency in a pandemic influenza outbreak. Rice County Public Health Department (RCPHD) will take the lead technical role, under the guidance of MDH, in Rice County. Public health will work closely with the City of Northfield Emergency Management Director to develop a plan to respond to a pandemic influenza in Northfield.

AUTHORITY

Chapter 12 of Minnesota Statutes grants the Governor and Homeland Security Emergency Management (HSEM) overall responsibility of preparing for and responding to emergencies and disasters. Chapter 12 directs the Governor and HSEM to develop and maintain a comprehensive state emergency operations plan, known as the Minnesota Emergency Operations Plan (MEOP).

Furthermore, Minnesota Statutes, including Minnesota Chapter 12 (Minnesota Emergency Management Act), Minnesota Chapter 144 (General Duties of the Commissioner of Health), and Minnesota Chapter 145A (Powers and Duties of a Community Health Boards), outline the authorities of local public health departments and grant the Commissioner of Health broad authority to protect, maintain, and improve the health of the public.

CONCEPT OF OPERATIONS

The City of Northfield Pandemic Influenza Supplement is a supplement of the City of Northfield Emergency Operations Plan. The Rice County Public Health Department All Hazard Response Plan, as a component of the Rice County Emergency Operations Plan, will serve as the overarching operational plan during a pandemic influenza response.

The Rice County Public Health Department All-Hazard Response Plan addresses activities generic to any and all public health emergencies. It establishes the organizational framework for the activation and management of department activities that may be implemented in response to incidents having public health and/or medical implications. It also describes the capabilities and resources available in the department to address a variety of public health

hazards that may arise following emergency incidents and disasters.

Furthermore, the RCPHD All-Hazard Response Plan and the City of Northfield Pandemic Influenza Supplement both follow the National Incident Management System (NIMS). They also incorporate the MDH Pandemic Influenza Plan and reference or incorporate, as appropriate, the Rice County Emergency Operations Plan. During a pandemic influenza outbreak, the NIMS will be used to coordinate the response.

Due to the prolonged nature of a pandemic influenza event, the City of Northfield Pandemic Influenza Supplement utilizes the pandemic phases defined by the World Health Organization (WHO) in order to facilitate coordinated planning and response.

The United States will use the global pandemic phases as defined by the WHO and as determined by the secretary of the Department of Health and Human Services (HHS). In actual practice, the distinction between the various phases of a pandemic due to influenza may be blurred or shift in a matter of hours, which underscore the need for flexibility. Recognizing that distinctions between the phases may be unclear, the WHO proposes classification based on assessment of risk and on a range of scientific and epidemiological data.

PLANNING ASSUMPTIONS

For planning purposes, the worst-case scenario for a pandemic is projected. The response to the pandemic will be adjusted if the situation does not fully warrant worst-case scenario projections.

The following assumptions are made:

A. General Preparedness

The City of Northfield and the Rice County Public Health Department will use the National Incident Management System (NIMS) as a basis for supporting, responding to, and managing plan response activities.

1. Events may:

- a. Occur at any time.
- b. Require significant communications and information sharing across jurisdictions and between the public and private sectors.
- c. Involve multiple geographic areas.
- d. Impact critical infrastructures.
- e. Overwhelm the capabilities of local and tribal governments.
- f. Require short-notice asset coordination and response timelines.
- g. Require prolonged, sustained incident management operations and support activities.

2. The Rice County Public Health Department has planned and prepared for health emergencies locally and regionally under the guidance of the MDH.
3. During any health emergency, the MDH district office response teams will work as liaisons with Rice County Public Health Department and the City of Northfield, communicating local health needs to the MDH.

B. Pandemic Specific Preparedness

1. Pandemic events:
 - a. Will have worldwide impact.
 - b. Generally occur everywhere at the same time.
 - c. Exceed the capacity of all existing support systems.
 - d. Impact everyone involved, including responders.
2. Emergency response systems will not be able to assist all individuals during a pandemic event.
3. Pre-pandemic event preparedness is essential for a successful response.
4. Assistance from outside organizations will be limited if the outbreak is nationwide.
5. Up to 30 percent of the workforce will be too sick to come to work at some point during the pandemic. Rates of absenteeism will likely be driven to 40 percent during the peak weeks of a community outbreak. Lower rates of absenteeism will occur during the weeks before and after a pandemic when employees may stay home to care for ill family members or out of fear of infection at work.
6. Up to 2 percent of the 30 percent who have fallen ill may die and will overwhelm mortuary and burial services. Surge capacity will be needed.
7. Critical functions will have been identified and staff will need to be cross-trained to maintain critical functions.
8. Isolation and quarantine of individuals will be established as needed by the MDH and will be implemented by the City of Northfield and Rice County.
9. The use of quarantine as a tool for containment of pandemic influenza will be time limited to early in the pandemic.
10. Hospitals and clinics will be stressed by the number of individuals requiring care.
11. Medical standards of care for the public may be adjusted.
12. Temporary hospitals may be needed.
13. Families will need to assume responsibility for the care of family members (with mild to moderate pandemic influenza) in their homes due to a limited availability of hospital beds.
14. Closing schools and child care centers in the area may have a significant impact on the availability of the workforce.
15. Alternative methods may be needed for people to continue to work, such as working from home.
16. Employers will encourage sick employees to stay home.

17. Employers will evaluate and implement procedures (such as shifts, spacing, personal protective equipment (PPE)) to protect employees from increased exposure risk while still maintaining critical services.
18. Current sick leave policies may influence the use of sick leave for employees who may want to stay home to care for people who are not dependents.

C. Rice County Public Health Preparedness

1. During a pandemic, Rice County Public Health Department will be a primary conduit of information and resources from the MDH to individuals, families, communities, and systems at the local level.
2. Rice County Public Health Department will be the local technical expert on pandemic influenza in coordination with local hospitals and clinics.
3. Rice County Public Health Department will work with the City of Northfield Emergency Management and other public and private organizations to institute community-based infection control and disease containment measures.
4. Rice County Public Health Department, in an event of a pandemic, will coordinate the delivery of services (with support from the MDH) for those individuals or groups placed in isolation and quarantine.
5. Based on the Essential Public Health Activities Framework, the Communicable Disease Prevention and Control (DP&C) Common Activities Framework, and the CDC Public Health Preparedness and Response Grant, RCPHD will:
 - a. Provide pandemic influenza information at an awareness level to the public, partners, and stakeholders.
 - b. Support coordinated surveillance with the MDH within the general guidelines of the DP&C Common Activities Framework.
 - c. Provide leadership at the local level.
 - d. Maintain current essential personnel lists for the City of Northfield.
 - e. Plan and carry out mass dispensing of vaccines and/or other medical supplies to:
 - Essential personnel.
 - General public.
 - Special populations (e.g., non-English speakers, the hard of hearing).
6. Rice County Public Health Department will help the City of Northfield in revising their Emergency Operations Plans (EOP) for pandemic influenza and in exercising those plans.
7. Rice County Public Health Department will coordinate, either directly or through the City of Northfield emergency operations center (EOC), the following services:
 - a. Fever/flu clinics
 - b. Home/institutional healthcare for special populations
 - c. Hospital and clinic assistance and support

- d. Mortuary services
- e. Off-site care facilities assistance and support
- f. Planning of continuity of operations of critical local infrastructure
- g. Recruitment and training of volunteers

II. RICE COUNTY PUBLIC HEALTH DEPARTMENT PANDEMIC INFLUENZA FUNCTIONS

The functions the Rice County Public Health Department will perform during an influenza pandemic will follow guidance from the MDH on phases and duties within operational periods. This is because key topics are addressed in detail in the Rice County Public Health Department All Hazard Response Plan.

Please note that many of the functions initiated in the beginning periods will continue in the subsequent periods and based on threat levels functions may start and stop based on need.

III. PLAN ACTIVATION CRITERIA

Activation of the Pandemic Influenza Plan will be considered when there is an emergency/event the Rice County Public Health Department has deemed a pandemic influenza outbreak. Consideration should also be given to activate the pandemic influenza plan whenever Rice County has implemented the Rice County Emergency Operations Plan to deal with a pandemic influenza outbreak.

IV. PLAN ACTIVATION PROCEDURES

A. Emergency Management Director

1. The Emergency Management Director will activate the Pandemic Influenza Plan and contact the Rice County Public Health Department, whenever the situation warrants.
2. The Emergency Management Director, in coordination with the Northfield Public Information Officer (PIO), Rice County Public Information Officer, and the Rice County Public Health Department, will disseminate information about pandemic issues to evacuees and emergency personnel. To properly disseminate information the Emergency Management Director, PIO, and Rice County Public Health Department will coordinate to:
 - Provide appropriate information to the public regarding what to expect during a pandemic, measures that may be used to control a

- pandemic, the rationale for control measures, the limitations of control measures, and how to prepare for a possible pandemic.
- Disseminate messages from MDH to healthcare organizations, essential personnel, volunteers, and the public.
 - Train volunteers on possible roles during a pandemic.
 - Continue consistency of messages disseminated by MDH, hotline staff, and external partners.
 - Continue to provide information to the public regarding what to expect, the rationale for and anticipated effectiveness of control measures, and possible self-help activities.
 - Disseminate messages and information regarding influenza symptoms, limiting of contact with ill persons, respiratory hygiene and other infection control measures, and home care of the ill.
 - Provide appropriate information to health care facilities, external partners and the public regarding use of antivirals and vaccines, isolation and quarantine, and community containment measures, in response to events that trigger initiation or cessation of these measures.
3. When required, the Emergency Management Director makes requests for additional assistance and support. When a disaster situation in the city exceeds its locally available resources, the Emergency Management Director may request assistance and support from county, state, and federal recognized agencies providing pandemic influenza support. The Emergency Management Director will base this request on feedback from Rice County Public Health Department.

V. AUTHENTICATION

Date

Emergency Management Director, City of Northfield