



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: December 20, 2022

Title of Item: Emergency Operations Plan

| | | |
|--|--|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
|--|--|---|

| | |
|--|--|
| Submitted by: Patrice Erickson | Department: Sheriff's Office |
|--|--|

| | |
|------------------------------------|-------------------------------|
| Presenter (Name and Title): | Estimated Time Needed: |
|------------------------------------|-------------------------------|

Summary of Issue:

In 2018, the Emergency Operations Plan was approved by the board. Every four years the board is asked to review the Emergency Operations Plan and approve.

The EOP is continuously updated to have the most current information.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommendation to approve the reviewed Emergency Operations Plan.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

I. Purpose

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

II. Responsibilities

- A. The Aitkin County Sheriff's Dispatch Center is the County Warning Point. They receive and disseminate all notifications and warnings.
- B. The Aitkin County Sheriff is the County Warning Point Supervisor. He/she has the responsibility to ensure the proper handling of all notifications and warnings.
- C. Upon receipt of a warning, the Aitkin County Warning Point will notify:
 - 1. The Warning Point Supervisor and/or Emergency Management Director
 - 2. All on duty Law Enforcement Officers
 - 3. Municipalities and Emergency Responder Groups (i.e. Fire Departments, First Responders, Ambulance Services) in the affected area.
 - 4. Private and/or public facilities (hospitals, industries, nursing homes, etc.) in the affected area(s).
 - 5. For conditions generated within the County notify the National Weather Service for (EAS) activation at the direction of the Warning Point Supervisor or designee.

III. Organizational Chart: County Warning Point (Sheriff's Office Dispatch Center)

IV. Supporting Documentation

The Aitkin County Warning Plan covers notification procedures for all hazards. The Aitkin County Notification and Warning Standard Operating Procedure (SOG) details the procedures. Both are on file at the Aitkin County Sheriff's Office.

V. Authentication

(Date)

Aitkin County Sheriff

These standard operating procedures provide for the receipt and dissemination of notifications and warnings on natural or man made disasters. They provide procedures on dissemination of warnings to the public within the geographical area of Aitkin County to assist in minimizing the effects of and impending or actual disaster. Aitkin County does not have a significant population of hearing impaired and/or non-English-speaking persons; therefore, unless notified prior to the issuance of any warnings, that persons from either group are present in the county, no special methods will be implemented for warning these groups. However, Aitkin County utilizes the Everbridge and IPAWS notification systems which sends alerts via voice, email and text. Other special needs population notifications will be done on a case by case basis as their needs are presented.

I. General

The State Patrol Warning Point is responsible for disseminating all watches and warnings to Aitkin County, except for conditions generated within the county.

The Aitkin County Warning Point is the Sheriff's Office Dispatch Center in Aitkin

The Aitkin County Warning Point Supervisor is the Aitkin County Sheriff. The alternate is the Aitkin County Undersheriff.

The Aitkin County Warning Point Supervisor is responsible for ensuring all notifications and warnings are properly received and disseminated.

II. Actions to be taken by the Aitkin County Warning Point when there is an IMMEDIATE THREAT TO LIFE:

A. Warnings received from outside entities:

1. Weather Related Emergency

- a. Notify County Warning Point Supervisor and/or the Emergency Management Director who will notify staff and government officials.
- b. Notify the on duty Law Enforcement Officers
- c. Notify affected municipalities and groups by paging the respective Fire Departments and First Responder Groups.
- d. Activate sirens for the affected area
- e. Notify population via Mass Notification system Everbridge or by contacting radio Station KKin.
- f. Notify the Duluth Weather Service Office, telephone (800) 685-8612 or 218-729-6572 for activation of IPAWS (Integrated Public Alert & Warning System) as authorized by the Aitkin County Sheriff and/or Emergency Management Office.
- g. Notify critical facilities within the county by telephone.
- h. Notify potentially affected schools, hospitals, and nursing homes, by telephone.

2. Hazardous Materials Incident

- a. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify the Aitkin County Emergency Notification Center (Warning Point), located at the Aitkin County Sheriff's Office. The Emergency Notification Center will notify immediately the Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan in Aitkin County, plus all other public safety officials designated for similar notification in the plan.
- b. Using prepared criteria (item d below), the Emergency Management Director who

has responsibility and authority for implementing the emergency plan in Aitkin County, will determine whether a public notification is appropriate, and if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)

- c. The Aitkin County Emergency Notification Center, which controls activation of the emergency warning systems in Aitkin County shall immediately carry out such public warnings instructions as it, may receive from the Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan. The Aitkin County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:
 - Mass Notification via Everbridge or IPAWS can be sent out individually, in groups, or all at once
 - TV, cable and radio stations
 - Street-to- street locally via law and/or fire department vehicle loudspeakers
- d. Criteria to be used in determining the need for public notification include, but are not limited to the following:
 - Identification and properties of the hazardous substance released
 - Approximate amount or extent of the release
 - Wind speed and direction
 - Time factors
 - Size and nature of the target population
 - Recommendations of designated on-scene authorities

B. Warning received from within the county:

1. Weather Related Emergency
 - a. Complete steps A.1.a. Through A.1.h. Listed above (as appropriate).
 - b. Notify State Patrol Warning Point and request them to relay the information to the Duluth National Weather Service Office.
2. Hazardous Materials Emergency
 - a. Complete steps A.2.a. Through A.2.d. Listed above (as appropriate).
 - b. Notify the State Duty Officer and the responsible party (as appropriate)

III. Actions to be taken by the County Warning Point for situations NOT involving an immediate threat to public safety:

- A. Contact the Warning Point Supervisor or Emergency Management Director.
- B. Notify State Duty Officer if needed.
- C. Notify affected Municipal Emergency Management Directors or other appropriate city government officials. (County/Municipal Notification List.)

IV. Testing Procedures

State policy is that the state, counties, and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. Counties and municipalities are encouraged to make advance announcements of each test through local media

- A. At 1:00 p.m. the first Wednesday of each month, the Aitkin County Warning Point will take the following actions:
 - 1. Acknowledge the TEST warning message from the State Patrol Warning Point.
 - 2. Relay National Warning Systems (NAWAS) TEST to municipalities in the county by sequenced list.
 - 3. Activate the rural warning system, contact rural communities
 - 4. Test county alert lists and other emergency procedures as delineated in previous sections of these standard operating procedures.
- B. At 1:00 p.m. the first Wednesday of each month the municipalities in Aitkin County will take the following actions:
 - 1. Test the outdoor warning sirens in the following ways:
 - a. Sound the (Test) ALERT signal. This is a steady tone or blast of sirens, horns, whistles, or other devices for a period of one (1) minute.
 - 2. Be prepared to receive and acknowledge the TEST warning from the Aitkin County Warning Point.
 - 3. Test municipal alert lists and other emergency procedures as delineated in municipal warning point standard operating procedures.

SEVERE WEATHER WARNING SEQUENCE CALL LIST
IS LOCATED IN THE AITKIN COUNTY RESOURCE MANUAL

SAMPLE ANNOUNCEMENT

WEATHER-RELATED

WARNING:

“THIS IS A TORNADO/SEVERE WEATHER WARNING . . . A TORNADO/SEVERE WEATHER HAS BEEN SPOTTED AT AND TAKE APPROPRIATE ACTION. REPEAT . . . THIS IS A TORNADO/SEVERE WEATHER WARNING.”

WATCH:

“THIS IS A TORNADO/SEVERE WEATHER WATCH CONDITIONS ARE RIGHT FOR THE DEVELOPMENT OF A TORNADO/SEVERE WEATHER PREPARE TO TAKE APPROPRIATE ACTION AND STAY TUNED FOR FURTHER ANNOUNCEMENTS REPEAT THIS IS ONLY A WATCH.”

HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY

| | | | | | |
|--------------------------------|---|---|--|-------|------------------------|
| 1 | DATE REPORTED | TIME REPORTED | NAME & TELEPHONE NUMBER OF PERSON REPORTING | | INCIDENT NUMBER |
| 2 | DATE OF INCIDENT | TIME OF INCIDENT | PRODUCT(S) INVOLVED & QUANTITY | | |
| 3 | NAME OF RESPONSIBLE PARTY | | | | TELEPHONE NUMBER |
| 4 | STREET ADDRESS, RURAL ROUTE AND/OR BOX NO. | | CITY | STATE | ZIP CODE |
| *****SHIPMENT INFORMATION***** | | | | | |
| 5 | NAME OF SHIPPER | | ADDRESS | | TELEPHONE NUMBER |
| 6 | NAME OF CARRIER | | ADDRESS | | TELEPHONE NUMBER |
| 7 | NAME OF CONSIGNEE | | ADDRESS | | TELEPHONE NUMBER |
| 8 | WHO HAS POSSESSION OF SHIPPING DOCUMENT | | | | TELEPHONE NUMBER |
| *****INCIDENT SPECS***** | | | | | |
| 9 | COUNTY | TOWNSHIP | SECTION | RANGE | DIRECTIONS TO LOCATION |
| 10 | <input type="checkbox"/> LEAK <input type="checkbox"/> SPILL <input type="checkbox"/> FIRE... | | TRANSPORTATION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| | MODE: | | <input type="checkbox"/> STORAGE RAIL VEHICLE <input type="checkbox"/> AIR PIPELINE BARGE | | |
| 11 | NO. OF CONTAINERS | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |
| | CONDITION: | | <input type="checkbox"/> NO DAMAGE SURFACE SCRATCHES <input type="checkbox"/> DENTS PUNCTURED <input type="checkbox"/> LARGE HOLE TORN/EXPLODED | | |
| 12 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | |
| | STATE OF MATERIAL: | | <input type="checkbox"/> SOLID <input type="checkbox"/> POWDER <input type="checkbox"/> LIQUID <input type="checkbox"/> JELL GAS <input type="checkbox"/> COMPRESSED GAS <input type="checkbox"/> CRYOGENIC | | |
| 13 | CLASSIFICATION | <input type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> CORROSIVE <input type="checkbox"/> SO EXPLOSIVE <input type="checkbox"/> FLAMMABLE <input type="checkbox"/> GO GAS <input type="checkbox"/> PEROXIDE | | | |

| | | | | | |
|-------------------------|--|--|--|---|-----------------------------------|
| 1 4 | OF MATERIALS | <input type="checkbox"/> C O POISON W O D O | <input type="checkbox"/> C O POISON GAS D O | <input type="checkbox"/> W O RADIOACTIVE | <input type="checkbox"/> REACTIVE |
| 1 5 | PLACARDS IDENTIFIED | CONTAINER TYPE(S) | | | |
| 1 6 | DISTANCE FROM POPULATED AREA | <input type="checkbox"/> PRIMARY INDUSTRIAL | <input type="checkbox"/> URBAN COMMERCIAL | <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> RURAL |
| 1 7 | NEAR WATER? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, WHAT BODY OF WATER (RIVER, STREAM, LAKE)? | NEAR WELL(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, WHAT IS (ARE) WELL(S) USED FOR? | |
| *****NOTIFICATIONS***** | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

USE REVERSE SIDE FOR ANY REMARKS OR NARRATION

Duty Officer: _____ Date: _____ Time: _____ a.m./p.m.

SARA, TITLE III EMERGENCY NOTIFICATION REPORT

Facilities must, per Title III, Section 304, provide all of the following information:

Caller's NAME _____ Telephone () _____

Representing _____ facility at _____

Contact person for additional information:

NAME _____ Telephone () _____

Chemical NAME/identity of chemical ((s) involved in the release: _____

Is this a Reportable Chemical as listed in SARA, Section 302(A)? Yes No

Incident Specs:

Quantity spilled/released into the environment: _____

Time of spill/release: _____ a.m./p.m.

Duration of spill/release _____ -hours _____ -minutes.

Released into: / / Air / / Water / / Soil

Any known/anticipated acute or chronic health risks associated with this release: If yes, describe.

Any advice, regarding medical attention necessary for exposed individuals? If yes, list.
Proper precautions to take as a result of the release, including evacuation.

The affected area for each precautionary action:

Other individual(s) notified, including Emergency Planning Committee(s), Emergency Coordinator(s), other states, etc.

NAME/Representing Time Telephone Number

This information must, by law, be provided by the facility, in writing, to the State Emergency Response Commission at the following address:

Minnesota Emergency Response Commission
Executive Director
B5 - State Capitol
St. Paul, MN 55155

On the first working day following a release notification, provide a copy of this form to DEM.

SARA TITLE III HAZARDOUS MATERIALS
INCIDENT NOTIFICATION LIST

I. NOTIFICATION AND WARNING BY FACILITIES

A. Notifications

Facilities in Aitkin County are responsible for making the following notifications, in the order listed, in the event of an accidental release, which is subject to the reporting requirements of SARA TITLE III section 304:

1. Aitkin County Sheriff's Office: 911/EAS
2. Minnesota State Duty Officer: 1-800-422-0798
3. National Response Center: 1-800-424-8802

B. Warnings

1. Facilities will contact immediately the Aitkin County Sheriff's Office for dissemination to the public of any safety warnings related to the facility.

II. NOTIFICATION BY THE COUNTY WARNING POINT

A. Key Officials

See annex A and County Resource Manual for notification list by incident level

B. Facilities

See annex F and County Resource Manual for list of 302 facilities and contacts

AITKIN COUNTY
HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level I - Potential Emergency Conditions

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

| | |
|----------------------------|----------------------------------|
| Aitkin County Sheriff | 911 |
| * State Duty Officer | 1-800-422-0798 or (612) 778-0800 |
| CHEMTREC | 1-800-424-9300 |
| National Response Center | 1-800-424-8802 or (202) 426-2675 |
| **National Weather Service | (218) 722-7982 |
| **State Warning Point | (651)582-1543 (STATE PATROL) |

LEVEL I CONTACTS:
FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

| <u>POSITION</u> | <u>WORK NUMBER</u> |
|--------------------------------------|--------------------|
| AITKIN COUNTY SHERIFF | 927-7400 |
| AITKIN COUNTY BOARD CHAIRPERSON | 927-7276 |
| AITKIN COUNTY EMERGENCY MANAGEMENT | 927-7400 |
| AITKIN COUNTY HEALTH& HUMAN SERVICES | 927-7200 |
| AITKIN COUNTY FIRE DEPARTMENTS | RADIO PAGERS |

*The State Duty Officer is responsible for notifying all appropriate state and federal agencies; therefore, it is essential to keep the state duty officer aware of the situation, should it escalate.

**If siren activation is required.

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level II

An incident involving a greater hazard or larger area, which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

| | |
|-----------------------------|----------------------------------|
| Aitkin County Sheriff | 911 |
| * State Duty Officer | 1-800-422-0798 or (612) 778-0800 |
| CHEMTREC 1-800-424-9300 | |
| National Response Center | 1-800-424-8802 or (202) 426-2675 |
| ** National Weather Service | (218) 722-7982 |
| ** State Warning Point | (651)582-1543 (BRAINERD) |

LEVEL II CONTACTS:

FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

| <u>POSITION</u> | <u>WORK NUMBER</u> |
|--|--------------------|
| AITKIN COUNTY SHERIFF | 927-7400 |
| AITKIN COUNTY BOARD CHAIRPERSON | 927-7276 |
| AITKIN COUNTY EMERGENCY MANAGEMENT | 927-7400 |
| AITKIN COUNTY HEALTH & HUMAN SERVICES | 927-7200 |
| AITKIN COUNTY FIRE DEPARTMENTS | RADIO PAGERS |
| AITKIN COUNTY HIGHWAY DEPARTMENT | 927-3741 |
| MNVOAD(VOLUNTEER ORGANIZATIONS)SEE BELOW | |
| CALL STATE DUTY OFFICER FOR VOLUNTEER GROUPS | 1-800-422-0798 |
| AMERICAN RED CROSS (DIRECT LINE IN DULUTH) | 1-800-950-4275 |

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level III

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and may require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

| | |
|----------------------------|----------------------------------|
| Aitkin County Sheriff | 911 |
| * State Duty Officer | 1-800-422-0798 or (612) 778-0800 |
| CHEMTREC | 1-800-424-9300 |
| National Response Center | 1-800-424-8802 or (202) 426-2675 |
| **National Weather Service | (218) 722-7982 |
| **State Warning Point | (651)582-1543 (BRAINERD) |

LEVEL III CONTACTS:

| <u>POSITION</u> | <u>WORK NUMBER</u> |
|--|--------------------|
| AITKIN COUNTY SHERIFF | 927-7400 |
| AITKIN COUNTY BOARD CHAIRPERSON | 927-7276 |
| AITKIN COUNTY EMERGENCY MANAGEMENT | 927-7400 |
| AITKIN COUNTY HEALTH & HUMAN SERVICES | 927-7200 |
| AITKIN COUNTY FIRE DEPARTMENTS | RADIO PAGERS |
| AITKIN COUNTY HIGHWAY DEPARTMENT | 927-3741 |
| MNVOAD (VOLUNTEER ORGANIZATIONS) | SEE BELOW |
| CALL STATE DUTY OFFICER FOR VOLUNTEER GROUPS | 1-800-422-0798 |
| AMERICAN RED CROSS (DIRECT LINE IN DULUTH) | 1-800-950-4275 |

INDUSTRIES AFFECTED _____

NURSING HOMES AFFECTED _____

HOSPITALS AFFECTED _____

SAMPLE
RESPONSE LEVEL I
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

A malfunctioning valve at the _____ Company has released a small amount of _____ within the building located at _____

The fire department has advised that the release is confined within the building, and there is no danger to life or property within the surrounding area.

All persons working within the building have been evacuated, checked for possible contamination, and released.

We will keep you informed of any further developments, so please stay tuned.

SAMPLE
RESPONSE LEVEL II
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

The _____ Plant located at _____ reports that a problem at the plant has occurred. The problem may result in the release of toxic fumes into the atmosphere that may extend beyond the plant's grounds. Therefore, upon the advisement of the _____, all residents who live within a _____-mile radius of the plant are advised to evacuate the area in a _____ direction, using highway(s) _____.

The siren(s)** is/are being sounded in the area involved, in order to notify the public of the need to turn to local radio and TV stations. Please stay tuned for further information and instructions.

**Where sirens are used.

SAMPLE
RESPONSE LEVEL III
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

A truck carrying toxic material has rolled over on Highway _____, _____ mile(s) north/south/east/west of _____. The tank is leaking toxic fumes that may be carried by the _____-bound winds.

Due to potential threat to life, the Aitkin County Sheriff has ordered _____ to be evacuated immediately to _____, located _____.

The siren(s)** is/are being sounded in the area(s) involved in order to notify the public of the need to turn to local radio and TV stations. Please stay tuned for further information and instruction. **Where sirens are used.

AITKIN COUNTY WARNING PLAN
DEFINITIONS OF SIREN TONES

Weather “**WATCH**” is a 3-minute STEADY tone on the siren.

Weather “**WARNING**” is a 3-minute WAILING tone on the siren.

For all TESTS the siren sounds each tone for 1 minute with 3 minutes in between.

To inform citizens of these definitions, a list could be sent with utility bills, or as a general mailing to residents; information could be published in Aitkin County newspapers, aired on radio stations, posted at meeting places, township halls, etc.

A letter to each resident explaining the monthly testing procedures and what to do when they hear the sirens, such as turning on their radio (etc).

FLOOD “**WATCH**” is a 3-minute STEADY tone

Action: Turn on radio for information and prepare to evacuate to high ground.

FLOOD “**WARNING**” is a 3-minute WAILING tone

Action: IMMEDIATELY evacuate to high ground or shelter NOT in the flood area.

TORNADO “**WATCH**” is a 3-minute STEADY tone

Action: Listen to radio, watch sky, and prepare to take shelter.

TORNADO “**WARNING**” is a 3-minute WAILING tone

Action: Listen to radio, take shelter, and take emergency action to protect lives and property.

I. Purpose

To describe Incident Management for Aitkin County's disaster response.

II. Responsibilities

- A. County Board of Commissioners: The Aitkin County Board of Commissioners is responsible for incident management of county government resources in response to a disaster. The line of succession to the Board of Commissioners is as follows:
 - Chairperson / Vice Chairperson
 - Commissioners /County Administrator
- B. County Emergency Management Director: The Aitkin County Emergency Management Director serves in a staff capacity to the Board of Commissioners, and implements and coordinates all aspects of this plan. Line of succession to the Aitkin County Emergency Management Director is as follows:
 - EM Director / County Sheriff
 - Dep. EM/Dispatch Supervisor
 - Dep. EM/Jail Administrator

III. Aitkin County Emergency Operating Center (EOC)

Incident management of Aitkin County's response to a disaster is carried out at the Aitkin County EOC located in the basement of Aitkin County Jail in Aitkin, Minnesota, in accordance with the National Incident Management (NIMS) principles, policies and terminology. The Incident Command System (ICS) is implemented during emergency situations. [The ICS Form 203](#) is used to identify key positions that need to be staffed. The EOC functions in support of the incident command. The City Hall/Police Dept. in Aitkin, Minnesota, and the City Hall/Fire Dept. in McGregor Minnesota serves as alternate EOC's. Each location requires only minimal time to become operational (staff, turn on lights, computers, etc.).

A. Criteria for EOC Activation

The level of EOC's activation will be determined by the severity of the emergency.

1. The EOC may be partially activated for a potential threat to life or property from severe weather, tornadoes, flooding, blizzard; hazardous materials incident/accident that is a controlled release of a reportable product. (Response Level I)
2. The EOC would be fully activated in response to an emergency resulting in a threat to life and property. This would include, but is not limited to, a tornado touchdown or flooding, causing damage to the public and private sector, and requiring a coordinated response effort; hazardous materials incident/accident involving the response of several agencies including, federal and state, as well as, surrounding counties and municipalities. (Response Levels II and III).

B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will automatically report to the EOC.

However, Aitkin County Emergency Management is responsible for ensuring that the

EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

The staffing list for the Aitkin County EOC is on file with the Aitkin County Emergency Management Director. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he or she is expected to perform at the EOC. Each department/ agency is responsible for ensuring that staff is available at necessary times. (24hr –hour staffing will be determined at initial staffing at outset of emergency.)

A representative from the affected municipality (ies) will be requested to report to the EOC to provide assistance on the affected areas within the municipality (ies).

If necessary, Aitkin County will activate its Mobile Communications Post to serve on-scene.

The Sheriff’s Office is responsible for coordinating the activities, at the scene, of all Aitkin County forces; however; all major decisions will be agreed upon by the EOC Operations Coordinator or Chairperson. The EOC will be kept informed, on a timely basis, of the response efforts. The Sheriff and or designee will handle the coordinating and channeling of the services of volunteers and donations pursuant to established protocols.

EOC staff shall complete the following NIMS training:

IS-100

IS-200

IS-700

Training records shall be maintained by each agency at their respective headquarters.

D. EOC Equipment/Supplies/Capabilities

The Aitkin County Emergency Management Director is responsible for ensuring that the EOC is operational - that the necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use.

The Aitkin County EOC is located in the basement of the Aitkin County Jail. The basement is located in a facility that is staffed 24/7 and is secured – access is via proximity pass. Emergency (backup) power is provided to the EOC via a 60 KW generator that is powered via a diesel engine. The generator is fed from a 1000 gallon fuel tank. Water, sewer and ventilation are provided via Jail utilities.

E. Communications Capability of the EOC

1. Aitkin County EOC to municipalities within the county: Primary – telephone
Backup - radio or cellular telephone
2. Aitkin County EOC to neighboring county EOCs: Primary - radio; Backup – telephone, teletype or Amateur Radio
3. Aitkin County EOC to Riverwood Health Care Center: Primary – telephone; Backup - radio or Amateur Radio
4. Aitkin County EOC to County Department (field) units: Primary - radio; Backup - cellular telephone;
5. Aitkin County EOC to utility service providers: Primary – telephone; Backup –

cellular telephone

6. Aitkin County EOC to On-Scene Mobil Command Post: Primary – radio; Backup - cellular telephone
7. The Aitkin County Sheriff’s Office Dispatch Center is operational 24-hours a day, 7 days a week. In the event that 24-hour communications is necessary for incident, contact can be made through Dispatch. Dispatch will have communications to Incident Command and EOC personnel via radio, telephone, cell phone or the emergency alert system.

F. Security Sensitive Information

Sensitive records shall be secured in such a manner as to reasonably protect them from unauthorized disclosure. All public data shall be released as required by MGDPA (MN Stat 13.03 subd 1). All information and press releases disseminated from the Aitkin County Sheriff’s Office are authorized by the Sheriff or designee. Unauthorized information dissemination shall be minimized by having one point of contact for the Sheriff’s Office. The Sheriff or designee shall be the one point of contact for the Aitkin County Sheriff’s Office.

G. Interoperable Communications

The Aitkin County Sheriff’s Office uses the State of Minnesota’s Allied Radio Matrix for Emergency Response (ARMER) radio system. This system includes local, regional and state interoperable talkgroups. The Aitkin County Sheriff’s Office also maintains VHF radio frequencies for interoperability with agencies that are not on the ARMER system. In addition to these radio options, the Aitkin County Sheriff’s Office has an amateur radio for communications.

IV. Supporting Documentation

On file in the Emergency Management Director’s Office:

1. EOC Standard Operating Procedures.
2. Resource Manual for lists of Personnel, Equipment and Supplies.

V. Support Service Assignments

(Current personnel listings and numbers are located in the [Resource Numbers](#) (list))

EOC ASSIGNMENT

1. Communications Service
2. Intelligence Service
3. Headquarters Service
4. Economic Stabilization Service
5. Legal Service
6. General Supply Service
7. Administrative Service
8. Fiscal Service
9. Resource Management Service
10. Food Service

COUNTY DEPARTMENT

- ACSO Supervisor
- ACSO Undersheriff/Sergeants
- County Building Maintenance
- County Treasurer’s Office
- County Attorney’s Office
- ACSO Administration
- County Administrator’s Office
- County Auditor’s Office
- County Administrator’s Office
- ACSO Food Service

11. Employment Service

County Human Resources Dept.

VI. Authentication

(Date) Aitkin County Administrator

The EOC facility is where county government operates its incident management of county-wide emergency operations during any type of disaster.

I. ACTIVATION OF THE EOC

- A. The county board, with the county emergency management director implementing its policy, will activate the EOC staff as required to meet the emergency.
- B. The EOC staff is responsible for the operations of their particular assignments for an incident. Aitkin County does not maintain an EOC roles or function chart.
- C. Coordination of operations will be the responsibility of Emergency Management Director; the Director will be responsible for managing and maintaining the operational readiness of the primary EOC.
- D. The Emergency Management Director will alert the EOC staff via telephone or radio.
 1. Only staff as needed will report depending on the disaster situation; a list of staff will be on file in the EOC and the Sheriff's Office; **NO ONE WILL BE ADMITTED** to the EOC unless they are on the list. (This list will be kept up-to-date and will include one primary and one alternate from each department that is assigned to the EOC and it will be the responsibility of that department to notify the Emergency Management Director of a second alternate if both of the primary and first alternate will be unavailable.)
 2. Hazardous materials incident activation follows Response Levels 1, 2, and 3.
 3. Nuclear disaster will follow REACON Actions 3-2-1. (Annex B pg 5)
 4. The law enforcement services will assign personnel as required and monitor personnel for their identification.
- E. Operational reports will be handled as specified by the Emergency Management Director.

- F. The County EOC will be a source of information (policies) if there is an (operational) Incident Command System in place during an emergency.
- G. Emergency response officials from the State and Federal government should be instructed to report in to the EOC when they first arrive on the scene.

II. EMERGENCY OPERATIONS FACILITIES

- A. The primary EOC is located in the basement of the Aitkin County Jail, Aitkin, Minnesota.
- B. The alternate EOC is located at the Aitkin City Hall/Police Department

III. SUPPLIES AND EQUIPMENT

- A. The office equipment for the EOC is that which is used in daily routine operations.
- B. Communications equipment will consist of telephones, cell phones, portable radios and base radio equipment, from the Aitkin County Sheriff's Office
- C. Each agency may be required to supplement equipment and supplies.
- D. Food and water will be supplied at the EOC.
- E. Special reporting forms will be provided by the emergency management director.
- F. EOC personnel will be advised to bring necessary clothing and medications.

IV. EOC PERSONNEL DIRECTORY - (position, name, phone number)

- A. SEE [Resource Numbers](#) List

V. EMERGENCY POWER

Emergency Power will be supplied by a 60 KW generator located in the EOC area.
(Attachment 6b describes procedures for use of the emergency generator.)

VI. ATTACHMENTS

1. Readiness Condition (REACON) Actions (Annex B pg 5)
2. Operational reports and procedures (Annex B pg 6,7)
3. EOC floor plans (Annex B pg 8)
4. Communications Service SOP (Annex B pg 9)
5. Intelligence Service SOP (Annex B pg 10)
6. Headquarters Service SOP (Annex B pg 11)
Generator Operation (Annex B pg 12)
Alarm Bells for Generator (Annex B pg 13)
7. Economic Stabilization Service SOP (Annex B pg 14)
8. Legal Service SOP (Annex B pg 15)
9. General Supply Service (Annex B pg 16)
10. Administrative Service (Annex B pg 17)
11. Fiscal Service (Annex B pg 18)
12. Resource Management Service (Annex B pg 19)
13. Food Service (Annex B pg 20)
14. Employment Service (Annex B pg 21)

READINESS CONDITION (REACON) ACTIONS

READINESS CONDITION 3

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from the Federal Emergency Management Agency through NAWAS (National Warning System).

The following actions are to be taken:

1. The Emergency Management Director will notify the chairman of the county board and the chairman will notify the county board.
2. The Emergency Management Director will mobilize key staff personnel and will check the operating procedures of the respective emergency government services.
3. The Emergency Management Director will advise the public that emergency procedures are being reviewed by the county and local government. No public action will be required.

READINESS CONDITION 2

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Federal emergency Management through NAWAS.

The following actions are to be taken:

1. The Emergency Management Director will notify the chairman of the county board and the chairman will notify the county board.
2. The Emergency Management Director will notify key staff personnel and place them on a standby basis (in his/her absence, the Warning Officer will notify).
3. The Emergency Operating Center will be activated and placed on a standby basis.
4. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared.
5. The public is further advised to review their individual and family emergency action plans.
6. Federal authorities may direct an evacuation of the people from potential target areas.

READINESS CONDITION 1

This condition depicts a situation where the president of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred.

The following actions are to be taken:

1. The chairman of the county board will convene the board in an emergency session.
2. The Emergency Operating Center is to be activated for 24-hour operation.
3. The staff will be fully mobilized.
4. **Emergency Management Officials will prepare to open public fallout shelters.**

Warning procedures via the State Warning Systems may be received prior to or concurrent with Readiness Condition 1.

OPERATIONAL REPORTS AND PROCEDURES

A reporting system for emergency operations at local, state and federal levels.

Types of Reports

Reports are divided into three general categories: the reports used during the pre-emergency phase to increase readiness, those used during a disaster showing the situation, and reports of recovery efforts that are used after a disaster.

A. Pre-emergency

A member of the state Division of Homeland Security and Emergency Management (HSEM) staff will be on duty at all times as duty officer to ensure proper handling of reports.

1. Readiness Condition Reports (REACONS are described in Attachment 2.)
2. Increased Readiness Reporting (IRR) local status form.

A FEMA IRR report will be used to evaluate public and local government action and readiness posture for emergency action. The HSEM regional coordinators *** will designate which local and/or county emergency managers will make the IRR report which is to be given to the HSEM regional coordinator. He/she will consolidate the reports and submit them to the state office.

B. Emergency

The following reports will be given upon a disaster occurrence by local officials to DEM regional coordinators *** and from them to state and federal authorities by flash message over NAWAS, FNATS, or FNARS.

1. Initial Report
 - a. Nuclear Detonation (NUDET) - The reports including sighting location, damage area, and air surface burst evaluation.
 - b. Fallout Arrival - This report is made when 0.5R/Hr is first detected.
2. Basic Operating Situation Report

This report is given to the regional office *** as soon as information is available on either fallout or fire, or on changes from the previously reported condition.
3. Operational Situation Report

A summary report will be submitted to the state from HSEM regional Coordinators after the first day of peace-time-type of emergency, as of 0800 and 1800 hours daily. Reports are summarized daily and sent on to Region Five, FEMA, at 1500 hours. A summary situation report will be submitted to the state from DEM regional Coordinators in a nuclear emergency, as of 1200 and 2400 hours daily. A report will be made to Region Five, FEMA, in a nuclear situation only as an 'exception type' report covering the following situations:

 - a. Request for Aid - resources not available in state.
 - b. Population Status (POSTAT) - when status is determined.
 - c. Government Status (GOVSTAT) - local government destroyed or not functioning and actions taken.
 - d. Facility Status (FACSTAT) - damage or destruction of critical facilities.
 - e. Fire Situation (FIRESIT) - mass fire outside of the blast area
4. Natural Disaster Damage Assessment Reports

C. Recovery

Action reports will be submitted by counties to HSEM regional coordinators *** showing recovery efforts following a disaster. This report will cover the following:

1. Scope of the disaster, including casualty list and property damages sustained by both public and private property; nature of resources and where used; and personnel involved in rescue, security provisions, and restoration operations.
2. State whether applications will be submitted for state and/or federal aid.
3. State to HSEM Reports - The reports received at the state office from Region Five concerning IRIS summaries, fallout warnings, and damage area summaries, will be sent to the HSEM regional coordinators. In addition, reports received from one DEM region command will be sent to other HSEM regions that have an operational requirement for the information.

*****REGIONAL COORDINATOR=S OFFICE IN EOC DURING A REACON 1.**

INITIAL REPORT

NUCLEAR DETONATION (NUDET)

TITLE: _____

SIGHTING LOCATION: _____

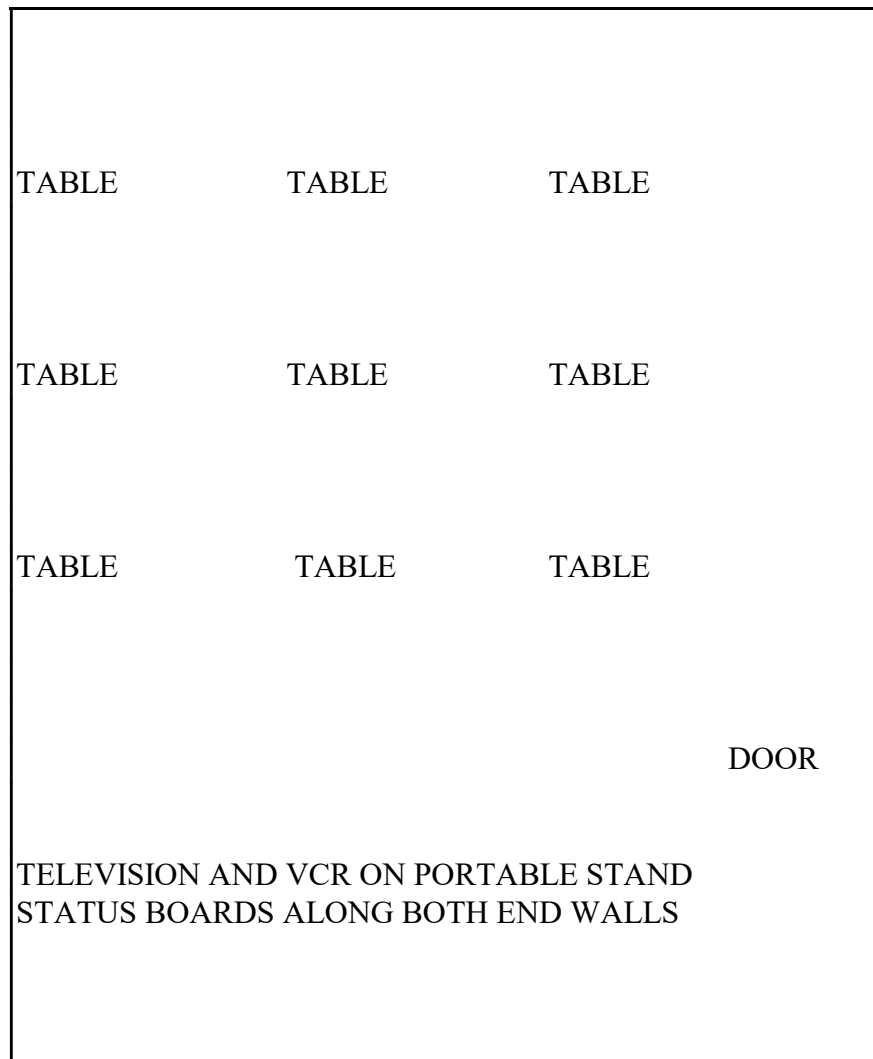
DAMAGE AREA: _____

AIR SURFACE BURST EVALUATION: _____

FALLOUT ARRIVAL: (Time 0.5r/hr. is first detected) _____

FLOOR PLAN FOR EOC

(EMERGENCY OPERATING CENTER -AITKIN COUNTY SHERIFF'S OFFICE AITKIN, MN)



RESTROOMS & LOCKER ROOMS

The EOC is equipped with display boards for showing Shelter Status, Damage Assessment Information, and keeping a Significant Events Log during the Emergency.

**COMMUNICATIONS SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Communications Service plans for, operates, and maintains all command and administrative communications for the Aitkin County EOC.

ACTIVATION OF THE COMMUNICATIONS SERVICE

- A. The Coordinator of the Communications Service will be notified by the Emergency Management Director to report to the EOC in the event of an ordered EOC activation.
 - 1. ACSO DISPATCH SUPERVISOR
- B. The Coordinator will notify, by phone or radio, additional communications personnel needed to meet the requirement of the emergency.
 - 1. ACSO DISPATCH PERSONNEL

EOC DUTIES

- A. Provide instruction.
 - 1. Recruit and train all Communications Service personnel in proper operation and maintenance of service equipment.
 - 2. Provide instruction for all service and agency personnel assigned to the EOC in the utilization of communications.
- B. Provide overall coordination and direction of all communications activities and systems for emergency operations.
 - 1. Maintain command communications from Aitkin County EOC to all support EOCs and to Region II EOC.
 - 2. Coordinate communications with and for other services and agencies including development of alternate communications if primary methods prove inadequate or fail.
 - 3. Insure compliance with administrative procedures for standard utilization of EOC forms and reports, identification, registration, security, etc.
 - 4. Maintain status reports on communications equipment for the Emergency Management Director and or EOC coordinator.

(Date)

ACSO DISPATCH SUPERVISOR
Communications Service

**INTELLIGENCE SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Intelligence Service collects, evaluates, and disseminates information on any natural disaster or emergency affecting the county.

ACTIVATION OF THE INTELLIGENCE SERVICE

- A. The Coordinator of the Intelligence Service will be notified by the Emergency Management Director to report to the EOC in the event of an ordered activation
 - 1. UNDERSHERIFF
- B. The Coordinator notifies additional staff to report to the EOC as needed.
 - 1. ACSO SERGEANTS

EOC DUTIES

- A. Insure that all necessary materials and information required for the conduct of emergency operations are available and in place.
 - 1. Supply maps for use in the EOC.
 - 2. Arrange for the receipt of weather information in the Emergency Operating Center from the U.S. Weather Service.
 - 3. Check communications links with other agencies to insure that arrangements are made for the exchange of information with them.
 - 4. Insure that staff members are familiar with procedures, displays, communications, report forms and distribution methods.
- B. Coordinate closely with both the Damage Assessment Annex and the Radiological Protection Annex.
 - 1. Assist the staff in activating or establishing a radiological monitoring network and in training monitors to be located in shelters and shelter headquarters.
 - 2. Brief staff on effects of nuclear weapons, decontamination, and debris clearance.
 - 3. Provide Public Information Officer the local areas that the public must avoid because of radiological hazards or damage due to the emergency.
 - 4. Record and analyze incoming reports of radiation intensity and the hazard both inside and outside of shelter of radioactivity or other threats and make the results known to other staff.
 - 5. Prepare estimates on time of shelter emergence for the general public and emergency operating staff.
 - 6. Advise and assist the operating staff regarding the hazards of conducting outside activities under emergency situations and insure that undue risks are not taken.
- C. Maintain whatever records are necessary to prepare, on short notice, reports, both oral and written, concerning the situation as it exists.

(Date)

UNDERSHERIFF, Intelligence Service

**HEADQUARTERS SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

Headquarters Service supervises the administrative operations of the Emergency Operating Center (EOC), including the supply and re-supply of office and housekeeping supplies and equipment in the event of an ordered activation of the EOC.

ACTIVATION OF HEADQUARTERS SERVICE

- A. The Coordinator of the Headquarters Service will be notified by the Emergency Management Director or Administration Coordinator to report to the EOC in the event of an ordered activation of the EOC.

BUILDING MAINTENANCE SUPERVISOR

- B. If additional staff is required, the Coordinator will notify them to report to the EOC.
1. **BUILDING MAINTENANCE PERSONNEL**

EOC DUTIES

- A. Determine supply and equipment requirements for conduct of emergency operations in the EOC and locate them in or near the EOC. (Coordinate with the Supply Coordinator.)
B. Maintain and operate electrical and mechanical systems of the EOC.
C. Provide custodial care of the area.
D. Set up EOC for emergency operations.
1. Set up sleeping quarters.
2. Set up and provide help with EOC table, telephone, etc.
3. Provide other services as directed.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

Manual for Caterpillar Generator, Model 3306, Serial Number 09NR04386, I.D. No. G1158 is stored in Courthouse Maintenance Office. Regularly scheduled generator tests are conducted.

(Date)

BUILDING MAINTENANCE SUPERVISOR
Headquarters Service

**ECONOMIC STABILIZATION SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Economic Stabilization Support Group will assist state and federal agencies in establishing economic controls during activation of the EOC.

ACTIVATION OF THE ECONOMIC SUPPORT GROUP

- A. The Coordinator, Economic Stabilization, will be notified by the Emergency Management Director to report to the EOC
COUNTY TREASURER
- B. The Coordinator will notify additional staff to report to the EOC as needed.
 - 1. COUNTY TREASURER'S OFFICE PERSONNEL

EOC DUTIES

- A. Activate the county rationing plan.
 - 1. Publicize the prohibition of sales and the rationing program as it applies to the freeze order and emphasize conservation.
 - 2. Announce procedures for distribution and use of perishable foods.
 - 3. Announce information regarding the issue of ration cards.
 - 4. Inform the public to present evidence such as doctor's prescriptions, automobile registrations, etc. to determine eligibility.
 - 5. Through law enforcement agencies arrange for protection of consumer stocks.
- B. Inform the public and businesses of existing National Freeze Order, and make known the ceiling prices for important commodities and services.
 - 1. Through law enforcement agencies, insure that controls on prices are enforced.
 - 2. Provide for the handling of price control disputes.
- C. Activate Rent Control Measures.
 - 1. Inform the PIO of all rent stabilization measures, including the freeze order.
 - 2. Insure there is a registration of all rent accommodations within the county.
 - 3. Through law enforcement agencies, insure that controls on rents, evictions, and sales of real property are enforced and that violations are reported.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY TREASURER
Economic Stabilization Service

**LEGAL SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Legal Service will provide the required legal advice and guidance for conducting emergency operations according to law, and represent the County in all matters requiring legal interpretation, prosecution or claims.

ACTIVATION OF LEGAL SERVICE

- A. The Legal Service Coordinator will be notified by phone to report to the EOC in the event of an ordered activation to provide advice and guidance.

COUNTY ATTORNEY

- B. During a minor disaster, the Coordinator may be required to give advice and guidance either in person or by telephone.
- C. In the event the Emergency Management Director is unable to contact the Coordinator, the following alternate will be contacted:

ASSISTANT COUNTY ATTORNEY

- D. Clerical support will be drawn from the office of the County Attorney.

EOC DUTIES

- A. Coordinate with Administration and Fiscal Sections to assure that records of claims against Aitkin County are maintained.
- B. Provide legal advice concerning any emergency measures to be adopted, special proclamations and laws to be drafted.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY ATTORNEY
Legal Service

**GENERAL SUPPLY SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The General Supply Service provides support for the county emergency government.

ACTIVATION OF THE SUPPLY SERVICE

- A. The Emergency Management Director will notify the Coordinator of the Supply Service in the event of an ordered activation of the EOC.

ACSO ADMINISTRATION

- B. If the severity of the situation warrants, the Coordinator will notify additional staff by phone to report to the EOC.

- 1. COUNTY PERSONNEL

EOC DUTIES

- A. The Supply Service will inventory supplies in the Courthouse to determine what additional supplies will be needed.
- B. The Supply Service will contact Headquarters service to move supplies, as needed.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

ACSO ADMINISTRATION
General Supply Service

**ADMINISTRATION SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Administration Service provides administrative personnel to support operations in the EOC and coordinates the emergency operations of the EOC support services.

ACTIVATION OF THE ADMINISTRATION SERVICE

- A. Administration Service Coordinator will be notified by phone to report to the EOC in the event of an ordered activation of the EOC.

COUNTY ADMINISTATOR

- B. The Coordinator will notify the Coordinators of the EOC services to report to the EOC in the event of an ordered activation of the EOC, if the Emergency Management Director has not already done so.

1.LIST OF SERVICES AND PERSONNEL MAINTAINED AT EOC.

- C. The Coordinator will notify additional Administration staff to report to the EOC if the situation warrants it.

1.COUNTY PERSONNEL

EOC DUTIES

- A. Determine whether sufficient clerical and administrative personnel are available and obtain additional personnel as required.
 - 1. If sufficient county employees are not available, the Coordinator will contact the Employment Service for assistance.
- B. Coordinate the actions of the EOC Services.
- C. Handle operational reports as specified by the Emergency Management Director.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY ADMINISTRATOR
Administrative Service

**FISCAL SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Fiscal Service provides clerical personnel to keep monetary records of the EOC operations.

ACTIVATION OF THE FISCAL SERVICE

- A. Fiscal Service Coordinator will be notified to report to the EOC in the event of an ordered activation of the EOC.

COUNTY AUDITOR

- B. The Coordinator will notify additional staff members to report to the EOC when conditions warrant.

- 1. COUNTY PERSONNEL

EOC DUTIES

- A. Determine whether sufficient clerical and administrative personnel are available and obtain additional personnel as required
- B. Keep monetary records.
 - 1. Reconstruct fiscal operations with best records available.
 - 2. Establish procedures for redemption of requisitions, purchase orders, hand receipts, or other acquisitions made in the field.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the Central Services Department of the County Courthouse.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY AUDITOR
Fiscal Service

**RESOURCE MANAGEMENT SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Resource Management Service coordinates and records actions taken by the various services during the time the Emergency Operating Center is operational.

ACTIVATION OF THE RESOURCE MANAGEMENT SERVICE

- A. The Resource Management Coordinator will be notified by the Emergency Management Director to report to the EOC in the event of an ordered activation of the EOC.

COUNTY ADMINISTRATOR

- B. The Coordinator will notify additional staff members by phone to report to the EOC when conditions warrant.
 - 1. COUNTY PERSONNEL

EOC DUTIES

- A. Coordinate with Emergency Management Director and continues to try to alert EOC staff that have not been contacted.
- B. Review, record, direct, and file all incoming and outgoing messages pertaining to the service and insure timely action is being taken on messages received.
- C. Assure receipt of special messages by subordinate units and reproduce messages to provide an adequate number of copies to the services concerned.
- D. Develop recommendations for action to be taken by subordinate units and directives for EOC operations.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY ADMINISTRATOR
Resource Management Service

**FOOD SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Food Service supervises the supply and distribution of food county-wide, provides guidance for threatened or contaminated resources, and coordinates caring for relocates in Aitkin County in an ordered activation of the EOC.

ACTIVATION OF THE FOOD SERVICE

- A. The Coordinator of Food Service will be notified by phone by the Emergency Management Director or his/her representative to report to the EOC during an ordered activation of the EOC.

ACSO FOOD SERVICE SUPERVISOR

- B. The Coordinator will phone additional county staff for assistance, if necessary.
- C. The Coordinator will work with the Minnesota State Agencies to coordinate activities.

EOC DUTIES

- A. Develop a food supply and distribution program to assure adequate emergency primary and secondary food supplies for EOC staff and field responders.
 - 1. Process all requests for food, supplies, and equipment.
 - 2. Maintain inventory records of food supplies and equipment.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

ACSO FOOD SERVICE SUPERVISOR
Food Service

**EMPLOYMENT SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

Employment Service will provide personnel, both paid and volunteer, to assist emergency operations conducted within the county during activation of the EOC.

ACTIVATION OF EMPLOYMENT SERVICE

- A. The Employment Service Coordinator will be notified the Emergency Management Director to report to the EOC in the event of an ordered activation of the EOC.
 - 1. **COUNTY HUMAN RESOURCES MANAGER**
- B. Additional staff from the County will be notified to report to the EOC by the Coordinator if they are needed.

EOC DUTIES

- A. Direct and coordinate employment operations in an emergency.
 - 1. Advise the County Board, Emergency Management Director and cities of the employment situation and needs.
- B. Effect recruitment of labor forces.
 - 1. Establish and maintain inventories of workers in the county.
 - 2. Provide workers requisitioned by the EOC.
- C. Maintain records of personnel assigned to the EOC and field response units.
- D. Establish and maintain lists of volunteer groups in the county

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

Each agency will be responsible for providing its own equipment and supplies.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

HUMAN RESOURCES MANAGER
Employment Service

I. Purpose

An overview of how public information is disseminated in an EOC event.

II. Spokesperson(s)

The chairperson of the County Board is authorized to serve as the public information officer (PIO) for Aitkin County. The assistant public information officer is the County Sheriff. These individuals would be given access to all information necessary to carry out their role as Aitkin County PIO.

III. Policies and Procedures

- A. If it becomes necessary to establish a news briefing room, the Aitkin County Sheriff's Office Conference room would be used for this purpose. News media personnel would be asked to report to this location.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.
- C. Public information would be disseminated through the following radio stations: KKIN AM/FM, cable access television station Channel 10, and on the Aitkin County website and FaceBook page.

IV. Support Documents

Public Information SOPs. Prepared public information supplements for release to radio, TV, and newspapers are on file in the Emergency Management Office.

V. Authentication

(Date) _____ Aitkin County Board Chairperson

**AITKIN COUNTY PUBLIC INFORMATION OFFICER
STANDARD OPERATING PROCEDURE**

I. ACTIVATION

- A. The office of Aitkin County Public Information is to be activated only at the direct instructions of the Chair of the Aitkin County Board of Commissions or the Aitkin County Emergency Management Director or Sheriff.
- B. The office is to be deactivated upon the conclusion of the operation of the EOC and/or upon the order of the Chair of the County Board.

II. PURPOSE OF THE OFFICE

- A. To provide an overview of the nature of an emergency and actions being taken to cope with it to the media for dissemination to the public. This includes, but is not limited to, public information involving the safety and welfare of county residents. Information presented to the media should be as complete and timely as possible.

III. PROCEDURES FOR DISSEMINATION OF INFORMATION

A. News Releases

1. News releases will be prepared on a regular basis with copies available to interested media. Prior approval from the board chair will be required before the release of information concerning the health, safety or welfare of the population and the identity of those killed or injured during the emergency.
2. Information concerning the nature of the disaster situation, areas affected, approximate number of people affected, approximate number of people killed or injured, current assessment of damages, roads closed, power and communication disruptions and actions being taken to deal with the emergency may be released without prior approval but normal procedures are to be followed to insure the accuracy of the information.

B. Emergency Information

1. Emergency information concerning health or safety risks is to be relayed via Aitkin County Website and FaceBook, as well as area radio stations. This information is to be given top priority. Radio stations serving Aitkin County include KKIN AM/FM, and cable access television Channel 10. Aitkin County does not have a significant hearing impaired or non English speaking population to warrant special methods of communication. However, if those situations arise, then interpreters would be contacted for translation.

C. News Conferences

1. Members of the media will want to talk directly to those involved in handling emergencies. Periodic news conferences will be held. Both the media and those working with the emergency will be asked to cooperate in this. The time and place of news conferences, as well as media staging and briefing areas, will be established by the information officer in cooperation with the Emergency Management Director and other principals involved.

D. Access to Disaster Scene

1. Tours of the disaster scene will be coordinated by the information officer after consultation with emergency officials. Tours are to be structured to insure the safety of the media and so as not to hamper emergency efforts. The information officer or designated emergency worker should accompany media representatives at the scene.

E. Requests for Information

1. Emergency personnel receiving requests for information should direct callers to contact the emergency information officer. This will allow telephone lines to remain open and free emergency workers to carry out their tasks without interruption.
2. Media representatives arriving at the scene should also be directed to seek out information and instructions.
3. The information officer will be responsible for rumor control.

F. Public Information Personnel

Public Information Officer: County Board Chair Person

Assistant Public Information Officer: County Sheriff

G. Attachments

1. List of media sources (annex C page 4)
2. News release form (annex C page 4)

NEWS MEDIA SERVING AITKIN COUNTY

| RADIO STATIONS | ADDRESS | CITY/ZIP | TELEPHONE |
|-----------------------------------|----------------------------|-------------------|-------------------|
| KKIN AM/FM | RONAN CORP | AITKIN 56431 | 218-927-2100/2344 |
| K101AM/KTCFFM | 4 HALLET AVE NO | CROSBY | 218-546-8155 |
| BL BROADCASTING RADIO STATIONS | | BRAINERD | 218-828-1244 |
| TELEVISION STN | | | |
| WCCO | 90 S. 11 TH ST. | MINNEAPOLIS 55303 | 800-444-9226 |
| ENBERG TV 10 | 12 MINN AVE SO | AITKIN 56431 | 218-927-2988 |
| KBJR CHANNEL 6 | 230 E SUPERIOR | DULUTH 55802 | 218-727-8484 |
| KDLH CHANNEL 3 | 425 W SUPERIOR | DULUTH 55811 | 218-727-8911 |
| WDIO CHANEL 10 | 10 OBSERVATION | DULUTH 55811 | 218-727-6864 |
| LAKELAND PUBLIC TV | 1500 BIRDMONT DR. | BEMIDJI 56601 | 218-751-3407 |
| NEWSPAPERS | | | |
| AITKIN IND AGE | 213 MINN AVE N | AITKIN 56431 | 218-927-3761 |
| MILLE LACS MESS | 280 W MAIN ST | ISLE | 320-676-3123 |
| NEWSHOPPER | 202 MINN AVE N | AITKIN 56431 | 218-927-6990 |
| VOYAGEUR PRESS OF MCGREGOR | 15 COUNTRY HOUSE LANE | MCGREGOR 55760 | 218-768-3405 |
| GR HERALD REVIEW | 301 NW 1ST AVE | GRAND RAPIDS | 218-326-6623 |

NEWS RELEASE

OFFICE OF EMERGENCY MANAGEMENT
AITKIN COUNTY, MINNESOTA

DATE:

CHAIRPERSON BOARD OF COMMISSIONERS

PUBLIC INFORMATION OFFICER TELEPHONE: _____

I. Purpose

The purpose of this Search and Rescue Plan is to establish an organizational structure, assign roles and responsibilities, in addition to detailing processes and procedures for which Aitkin County can utilize to provide a coordinated response and recovery effort relating to search and rescue operations in response to an emergency.

II. Responsibility

- A. Outside city limits, the Aitkin County Sheriff's Office is responsible for performing search and rescue.
- B. Inside city limits, search and rescue is normally the responsibility of the police department up to their capability; then help can be requested from the county.
- C. This Search and Rescue Plan will be implemented when it is probably that missing persons are on public, rural, remote or wilderness lands and are unable to return to their point last seen or other area because they are injured, lost, deceased or delayed.

Other scenarios in which SAR may be initiated may be fraud and criminal activity which will be investigated by local law enforcement while search and rescue is being conducted.

III. Assumptions

- 1. A trained, equipped, and organized rescue service will provide the capability to conduct methodical search and rescue operation, release trapped persons, and locate the missing and dead.
- 2. Access to disaster areas may be limited due to damaged infrastructure, fallen debris, or other obstructions; hampering recovery efforts.
- 3. It may be necessary to incorporate a combination of air, water, and ground searches in addition to utilizing regional and statewide resources obtained through existing mutual aid agreements.
- 3. Community resources such as interpreters, health care personnel, and housing managers will provide assistance to members of the community and emergency response personnel who require their assistance.
- 4. During major emergencies or disasters, search and rescue resources may be damaged or unusable; requiring the initiation of mutual aid agreements.
- 5. As in any emergency, the highest priorities upon activation of this plan will be:
 - a. *Life safety of responders, the greater community, and the search subjects*
 - b. *Resolving the incident (recovery of subjects)*
 - c. *Conservation of resources, property, and the environment.*
 - d. *Continuity of Community (return to normal management)*

III. Supporting Agencies/Organizations

- A. Federal and State organizations and agencies (Civil Air Patrol, National Guard, etc) can be accessed by the Aitkin County Sheriff through the State Duty Officer if required.
- B. Volunteer organizations within Aitkin County would be available to assist with a major search and rescue operation (Names/Numbers on file with Law Enforcement Dispatcher):

Examples of Volunteer assistance available not inclusive

- | | |
|------------------------------|-------------------------------|
| 1. Sheriff's Search & Rescue | 6. DNR/forestry & enforcement |
| 2. Snowmobile Clubs | 7. U.S. Fish & Wildlife |
| 3. ATV Clubs | 8. Citizen Volunteers |
| 4. Fire / Rescue Teams | 9. Sportsman's Clubs |
| 5. Search Dog/K-9 Teams | 10. Divers |

IV. OPERATIONS & ORGANIZATION

Personnel from Aitkin County Sheriff Office will be involved in search and rescue operations

A. Procedures for Dispatching

The Search and Rescue will be dispatched by radio and pager.

| When to dispatch the Search and Rescue. |
|--|
| 1. Any personal injury accident in Aitkin County where extrication may be needed. |
| 2. Serious accidents where the law enforcement deem it necessary. |
| 3. Any water related accident involving personal injury or specialized transportation and for all drowning incidents |
| 4. Any type of disaster affecting Aitkin County whether natural, technological, or human-caused. |
| 5. Any search for lost or missing persons in any terrain, or when the Sheriff deems it necessary. |
| 6. Any specific request from law enforcement officers for Search and Rescue assistance within Aitkin County. |

- 1. 9-1-1 Dispatchers are to take all required information from the caller, such as name, address, type of incident, time, date, and location and make the call to the Sheriff's deputy assigned, rather than referring that citizen to the deputy directly. All specific team

decisions (including personnel) will be made by the primary law enforcement officer on scene.

IV. Supporting Standard Operating Procedures

NOTE:

** Refer to the Environmental Hazard Response SOPs for detailed procedures on chemical identification and decontamination for law enforcement and fire personnel.

V. Authentication

(Date)

AITKIN COUNTY SHERIFF

STANDARD OPERATING PROCEDURE

- A. The Aitkin County Sheriff's Office provides Search and Rescue for:
1. LOST PERSONS:
 - a. Provide aerial photos, maps and personnel
 - b. Provide radio communications
 - c. Call in, if needed, search dogs, Civil Air Patrol, volunteers, and other resources as deemed necessary.
 - d. Provide food, water and shelter for the rescue workers, as needed.
 2. BOAT and WATER:
 - a. Provide divers (when needed)
 - b. Provide equipment (boats, rope, dragging devices, etc.)
 - c. Provide refill of air bottles and replace equipment.
 - d. Provide maps, blankets, and other equipment, if necessary.
 3. AIRCRAFT SEARCHES:
 - a. Call in assistance (State Patrol / DNR Aircraft, Civil Air Patrol, National Guard, etc.) if needed.
 4. BOMB THREATS:
 - a. Provide trained manpower.
 - b. Provide ropes, maps, evacuation routes, etc. as needed.
 - c. Call in bomb squads if needed.

I. Purpose

To provide an overview of how the health protection care needs of Aitkin County residents, including special needs populations would be met in the event of a major disaster. Aitkin County Emergency Management and Aitkin Public Health Emergency Coordinator would coordinate services and resources to meet the needs of the citizens during an emergency.

II. Primary Responsibilities

A. Hospital Care - injured victims would be transported to the following hospitals:

The hospitals listed in the [Resource List](#) have the responsibility for maintaining supplies and staff to augment and/or satisfy expanded medical needs/ mass care facility during emergency operations. If the number of victims requires use of additional hospitals, the [Resource List](#) has information for adjacent hospitals that could be utilized:

B. Ambulance Service – A [list](#) of Ambulance providers would be used to transport disaster victims:

If additional ambulances are required call the State Duty Officer at 800/422-0798

C. First Aid - Public Health nurses - would be available to provide immediate first aid to disaster victims suffering minor injuries. Call Aitkin County Public Health 218-927-7200

D. Emergency Mortuary Operation

1. Mortuary Operations are the responsibility of the Aitkin County Sheriff Office.
2. Transportation is through Sorenson Root Funeral Home in Aitkin and McGregor.
3. In the event of Mass Fatalities, temporary morgue, and transportation is contracted through the Ramsey County Medical Examiner's office following their procedures. If additional resources are required, a request can be made through the State Duty Officer at 800-422-0798 for the State of MN Mobile Morgue or the Fatality Search and Recovery Team stationed at the 148th Fighter Wing in Duluth. The 148th will respond to assist local agencies, Public Health and the Ramsey County Medical Examiner's office with search and recovery, victim identification, storage, and reunification of families to the victim when the local and state response has exceeded their abilities. Questions as to what the 148th will respond to can be directed to MSgt Melanie Kuklis with the FSRT 148th Fighter Wing at 218-788-7896, [148th Mass Fatality Plan](#)
4. Victim identification, family reunification, notification of next of kin, responder and family counseling will be coordinated between the Aitkin County Sheriff Office, Aitkin County Health and Human Services, the Ramsey County Medical Examiner's office, and Tribal Authority in the event Native American Tribal members are involved. The Ramsey County ME's Office and Aitkin County Health will operate according to their established operation guidelines and procedures.

E. Health Threats - serious potential or actual health problems associated with a disaster or threat would be the responsibility of the Aitkin County Health Officer. In the event of

outbreaks due to contaminated food, the Minnesota Department of Health and the county Food, Beverage and Lodging Inspector will have jurisdiction.

1. MDH epidemiologists will contact Aitkin County's Public Health and Environmental Services.
 2. The Food, Beverage and Lodging Inspector will inspect the facility determined to be the focal point of the outbreak and to ensure proper food handling and proper clean up from the contaminated items, under the direction of MDH.
 3. MDH epidemiologists will conduct an investigation to find the contaminated source.
 4. These agencies will also coordinate with MDA if the product is in state and the FDA or USDA if the source of the food product is out of state.
 5. County Public Health will work with MDH to provide risk communications and keep EM apprised of the situation.
- F. Inquiry, Referral and Tracking Service – Aitkin County has only one hospital, Riverwood Healthcare Center, located in Aitkin. Victims of a disaster would be transported or go to area hospitals outside of the county. The hospitals have emergency plans to manage and record an influx of patients during a disaster. In the event for Off Site Care Facilities to provide patient care for victims of a disaster, plague or terrorist event, Aitkin County Public Health and County EMS providers will provide staffing and documentation for tracking of victims. Aitkin PH will utilize the MN Trac system as well as their own forms.
- G. Decontamination - Riverwood Healthcare Center has equipment and personnel to accomplish chemical and biological decontamination of patients. (Mass decontamination needs and radiological decontamination needs will require the use of state sponsored assets).
- H. Mass Care Facilities - Aitkin County Public Health has a listing of locations suitable for mass care facilities as well as the responsibility for coordinating staffing at such facilities. Mass care will be coordinated with Aitkin PH, Riverwood Healthcare, and Red Cross. Mental health, special needs communications, mobility disabilities and transportation to shelters or hospitals will be assessed by Aitkin PH. They will determine if other services will be needed such as Lakeside Counseling, local pastors, volunteers, Arrowhead Transit Buses, taxis or school buses.
- I. Crisis Counseling - Critical Incident Stress Management (CSIM), mental health treatment, and grief counseling) for emergency workers *and* victims will be coordinated by the Aitkin County Emergency Management office through the Head of the Lakes CISM team: 218-727-8770.
- J. Debris – Debris will generally be disposed of at local county sanitation transport stations under the direction of the Aitkin County Solid Waste Department and Aitkin County Environmental Services. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). The MPCA will be requested to assist Aitkin County with coordination and disposal of debris that is posing a potential health hazard such as animal

carcasses, farm chemicals, hazardous and infectious waste.

- K. Private Structures – Aitkin County Public Health along with Aitkin County Environmental Services are in charge of declaring public health nuisances within Aitkin County. They have the responsibility of declaring private structures uninhabitable and/or a safety hazard to the public. The Aitkin County Sheriff’s Office is responsible for security if requested by Aitkin County Public Health or Aitkin County Environmental Services.
- L. Family Assistance Center – Aitkin County Health and Human Services along with the Aitkin County Sheriff Office will be in charge of providing a safe and private place, protected from the media, for families of deceased, missing or injured survivors to grieve and/or wait for information regarding their loved ones.
 - 1. Aitkin County Health and Human Services will work in conjunction with the Red Cross and the Medical Examiner’s office to provide staffing and training for the FAC.
 - 2. Aitkin County Health and Human Services is currently working with Community Partners to establish possible locations, plans, and procedures for area FAC’s.
 - 3. Aitkin County Draft for Family Assistance [Family Assistance Center.docx](#)

III. Coordination

If a serious disaster resulting in multiple casualties occurs in Aitkin County, overall coordination of the various health/medical organizations response to the disaster would take place at the Aitkin County EOC (Emergency Operations Center). Riverwood Healthcare Center and Aitkin and McGregor Ambulance Service are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. Supporting Plans and Personnel

- A. Riverwood Healthcare Center (hospital) maintains a disaster plan.
- B. Riverwood Healthcare Center and Ambulance Services have established procedures regarding which hospital an injured victim would be transported to.
- C. All Ambulance Services have entered into a mutual aid agreement.
- D. The Aitkin County [Resource Manual](#) contains lists of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services and other health support services.

V. General Instructions and Execution

A. Emergency Actions

- 1. Upon receipt of notification of a Readiness Condition (REACON), an attack warning, or a natural disaster, the Coordinator of the Health/Medical Service will alert staff.
- 2. Various options may be initiated to protect the population such as: evacuating possible disaster areas or target areas under a REACON 2, or directing the populace to the best available shelter with little or no advance notice. The Coordinator, Health/Medical Services, will insure realignment of service demands to meet changing needs under relocation modes.

B. Post-Emergency Actions

The Coordinator, Health/Medical Service, will establish or continue Service operations until Health and Medical Services can be re-established.

C. Staff Assignments and Actions

The Coordinator, Health Protection Service, is responsible for overseeing Health Protection Services activities within the County. These activities will be performed by the municipalities with County support. The Coordinator serves as Health Protection Service staff advisor to the Chairperson, County Board of Commissioners and the Director, Aitkin County Emergency Management. All orders and directives concerning Health Protection Service activities will be issued by the Director, Aitkin County Emergency Management, in the name of the Chairman, County Board.

D. The listing of Emergency Response equipment and facilities is contained in the County Resource manual and reviewed annually

I. Authentication

(Date)

Health and Human Services Director

I. Purpose

To outline how evacuation and traffic control would be carried out in an Emergency in Aitkin County.

II. Responsibility

A. In the event of a hazardous material(s) incident or other emergency in Aitkin County, the Aitkin County Sheriff or Responding Fire Chief is responsible for determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry. The second in command of the Aitkin County Sheriff Office or responding Fire Department shall serve as an alternate in determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry. The Aitkin County Emergency Notification Center will assist in making appropriate notifications. In Aitkin County, the following officials recommend and determine to evacuate or shelter-in-place and or re-entry:

| <u>Official</u> | <u>Type(s) of Incident(s)</u> |
|--------------------------------|---|
| Aitkin County Sheriff | Nuclear, Hazardous Materials, Pipe Line |
| Aitkin County Undersheriff | Accidents, Flooding, Military Aircraft |
| Aitkin County Sheriff Deputies | Accidents |

B. The Aitkin County Sheriff's Office would be responsible for coordinating any large-scale evacuation of rural Aitkin County residents that might be required.

C. Within the municipalities in Aitkin County, police or fire department personnel would be responsible for coordinating an evacuation effort.

D. Emergency personnel have their own emergency plans and standard operating procedures and have trained following their SOPs.

E. The Aitkin County Sheriff's Office will be responsible for maintaining access, perimeter control, and security for the evacuated areas. They will also provide security for the Shelters, Family Assistance Center and Mass Prophylaxis Sites in unincorporated areas or areas without police coverage. The local police department would have this responsibility in areas of their coverage.

III. Procedures

A. Residents to be evacuated or shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, telephone or other methods as implemented through the Aitkin County Emergency Notification Center (Warning Point).

B. Procedures for initiating a shelter-in-place option include but are not limited to:

1. Determination of need by incident command using established criteria.
2. Action by official(s) authorized to implement the plan.
3. Public notification as appropriate.
4. Implementation by local law enforcement.

C. Evacuation routes, assembly points and assistance instruction will be coordinated and announced through the Aitkin County Emergency Notification Center. Aitkin County law enforcement personnel will establish traffic control points at major intersections on the evacuation routes, if needed, to direct and control traffic during an emergency.

[Y:\EOP 2019\Annex L- Environmental Hazard\Tier II Facilities.xlsx](#)

- D. Mobility-impaired individuals and Special Needs Populations unable to evacuate themselves would receive assistance from Aitkin County Public Health, as directed by Law Enforcement. Aitkin PH will contact Arrowhead Transit buses and other special needs buses from the public schools to assist in the evacuation. Hospitals, Nursing Homes, Personal Care Homes, Assisted Living Facilities and Hospice Facilities should have emergency plans in place that provide for the evacuation and relocation of their residents to appropriate host facilities away from the any disaster areas.
- E. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound and HART Animal rescue in Brainerd, along with the NE Region II/AREMA Pet Shelter trailer, are sheltering options.
- F. The pre-designated shelter in Aitkin is the Aitkin School located at 306 2nd St NW. The site in McGregor is the McGregor School located at 148 2nd St NE. The shelter in Palisade is the Palisade Elementary School located at 401 South 5th Ave.
- G. Re-entry Procedures:
 - 1. Re-entry decisions will be made by Incident Command/Commander.
 - 2. Appropriate announcements will be made via the Aitkin County Emergency Notification Center.
 - 3. Re-entry will be implemented by Aitkin County law enforcement, assisted by mutual aid agencies as necessary.

IV. Resources Available

- A. Aitkin County Ambulance Services vehicles would be available, if needed, to evacuate non-ambulatory individuals.
- B. School Districts could provide buses, if needed, to assist in the evacuation process.

V. Authentication

(Date)

Aitkin County Sheriff

This standard operating procedure is intended to provide guidance for both a (potential) evacuation of residents of a hazard area in Aitkin County to a safe area within the county or to a county which will serve as a reception area and an evacuation into Aitkin County of another jurisdiction's residents, and to provide for the control of traffic to, from, and within Aitkin County while an evacuation mode is in effect.

I. General

- A. At the time the decision is made to carry out an evacuation of some/all of Aitkin County's residents, the Sheriff will have primary responsibility for ensuring that the affected residents and facilities (schools, hospitals, nursing homes, businesses, industries, etc.) are notified of the need to evacuate. Notification will be accomplished by:
 - 1. Radio and television stations
 - 2. Door-to-door and/or loudspeakers
 - 3. Telephone where applicable
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other factors. MN Highway numbers 169, 200, 65, 47, 210, 27 and 18 will be main routes of transit for hazard residents evacuating to relocation sites.
- C. A listing of both the congregate care facilities and the fallout shelter facilities that can be used to house evacuees is included in the county resource manual. (Detailed information concerning congregate care arrangements is included in the Congregate Care Annex and the Congregate Care SOP.)
- D. People requiring transportation should report to one of the staging areas below. Mass transportation to the reception area will only be provided from these points. Special needs persons or those unable to get to one of these locations should call the Transportation Coordinator for assistance.
- E. Staging areas are to be released to the Transportation Coordinator by the Aitkin County Sheriff's Office at the time of the incident.
- F. Transportation from the staging areas to reception areas will be provided by available transport and school buses.
- G. Reception centers will register and assign evacuees to shelters. Evacuees will be given information to assist them to locate their facility. This information will consist of routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.
- H. The State Patrol, the Sheriff's Office, and local law enforcement will coordinate assistance to any vehicles having mechanical problems during evacuations.
- I. Local law enforcement will be assigned as security to each congregate care parking facility.
- J. Evacuees who will be traveling in recreational vehicles and mobile homes will be assigned to campgrounds or fairgrounds.

II. EVACUATION REQUIRED DUE TO A HAZARDOUS MATERIALS INCIDENT

A. Release from a Section 302 (SARA Title III) Facility

1. The potential “populations at risk” that might require evacuation in the event of an accidental release from the Section 302 facilities in Aitkin County have been pre-identified by the facilities and that information should be included in their facility emergency operations plan.
2. Pre-identified evacuation routes are included in Annex F of the Aitkin County-Wide Emergency Operations Plan.

B. Other Hazardous Materials Accidents/Incidents

Evacuation may be required due to a hazardous materials spill/release not involving a (SARA Title III) Section 302 facility. Such a determination will be made some time following the initial response to the accident/incident, and following an assessment of its current and potential threat to public safety.

III. EVACUATION REQUIRED DUE TO A WIDE-SPREAD NUCLEAR EMERGENCY

Through a comprehensive study, the federal government has determined that some areas of Minnesota would be targeted in the event of a large-scale nuclear attack. These areas of high-risk are called hazard areas. Areas outside the hazard areas are termed reception areas. An evacuation of people from the hazard areas to the reception areas, before a nuclear attack, would greatly increase the safety of Minnesota residents. Attachment 1 shows the hazard and reception areas in Minnesota. Aitkin County is a reception county.

- A. Highways 47, 210, 65, 18, 27, 200 and 169 will be the main routes of transit for area residents evacuating the county.
- B. Traffic control points will be established at all major intersections. Two-way traffic will be maintained on all highways and streets.
- C. Rest areas will be established for the aid and convenience of people evacuating the county. Evacuees will be able to obtain fuel, water, medical aid, vehicle maintenance, and information and comfort facilities at the rest areas.
- D. People requiring transportation should report to one of the staging areas. Mass transportation to the reception areas will only be provided from these points. Mobility-impaired persons or those unable to get to one of these locations should call 911 for assistance. Transportation from staging area to reception areas will be provided by direction of the resource coordinator at the EOC. A listing of public properties and shopping areas that may be used as staging areas for a large-scale evacuation are listed in the County Resource Manual.
- E. Upon arriving at the reception county, evacuees will register and be given information to assist them in locating their host facility. This information will include routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.

ATTACHMENTS

1. Listing of SARA* 302** facilities. (Annex F pg. 5)
 - 1a. Other facilities contributing to risk. (Annex F pg. 6)
 - 1b. Methods for determining if a release has occurred. (Annex F pg. 7)
 - 1c. Methods for community to determine area affected. (Annex F pg. 7)
 - 1d. Methods for facilities to determine area affected. (Annex F pg. 7)
2. List of Evacuation Routes for Public & Key personnel.
Evacuation routes and reception sites for non-essential work force. (Annex F pg. 8)
Evacuation routes and reception sites for key work force. (Annex F pg. 8)
3. List of Evacuation Routes, Traffic Control Points, and Rest Areas. (Annex F pg. 9)
4. List of County Evacuation Staging Areas. (Annex F pg. 10)
5. Transportation Service SOP. (Annex F pg. 11)
6. Listing of Fairgrounds and Campgrounds. (Annex F pg. 12)

* Superfund Amendments and Reauthorization Act, Community Right-to-Know Act of 1986

** Hazardous Materials

ATTACHMENT 1

DEPARTMENT OF PUBLIC SAFETY
STATE OF MINNESOTA
EMERGENCY RESPONSE COMMISSION
LISTING OF 302 FACILITIES BY SELECTED COUNTY

COUNTY: AITKIN

| ERC-ID | Facility Name Contact Name | Facility Address Contact Address | Facility City/State/Zip Contact City/State/Zip | Plan on File in EOC |
|-------------|--|--|---|------------------------|
| 01-004-0022 | AITKIN WASTEWATER TREATMENT PLANT DAVE CLUFF FACILITY COORDINATOR | 4TH AVENUE NW 120 1ST STREET NW PH# 218-927-3222 | AITKIN MN 56431 AITKIN MN 56431 | no |
| 01-145-0002 | PALISADE WELL HOUSE MONIQUE LAMKE FACILITY COORDINATOR | BOX 144 PALISADE CITY HALL PH# 218-845-2051 | PALISADE MN 56469 PALISADE MN | no |

Both 302 facilities in the County are water treatment plants and as such maintain the required equipment to contain and respond to a Chlorine spill at their respective sites. The facility coordinators are responsible for this requirement.

A LISTING OF 312 FACILITIES IS MAINTAINED BY EMERGENCY MANAGEMENT DIRECTOR

Above listed facilities have no emergency response equipment.

ATTACHMENT 1a

ADDITIONAL FACILITIES CONTRIBUTING ADDITIONAL RISK DUE TO
THEIR PROXIMITY TO FACILITIES LISTED ON PRECEDING PAGE

1. The Aitkin County Emergency Management Director has evaluated additional risks and has determined that there are no other additional risk facilities.

OTHER FACILITIES AT RISK BY VIRTUE OF THEIR PROXIMITY TO THE FACILITIES
ON THE PRECEDING PAGE.

1. Palisade Middle School (west of Palisade well house facility)
2. Mississippi River County Campground (adjacent to the Aitkin Wastewater plant)

ATTACHMENT 1b

METHODS FOR DETERMINING THE AREA OF POPULATION LIKELY TO BE
AFFECTED BY A HAZARDOUS MATERIAL RELEASE.

Methods for determining the area of population likely to be affected by a hazardous material release vary according to the material released, wind direction, etc. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 1c

METHODS IN PLACE IN THE COMMUNITY FOR DETERMINING THE AREAS LIKELY
TO BE AFFECTED BY A HAZARDOUS MATERIAL RELEASE.

Methods for determining the area of population likely to be affected by a hazardous material release vary according to the material released, wind direction, etc. and are the responsibility of the person in charge of Evacuation, Traffic Control and Security. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 1d

METHODS IN PLACE IN EACH OF THE AFFECTED FACILITIES THAT ARE SUBJECT
TO SECTION 302 OF TITLE III FOR DETERMINING THE AREAS LIKELY TO BE
AFFECTED BY A RELEASE.

Methods for determining the areas likely to be affected by a hazardous material release are included in the plans of the individual facilities and vary according to the material released, wind direction, etc. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 2

EVACUATION ROUTES AND RECEPTION SITES
FOR NON-ESSENTIAL WORK FORCE

THE NON-ESSENTIAL WORK FORCE WILL BE EVACUATED FIRST AND THE
EVACUATION ROUTES ARE AS FOLLOWS:

NORTH: HIGHWAYS 169 65
SOUTH: HIGHWAYS 169 65 47
EAST: HIGHWAYS 210 200 18 27
WEST: HIGHWAYS 210 200

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

EVACUATION ROUTES AND RECEPTION SITES
FOR KEY WORK FORCE

KEY WORK FORCE PEOPLE WILL BE EVACUATED LAST AND THE EVACUATION
ROUTES ARE AS FOLLOWS:

NORTH: HIGHWAYS 169 65
SOUTH: HIGHWAYS 169 65 47
EAST: HIGHWAYS 210 200 18 27
WEST: HIGHWAYS 210 200

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

ATTACHMENT 3

EVACUATION ROUTES, TRAFFIC CONTROL POINTS, AND REST AREAS

1. HIGHWAY 169
 - A. Control Points: NORTH INTERSECTION WITH HWY 200
SOUTH INTERSECTION WITH HWY 18
 - B. Rest Areas: NORTH HILL CITY CITY PARK
SOUTH HICKORY/PINE WAYSIDE REST
2. HIGHWAY 210
 - A. Control Points: EAST INTERSECTION WITH CO RD 6 & 16
WEST INTERSECTION WITH HWY 169
 - B. Rest Areas: EAST CITY PARK IN TAMARACK/WAYSIDE MCGREGOR
WEST COUNTY PARK CITY OF AITKIN
3. HIGHWAY 65
 - A. Control Points: NORTH INTERSECTION WITH HWY 200
SOUTH INTERSECTION WITH HWY 18
 - B. Rest Areas: NORTH COUNTY CAMPGROUND JACOBSON
SOUTH COUNTY CAMPGROUND SNAKE RIVER
4. HIGHWAY 200
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or US HWY 2
WEST INTERSECTION WITH HWY 169
 - B. Rest Areas: EAST COUNTY CAMPGROUND JACOBSON
WEST HILL CITY CITY PARK
5. HIGHWAY 47
 - A. Control Points: SOUTH INTERSECTION WITH AITKIN CO RD 2
 - B. Rest Areas: SOUTH MILLE LACS LAKE PUBLIC BOAT ACCESS
6. HIGHWAY 27
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or CO RD 27 & 75
 - B. Rest Areas: EAST PARKING AREA AT HWY 65 & 27
7. HIGHWAY 18
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or CO RD 23
 - B. Rest Areas: EAST PARKING AREA HWY 65 & HWY 18

ATTACHMENT 4

COUNTY EVACUATION STAGING AREAS

| <u>MUNICIPALITY</u> | <u>STAGING AREA</u> |
|---------------------|---------------------------|
| AITKIN | AITKIN COUNTY FAIRGROUNDS |
| MCGREGOR | AIRPORT/INDUSTRIAL PARK |
| PALISADE | PALISADE CITY PARK |
| HILL CITY | HILL CITY CITY PARK |
| TAMARACK | TAMARACK CITY PARK |
| MCGRATH | 18&65 CAFE PARKING AREA |
| JACOBSON | JACOBSON CAMPGROUND |

TRANSPORTATION SERVICE STANDARD OPERATING PROCEDURES (SOP)

The Transportation Service allocates the available supply of transportation resources within the county to the most essential uses according to established priorities in the event of a war or major peacetime disaster.

Activation of the Transportation Service

- A. The Coordinator of the Transportation Service will be notified by phone by the Sheriff's Office (Evacuation, Traffic Control and Security Annex) to report to the EOC in the event of a nuclear war or major peacetime disaster.
 - 1. Aitkin School Bus Garage 218-927-2115
 - 2. McGregor School Bus Garage 218-768-2111
 - 3. Hill City School Bus Garage 218-697-2394
 - 4. Arrowhead Economic Opportunity Agency 218-927-5635
- B. The Coordinator will notify additional personnel if the situation warrants.
- C. The Sheriff's Office may notify the Transportation Service in any emergency situation when transportation is required.

EOC Duties

- A. Formulate policies and guidance for allocating transportation within the county.
- B. Provide transportation.
 - 1. Movement of people from one location to another within the county.
 - 2. Transport key workers to specific job locations in Aitkin County.
 - 3. Provide transportation as required for movement of supplies to shelter areas.
 - 4. Provide transportation for evacuating possible disaster areas.
 - 5. Maintain requirements and capabilities information concerning transportation and advise the Law Enforcement, the Chairman of the County Board, and the Emergency Management Director on all transportation matters.
 - 6. Vehicles from all county departments and from central and all district garages will be part of the transportation motor pool.
 - 7. All units to be dispatched only upon orders and approval of Transportation Service Coordinator in the EOC.
- C. Cooperate with the Evacuation, Traffic Control and Security Annex to provide their transportation needs.
- D. Coordinate with Law Enforcement and arrange to obtain personnel for 24-hour per day security of the motor pool and EOC
- E. SEE Resource Manual for vehicle listings.

ATTACHMENT 6

COUNTY CAMPGROUNDS

| <u>NAME</u> | <u>LOCATION</u> | <u># OF SITES</u> |
|-----------------------|-------------------------|-------------------|
| BERGLUND PARK | PALISADE CO RD 69 | 9 |
| AITKIN CAMPGROUND | 4TH AVE NW AITKIN | 7 |
| JACOBSON CAMPGROUND | HWY 200 JACOBSON | 10 |
| SNAKE RIVER CAMP | HWY 65 6M SO OF MCGRATH | 12 |
| AITKIN CO FAIRGROUNDS | CITY OF AITKIN | UNDETEMED |

STATE PARK CAMPGROUNDS

| <u>NAME</u> | <u>LOCATION</u> | <u># OF SITES</u> |
|-----------------|-----------------------|-------------------|
| SAVANNA PORTAGE | CO RD 14 NE AITKIN CO | 65 |

STATE FORESTRY CAMPGROUNDS

| <u>NAME</u> | <u>LOCATION</u> | <u># OF SITES</u> |
|---------------------|---------------------------|-------------------|
| HAY LAKE CAMPGROUND | HWY 65 2 M SO OF JACOBSON | 12 |

FEDERAL CAMPGROUNDS

| <u>NAME</u> | <u>LOCATION</u> | <u># OF SITES</u> |
|----------------|--------------------------|-------------------|
| SANDY LAKE DAM | HWY 65 12M N OF MCGREGOR | 50 |

I. Purpose:

To describe how basic fire protection is accomplished in Aitkin County

II. Responsibility/Description:

- A. Fire protection and in Aitkin County is the responsibility of the 11 fire departments serving the County. All of these departments are volunteer. Aitkin County does not have a County Fire Chief and does not have fire services beyond basic fire response.
- B. All 11 Fire Departments perform Search & Rescue operations.
- C. Aitkin, Hill City and McGregor Fire Departments have personnel trained at the Operations level in Hazardous Materials.

III. Mutual Aid Agreements:

County-wide mutual aid agreements exist between the local fire departments in Aitkin County and are kept on file with each fire department. The following fire departments serve Aitkin County: Aitkin, McGregor, McGrath, Palisade, Hill City, Jacobson, Isle (Mille Lacs Co.), Garrison (Crow Wing Co.), Finlayson (Pine Co.), Sturgeon Lake (Pine Co.), Willow River (Pine Co.)

IV. Communications Capability:

All six fire departments in Aitkin County have 800 Mhz ARMER radios. Their primary fire talkgroup is AK Fire/EMS 1. All ARMER radios in Aitkin County are programmed with AK Commons 4-8, NE regional talkgroups, CM regional talkgroups, State TAC's and 8 TAC talkgroups for interoperability.

All six fire departments in Aitkin County are paged on the Aitkin County VHF simulcast system. The VHF fire frequency TX is 156.2400 and the RX is 154.4450. This is a county-wide frequency. The state-wide fire frequency, VFire 23 with a frequency of 154.2950, is also available to all of the fire departments. Other shared VHF frequencies in Aitkin County are the North Interop, South Interop and McGregor repeater channels.

Fire Departments outside of Aitkin County are dispatched via the respective Sheriff's Office. These departments respond on the 800 Mhz ARMER system with interoperable capabilities.

V. Authentication:

(Date)

Fire Chiefs Association

I. Attachments:

Attachment 1: List of Coverage Areas for Individual Departments (annex G pg 2)

1a. [1a: Map of Geographic Areas of Fire Department Coverage \(annex G\)](#)

ATTACHMENT 1

FIRE DEPARTMENT COVERAGE

| | |
|---------------------------------------|--|
| AITKIN TOWNSHIP FIRE DEPARTMENT | AITKIN, FARM ISLAND, NORDLAND, MALMO, GLEN SPENCER, MORRISON, WEALTHWOOD, HAZELTON SECs 1-18, KIMBERLY SEC=S 4-9, 16-21, 28-36, T-48N-R27W SECs 1-4, 9-16, 21-28, 33-36 |
| MCGREGOR TOWNSHIP FIRE DEPARTMENT | CORNISH, TURNER, BALSAM, HAUGEN, SHAMROCK, CLARK, MCGREGOR, JEVNE, SALO, SPALDING, DAVIDSON, RICE RIVER, LEE, MILLWARD SECσ 1-18, BEAVER SECs 4-9, 16-21, 28-33, |
| HILL CITY TOWNSHIP FIRE DEPARTMENT | HILL LAKE, QUADNA, SHOVEL LAKE, LEMAY, MACVILLE, WHITE ELK |
| JACOBSON TOWNSHIP FIRE DEPARTMENT | BALL BLUFF, VERDON, RUTH, T52N-R22W, T51N-R22W |
| MCGRATH TOWNSHIP FIRE DEPARTMENT | WHITE PINE, PLINY, JEWETT, MILLWARD SECs 19-36, MILLWARD SOUTH SECs 4-9, 16-21, 28-33 |
| PALISADE TOWNSHIP FIRE DEPARTMENT | FLEMING, LOGAN, WORKMAN, LIBBY, WAUKENABO, BAIN, ESQUAGAMAH, HEBRON, T51N-R25W |

OUT OF COUNTY FIRE DEPARTMENTS

GARRISON: TOWNSHIP=S/ HAZELTON SECs 25-34 T44N 5,6

ISLE: TOWNSHIP=S/ LAKESIDE, SEAVEY, IDUN, WILLIAMS

FINLAYSON TOWNSHIP/ WAGNER

STURGEON LAKE TOWNSHIP/ BEAVER SECs 1-3,10-15,22-27,34-36

WILLOW RIVER TOWNSHIP/MILLWARD SOUTH SECs 1-3, 10-15, 22-27, 34-36

I. Purpose:

To provide an overview of how damage assessment would be accomplished in Aitkin County.

II. Responsibilities

A. The Damage Assessment Annex Coordinator is responsible for:

1. Developing and maintaining a damage assessment team composed of county assessors, planning & zoning, land department and road & bridge personnel.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).
5. Reports to the Aitkin County Emergency Management Director.

B. County government officials who, depending upon the nature of the disaster, would participate in both rapid and complete damage assessment efforts (Damage Assessment Team):

1. County Assessor (structures)
2. County Engineer (road and bridges)
3. County Land Department (forest, land)
4. County Planning & Zoning Department (construction documents)
5. County Economic Development (business)
6. County Emergency Management Director

C. Municipal government officials who would participate in a damage assessment effort:

1. City Engineer/Public Works Director
2. Municipal Emergency Management Directors

III. Policies and Procedures

A. A damage assessment effort will be initiated as soon as practical following a disaster, using damage rating systems provided by the Minnesota Department of Revenue and the Federal Emergency Management Agency (FEMA). All County, City, Township, State and other involved officials will be contacted for damage reports. These reports will include damages, locations, and estimates for repairs to determine if State or Federal minimum qualifications exist for a declaration.

B. Where possible and when appropriate, pictures will be taken of damaged areas, and county maps will be used to show the location of damaged sites.

C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

D. When possible, the county Emergency Management Director and other appropriate local government officials will participate in damage assessment procedure training.

IV. Supporting Documents

For additional information and guidance, refer to:

Disaster Response and Recovery: [A Handbook for Local Government](#). (Available from HSEM) and the Standard Operating Procedures (SOPs) for Damage Assessment

V. Authentication

(Date)

Aitkin County Assessor

This standard operating procedure is intended to provide information on procedures followed during a damage assessment.

I. General

- A. A damage assessment effort will be initiated as soon as practical following a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas and county maps will be used to show the location of damage sites.
- C. Damage assessment will be conducted using guidance from the Disaster Response and Recovery Handbook (available from HSEM).
- D. Based on the rating system from the Disaster Response handbook, the Building Inspector with the Aitkin County Assessor's Office will determine the habitability of a structure.

II. Request for Disaster Assistance

- A. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

III. Supporting Documents

- A. Disaster Response and Recovery: A Handbook for Local Government (on file in the Emergency Management Office).

I. Purpose

In the event of a disaster that displaces Aitkin County citizens from their homes, Aitkin Emergency Management will refer the Congregate Care Service to Aitkin County Health & Human Services to coordinate the provision of family and individual assistance to include food, clothing, shelter, counseling, and registration of victims, including referrals for those in need of assistance.

II. Responsibilities

- A. The following government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:
1. Emergency sheltering - Aitkin County Health & Human Services, Red Cross, “and facilities within the County designated and under agreement as mass care sites.
 2. Emergency feeding -Aitkin County Health & Human Services
 3. Emergency clothing -Aitkin County Health & Human Services
 4. Counseling- Aitkin County Health & Human Services and other local mental health services
 5. Long term emergency housing
- B. Additional Responsibilities
1. Registration of victims - Aitkin County Health & Human Services
 2. Inquiry and Referral- Aitkin County Health & Human Services (regarding victims)
 3. Decontamination – Aitkin Fire Department

III. Coordination of Congregate Care

Aitkin County Emergency Management will refer to the Public Health Supervisor / DOC Incident Commander the responsibility for providing overall coordination of congregate care. In order to facilitate this coordination, Health & Human Services will provide a representative for the Aitkin County Emergency Operating Center (EOC).

IV. Staffing Pattern (See Attachment below.)

V. General Instructions and Execution (see Health and Human Services All Hazard Plan, [CAP7 Mass Care Attachment](#))

- A. General
- Procedures for providing Congregate Care for 10% of each community’s population will be maintained. (See Congregate Care below.)
- B. Pre-Emergency Conditions
1. Maintain/update lists of Congregate Care personnel, locations and resources and revise, if necessary, the emergency plans for their use.
 2. Insure that appropriate training is provided for all personnel.
- C. Emergency Conditions
1. Upon receipt of notification from the Aitkin County Emergency Manager, Public Health Supervisor, acting as the Department Incident Commander, will contact the Department Section Chiefs. (See REACON below.)
 2. Various options may be initiated to protect the population such as evacuating possible disaster areas or target areas or directing the populace to the best available shelter with little or no advance notice.

D. Post-Emergency Conditions

The Congregate Care Service will continue emergency operations until which time local government, Emergency Management, and Health & Human Services agree that such operations are no longer required.

VI. Standard Operating Procedures

A. Emergency Housing

1. The Logistics Section Chief with Aitkin County Health & Human Services is responsible to coordinate the allocation of shelter spaces and to organize staff to provide management in all shelters.
2. Emergency Management will be notified to transport cases of impaired mobility or special needs.
3. The Health & Human Services Behavioral Health Team Leader is responsible to organize counseling, and other social service needs.
4. Available Resources

Personnel:

Personnel who normally work in the facilities will be requested for assignments if there is a need for additional staff. Food Service will be organized by the Shelter Food Services Supervisor.

Health & Human Services staff will initially staff the shelter. If and when the Red Cross becomes available, they will work with H&HS to staff the shelter.

Facilities:

See H&HS CAP 7 Mass Care for approved County Shelter Sites. These facilities were inspected by the Red Cross in October 2018. (Facility should be well-marked, identifying recreational areas, restrooms, sleeping areas, etc. If possible, a map handout and information sheet should be given to relocates when they register. Also, in large facilities, like schools, Shelter Managers may wish to subdivide the facility into more manageable sections.

Supplies/Equipment:

50 Cots are available through the Aitkin County Sheriff's Department. More cots can be requested from other locations throughout the NE Region. Bariatric cots are housed in Itasca County. If the need exceeds the number of cots available through these resources, cots may be requested from Red Cross and the Minnesota Fire Center. Additional equipment/supplies can be requested through the Supply Unit and Logistics.

5. Aitkin County Health and Human Services shall coordinate with surrounding jurisdictions to assist with emergency housing and sheltering when it is not feasible to accomplish this within Aitkin County alone.
6. Long Term Housing will be coordinated with Aitkin County Health & Human Services and FEMA (Federal Emergency Management Agency)

B. Emergency Feeding

1. The Food Services Supervisor is responsible to coordinate the feeding facilities and organize staff to provide food in each location.
2. Food Services will utilize the Salvation Army, local businesses, and local food resources to provide food for shelterees and others as determined.

C. Emergency Clothing

1. In the event that clothing is needed for shelterees, a Supplies & Wastes worker will research the need for clothing.
2. Clothing can be obtained from local thrift stores, the Salvation Army and other VOADS, or from local merchants.
3. The Logistics Chief will work with Supplies & Wastes to develop a method of allocation and distribution of clothing
4. Available Resources:
Personnel: Aitkin County Health & Human Services
Other County Staff
Civic Organizations

D. Counseling

1. The Behavioral Health Team Leader will be responsible to coordinate social workers from Aitkin County Health & Human Services to provide Psychological First Aid, and assist those in need to connect with further services.
2. Available Resources:
Personnel:
All social workers, or otherwise credentialed and experience staff from any social services, mental health, etc. agency.

E. Registration of Victims

1. The Registration Division will be responsible to establish and coordinate the registration of shelterees. (See [Shelter Registration](#) Attachment.)
2. Available Resources:
Personnel:
Aitkin County Health & Human Services
Other County Staff
Civic Organizations
Facilities:
As documented in the H&HS All Hazard Plan CAP7, Mass Care.
Supplies/Equipment:
Facility equipment available and authorized for use will be used as needed, additional supplies will be commissioned as needed from other County Departments and EOC Annexes.

F. Inquiry and Referral

1. The Care Coordination Division is responsible to establish and coordinate inquiries and referrals.
2. Red Cross's Safe & Well internet service will be used at each shelter or emergency center to respond to inquiries and referrals, giving priority to victims registering and victims in the shelter facilities. Message boards may also be established within the shelter.
3. Available Resources:
Personnel: Health & Human services will coordinate with employees and volunteers.
Facilities: Shelter or Emergency Center
Supplies/Equipment: Computer/Board and office supplies

VII. Authentication

(Date)

Aitkin County Health & Human Services
Public Health Supervisor

ATTACHMENTS

1. Administrative Staffing Pattern [below]
2. Readiness Condition (REACON) Actions [below]
3. Congregate Care Procedures [below]
4. Crisis Relocation Registration Procedures [below]
5. [CAP 7-MASS CARE PLAN 2019](#)
6. [Shelter Registration](#) Form

ADMINISTRATIVE STAFFING PATTERN

PUBLIC HEALTH DEPARTMENT OPERATION CENTER

INCIDENT COMMANDER: Public Health Supervisor

PLANNING CHIEF: Public Health Emergency Preparedness Coordinator

OPERATIONS CHIEF: Public Health Disease Prevention & Control PHN

LOGISTICS CHIEF: Health & Human Services Administrative Assistant

FINANCE CHIEF: Health & Human Services Fiscal Supervisor

HUMAN SHELTER BRANCH MANAGER: Assigned PH PHN

READINESS CONDITION (REACON) ACTIONS

Time Period

Duties and Tasks

REACON3

Emergency Manager will alert the Public Health Supervisor/DOC Incident Commander of potential emergency conditions. The IC will contact the DOC Section Chiefs. The Sections Chiefs will review emergency plans and update them as necessary, and insure that all necessary supplies and equipment for the effective performance of assigned tasks are available. Organizational deficiencies will be corrected as necessary.

REACON2

The PH DOC IC will activate the staff for emergency operations, and open an Emergency Center or Shelter as needed. Other staff members are informed about the activation of the DOC and possibility of deployment.

REACON 1

The Incident Command staff ensures that staff is staged, deployed and is fully operational and able to handle the emergency on a 24-hour per day basis.

CONGREGATE CARE PROCEDURES

1. Aitkin County Emergency Management will contact the PH Supervisor to activate an
2. Emergency/Reception Center.
3. Local law Enforcement will be assigned to direct traffic to aid parking at Reception Centers.
4. Aitkin County Health & Human Services will coordinate with Red Cross and Salvation
5. Army to provide lodging and feeding facilities to evacuees.
6. Emergency Management will coordinate Transportation Services to transport evacuees from the Emergency/Reception Center to lodging facilities as needed.
7. Health & Human Services Registration Workers will ensure the registration of evacuees at the Reception Center.
8. Aitkin County Health & Human Services will coordinate the issuance of food staples upon determination of future need.
9. The PH DOC Logistics Chief will coordinate staffing.

-

CRISIS RELOCATION REGISTRATION PROCEDURES

1. All family unit members will be assigned the same registration number with alphabetical designations after the number for each member.
2. Occupational codes will be used based upon Minnesota State Tax Form breakdowns
3. A sample form will be pre-positioned with the Congregate Care Services, to be duplicated upon notification of a pending crisis relocation and placed at the Reception Centers.
4. This form is to be filled in duplicate at the Reception Centers: One form to the Congregate Care Service
One form to the Employment Service
5. Data figures will be reported from the local Reception Center to County Congregate
6. Care Services, which will forward to the State EOC, via Regional EOC Reports, in a timely manner, or as needed.

I. Purpose

To describe how debris management is accomplished following a disaster in Aitkin County.

II. Responsibilities

- A. Outside City Limits: Outside incorporated areas, Aitkin County Environmental Services are responsible for coordinating debris management operations.
- B. Inside City Limits: Within a municipality, the city engineering/public works department would be responsible for coordinating debris management operations.

III. Policies and Procedures

- A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B. Debris management is coordinated by the County Environmental Services with direction for the opening of Emergency Routes coming from the Incident Commander or EOC, as applicable. Sites for temporary storage for sorting prior to disposal will be recommended and coordinated by County Environmental Services. Final disposition of debris will be coordinated by County Environmental Services working with the Minnesota Pollution Control Agency. County owned property will be used for temporary storage of debris, as determined by the County Land Commissioner and the MNPCA.
- C. The Aitkin County Environmental Services Department would assist a municipality with debris management only after county removal has been completed, except when deemed necessary under emergency conditions and approved by the County Environmental Services.
- D. The County Environmental Services will make the recommendation to the EOC to utilize and manage private contractors when County resources are inadequate for the task.
- E. Animals lost in a natural or manmade event will be disposed of locally. They can be disposed of by burial, incineration, rendering or composting. Carcasses from domestic animals must be disposed of as soon as possible after death. The proper disposal of animal types is listed on the MN Board of Animal Health website at: [Emergency Carcass Disposal.pdf](#)

IV. Supporting Documents

- A. A listing of the major private contractors in Aitkin County (which have debris removal equipment) is located in the Aitkin County Resource Manual.
- B. Hazardous materials clean-up contractors are available through the Minnesota Duty Officer program. The County will take direction from State Agencies (PCA, etc) for the handling/disposal of hazardous materials and assessing the potential health issues related to the removal of debris.

- C. The following written (or non-written) debris management agreements exist:
 - 1. Fire Departments
 - 2. Federal and DNR
 - 3. Local Cities
 - 4. County Departments
- D. The County's GIS database can be accessed from the EOC, Communications Trailer, Land Department or Highway Department for selection of sorting or temporary disposal sites.

V. Authentication

(Date)

Aitkin County Environmental Services

The Aitkin County Highway Engineer will operate using Standard Operating Procedures that are on file in his office including the following listed below and attached to this SOP:

- Communications Standard Operating Procedure (Annex J pg 2)
- Readiness Conditions (REACON) Actions (Annex J pg 2)
- Standard Operating Procedures for EOC (Emergency Operating Center)(Annex J pg 3)

See County Resource Manual For:

- Highway Engineer Personnel Directory
- Road & Bridge Personnel Directory and list of Road & Bridge Equipment
- List of Building and Construction Material Suppliers
- List of Public Works Departments and Lighting Equipment

COMMUNICATIONS STANDARD OPERATION PROCEDURES

Aitkin County has a communications base station in the County Highway Department's Garage/Shop. This frequency is also monitored by the Aitkin County Sheriff's Office Dispatch Center.

County personnel will man the base station at the county garage, except during a radioactive fallout situation.

All units with mobile communications will report to their duty stations on orders of the Environmental Service Coordinator to carry out their emergency assignments.

During a fallout situation, mobile units will move into the fallout shelter areas to serve as backup communications.

READINESS CONDITION (REACON) ACTIONS

| <u>Time Period</u> | <u>Duties & Tasks</u> |
|--------------------|---|
| REACON 3 | The Coordinator of Environmental Service will notify key staff of the proclamation, review his staffing requirements and availability of personnel to carry out emergency operations. At the same time, check out communications capability, inventories of resources and supplies available to support emergency operations. |
| REACON 2 | The Coordinator of Environmental Service will brief staff personnel and put on standby basis. In cooperation with State Emergency Highway Traffic Regulations Plan procedures, will be in charge of Department of Highway activities in county. |
| REACON 1 | Coordinator, Deputy Coordinator, and staff will report to the EOC, check the situation, and act accordingly. Staff will be on operational status. |

STANDARD OPERATING PROCEDURES FOR EOC

Upon notification of activation of EOC:

- A. The Coordinator of Environmental Service will:
 - 1. Alert all members of Environmental Service and inform them to report to their duty stations.
 - 2. Brief staff personnel on situations.
 - 3. Coordinate communications equipment and personnel with Law Enforcement Service for use in command and control net.
 - 4. Provide close coordination with RADEF and Damage Assessment Service.
 - 5. Provide close liaison with local, district and State Engineering (MHD) Services.

- B. The Coordinator of Highway Division will:
 - 1. Coordinate all county, city and township roads, maintenance equipment, personnel and materials.
 - 2. Make personnel and equipment assignments for road maintenance and repair, debris clearance and rescue operations.

- C. The Coordinator of Structures Division will:
 - 1. Coordinate actions closely with the Damage Assessment Service.
 - 2. Assign personnel, material and equipment for repair of buildings, structures, shelters and other important facilities in support of emergency operations.
 - 3. Harden shelters per instructions and request of the engineer.

- D. The Coordinator of Utilities Division will:
 - 1. Coordinate actions with Health & Medical and Utilities Restoration Services to assure supply of potable water, electric power, and proper waste disposal area maintained.

- E. The Coordinator of Traffic Regulations will:
 - 1. Coordinate all actions with the Minnesota Department of Transportation when the Emergency Highway Traffic Regulations (EHTR) has been invoked.

I. Purpose

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

II. Responsibilities

The following government agencies/private sector organizations are responsible for providing utility services in Aitkin County:

A. Electrical Service (see attachment for service area)

1. Distribution

Public Utilities (City of Aitkin) 1-218-927-3222

Mille Lacs Energy Cooperative 1-218-927-2191

Lake Country Power 1-800-432-3739 1-218-273-4111

East Central Electric(North Pine Coop) 1-800-752-8143

Minnesota Power 1-218-722-2641

[Aitkin County Electrical Service Area Map and Key](#)

B. Gas Service

1. Minnesota Energy Resources/Aitkin Natural Gas 1-800-889-2813

C. Telephone Service (see attachment for service area)

Century Link Telephone 1-800-357-0911

Frontier Telephone Company 218-768-2821

Century Telephone Company 1-888-231-3321

Emily COOP Telephone Company (218) 763-3000

Johnson Telephone Company (800) 566-3611

AT&T Communications 1-800-222-3000 / 320-252-3828

U.S. West Communications 1-800-865-4805

[Aitkin County Telephone Service Areas Map and Key](#)

D. Potable Water and Sewage

Aitkin: Aitkin Public Utilities – Dave Cluff - 218-927-3222

Hill City: City Hall – 218-697-2301

McGrath: City Clerk (Dawn Clark) 320-592-0155

Palisade: City Hall – 218-845-2051

Tamarack (Sewer Only): Mayor J. John Cyrus 218-768-2313

III. Service Restoration

In the event of a utility outage due to a disaster, the officer/agencies indicated in II: A, B and C shall be contacted in order to restore service. Each service provider will prioritize the essential facilities for utility restoration in their respective plan.

IV. Authentication

(Date)

Aitkin Public Utilities

ACTIVATION OF THE UTILITIES PROTECTION ANNEX

- A. The Coordinator and the Deputy Coordinator of the Utilities Protection Annex shall report immediately to the EOC upon notification of an attack or disaster.
 - 1. They shall receive briefings on existing conditions within the designated control area.
- B. The Coordinator will coordinate the repair and restoration of electric power facilities and equipment to facilitate the flow of electricity to important installations and facilities.
 - 1. This will be accomplished in a coordinated and cooperative effort with the appropriate power generators and suppliers.
- C. The Coordinator of Utilities Protection Annex will make staff assignments on a priority basis, post-attack/disaster.
 - 1. If necessary, the Coordinator of Utilities Protection will call in any qualified electrical personnel that may be available from the private industry.
- D. The Deputy Coordinator of Utilities Protection Annex shall assist the Coordinator in his/her efforts to accomplish the tasks involved in the repair and restoration of electrical power service and shall assume the responsibilities of the Coordinator in his absence.
- E. Each individual utility company will assume the responsibility of restoring their respective utility to the impacted area. Priority will be given to areas of essential functions and critical infrastructure within the impacted area.
- F. The utility companies or their assigned agency will be responsible to ensure safety inspections are completed. Evacuated structures will not be allowed to be inhabited until the time that such safety inspections have been completed.

I. Purpose

Emergency situations could develop in which Aitkin County residents may be exposed to hazardous or radiological materials. Plans are needed to coordinate the response and recovery efforts to potential transportation accidents, fixed facility accidents, radiation incidents, military accidents, or war. This Annex elaborates on that function.

II. Aitkin County Environmental Hazard Response Organization

Aitkin County Sheriff

County Emergency Management

First Responder Units

**County Radiological Officer
Lead Monitor/Assistant**

State Duty Officer

**County Departments
and Annex Personnel**

**Radiological Responders
And Monitors**

**State Responders
Haz Mat Teams**

**Industry Personnel
Private Contractors**

Pollution Control Agency

III. Responsibilities

Aitkin County's response will work to minimize an environmental hazard threat.

A. Hazardous Materials Incidents

The Minnesota Division of Homeland Security and Emergency Management coordinates the activities of the State Hazardous Materials Response Team. This team is available in support of local hazardous materials response efforts, upon request.

B. Radiation Incidents

Aitkin County will call upon the expertise of the Radiological Control Section of the Minnesota Department of Health or radiological expertise, instrumentation, guidance, decontamination and medical evaluation. If this is not possible, such as in time of widespread emergency, the Aitkin County Environmental Hazard Response Organization will respond, as necessary, to fulfill this responsibility

IV. Overview of Aitkin County's environmental hazard protection responsibilities follows.

A. Aitkin County Departments coordinated by Emergency Management will:

1. Supporting emergency operations during environmental hazard incidents.
2. Coordination with the Minnesota Division of Homeland Security and Emergency Management and/or a spill clean-up contractor for containment and decontamination.

B. The County Environmental Hazard Protection Organization is responsible for:

1. The County's overall environmental hazard preparedness and mitigation efforts.
2. The County's overall environmental hazard response and recovery efforts including monitoring, reporting, assessment, containment and decontamination.
3. The Aitkin County Emergency Management Director is responsible for the environmental hazard protection system development and maintenance. FEMA Civil

Preparedness Guide 1-30, “Guide for the Design and Development of a Local Radiological Defense Support System” describes this process in detail. Basically, the CPG 1-30 sets forth the requirements, procedures, priorities, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazards.

- D. The Aitkin County Sheriff’s Office is responsible for supporting radiological monitoring and decontamination operations in the county.
- E. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. They shall develop systems and train employees to promptly detect and report any release. Law enforcement and other first response personnel will also be trained to determine if a release has occurred at incident(s) to which they respond.
- F. Determination that a release has occurred at locations other than facilities is the responsibility of the transporter and the emergency responders on scene.
- G. The determination of area and population likely to be affected by a release will refer to local conditions and utilize the North American Emergency Response Guidebook.

V. Facilities Response

A. Facilities within Aitkin County that possess extremely hazardous substances are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous substances. At a minimum, these facilities are required by law to immediately notify the following in the event of an accidental emergency release and be prepared to state the name of the substance(s) released and the approximate amount:

- Dial 9-1-1 for local emergency notification
- Dial 800-422-0798 for State Duty Officer
- Dial 800-424-8802 for National Response Center for federal emergency notification

Aitkin County has determined that facilities within the jurisdiction have implemented the required response plans, with 24-hour contact telephone information or, new facilities have under development the required emergency response plans.

B. The following facilities in Aitkin County are required to have emergency response plans for on-site response and contact information for facility coordinators:

[Tier II Facilities.xlsx](#)

[Y:\EOP 2019\Annex F - Evacuation and Traffic Control\major transportation routes.pdf](#)

C. The transportation and evacuation routes for the delivery of hazardous substance for each facility are documented on the [Tier II Facilities.xlsx](#) list. [Y:\EOP 2019\Annex F - Evacuation and Traffic Control\major transportation routes.pdf](#)

D. The Aitkin County Emergency Management Director has evaluated additional risks and has determined that there are no other additional risk facilities at any of the facilities.

E. The Aitkin County Emergency Management Director has evaluated other facilities at risk by virtue of their proximity to the facilities. These facilities are shown on the attached map:

<https://aitkincountymn.maps.arcgis.com/apps/webappviewer/index.html?id=f2da45475fc64db29ed0a6bd37665171>

- F. The facilities within Aitkin County that possess designated hazardous materials maintain current emergency response plans as required by SARA Title III and related federal and state regulations. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. These plans specify actions to be taken by each facility's personnel in the event of a release of any designated hazardous material. Each facility plans designate one or more facility emergency coordinators responsible for making determinations and emergency notifications. At a minimum, if there is an accidental release of a hazardous material, these plans require employees to immediately notify the following:
- Dial 9-1-1 for local emergency notification
 - Dial 800-422-0798 for State Duty Officer
 - Dial 800-424-8802 for National Response Center for federal emergency notification
- All of the covered facilities within Aitkin County have prepared and maintain current emergency response plans at their respective facilities as required.
- G. The Incident Command System (ICS) described in the National Incident Management System (NIMS) shall be used as the general response plan for hazardous material incidents within Aitkin County. The chief officers of the designated response agencies have been trained in NIMS-ICS operations, and maintain at their offices copies of their agency's operating procedures. The primary response law enforcement agencies in Aitkin County are the Aitkin County Sheriff's Office and the Aitkin and Hill City Police Departments. Primary ambulance services in Aitkin County are North, Cromwell, Isle, McGregor, Meds One and Pine County ambulance services. The primary first responders in Aitkin County are Garrison, Hill City, Jacobson, McGrath, McGregor, Palisade and South Aitkin. . The primary fire departments in Aitkin County are Aitkin, Finlayson, Garrison, Hill City, Isle, Jacobson, Kettle River, McGrath, McGregor, Palisade and Willow River. Emergency responders and county employees who respond to hazardous materials incidents within Aitkin County have received training designed to help them respond to such incidents. At a minimum, in Aitkin County, primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. The highest level of training for the emergency manager is the technician level. All mutual aid law enforcement and EMS are minimally trained at a first responder awareness level as defined in 29 CFR 1910.120. All mutual aid fire departments are minim ally trained at the operations level.
- H. Each facility in Aitkin County has predetermined methods of detecting a release. The methods of determining the occurrence of a release at these facilities are as follows:
1. Facilities rely upon visual or other sensory observations by employees or electronic sensor monitoring system to determine the occurrence of a release
 2. The facility emergency coordinators or designees at each facility determines if an emergency exists
 3. Local and state emergency response numbers and the National Response Center will be called by the facility emergency coordinator or designee immediately upon determination that an emergency exists

I. Responders from Aitkin County begin their determination of the area and populations affected by a hazardous materials release in the following manner:

1. Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data
2. Identifying the approximate amount of hazardous substance(s)
3. Identifying hazards created by the release
4. Identifying impact of the release on the surrounding community
5. Identifying meteorological and other local conditions
6. Considering time factors
7. Consulting detailed local maps

<https://aitkincountymn.maps.arcgis.com/apps/webappviewer/index.html?id=f2da45475fc64db29ed0a6bd37665171>

The determination process often includes one or more of the following:

1. Use of the Emergency Response Guidebook published by the US DOT
2. Advice of facility personnel
3. Advice of Regional Chemical Assessment Team (CAT)
4. Weather information and updates received from National Weather Service

J. Available to Aitkin County is a variety of specialized equipment for use in emergency response, including hazardous materials incidents. The fire departments in Aitkin County maintain basic fire equipment at their headquarter locations relating to their individual missions and operational needs, with the exception of the Aitkin Fire Department which includes some specialized equipment such as a Decontamination trailer. A resource list that identifies the locations of the resources, the individuals responsible for release of the resources, and their 24-hour contact information is kept at each department. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and should be contacted for further specific information. The assistant in each department serves as an alternate to the department head. Additionally, the fire departments of Aitkin County have signed and maintain mutual aid agreements with nearby fire departments allowing immediate access to their resources. In the event of a hazardous material incident, Riverwood Healthcare and neighboring hospitals and EMs would assist with any medical issues. [Y:\EOP 2019\Annex E - Health Protection\Annex E Health Protection.doc](#)

K. Of the facilities located in Aitkin County, none have specialized tools, equipment or trained employees available to respond to an accidental release of a hazardous material, except for Riverwood Healthcare. Riverwood has Decontamination equipment and personnel trained in using it.

VI. Operations Policy

A. Radiological Protection

1. Radiological protection operations will be directed and controlled at the scene during a small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the county EOC.

2. During a widespread radiological emergency caused by nuclear detonations, local government units will provide radiological training for its employees and provide for its own radiological monitoring and decontamination needs in order to carry out its assigned emergency functions.
The county RO will coordinate with all county departments and agencies to maximum safety for operations personnel.
3. Radiological intelligence will be obtained from shelter monitors, self-support monitors, and state and regional EOCs when possible. The primary center of radiological operations shall be g from the county EOC.

Date

Aitkin County Emergency Management Director

HAZARDOUS MATERIAL PROTECTION STANDARD OPERATING PROCEDURE

VII. Radiological Incidents

Refer to the Radiological Protection SOP in this Annex.

VIII. Non-Radiological Incidents

Aitkin county fire departments, law enforcement and other first responders respond to hazardous materials incidents. Response standard operating procedures are on file with these agencies. The following information will provide general guidance.

Hazardous Materials Protection will be carried out by trained personnel from each fire department as long as the spill or release is minor and not beyond their capabilities; the Grand Rapids Haz-Mat Team will take command on all major incidents.

A. Hazards Identification

The hazards identification provides information on the transportation and fixed facilities storage of hazardous materials in Aitkin county. A hazards identification should indicate:

1. The types and quantities of hazardous materials located in, or transported through, a community;
2. The location of hazardous materials facilities and routes
3. The nature of the hazard (e.g., fire, explosions) most likely to accompany hazardous materials spills or releases. To develop this information, consider hazardous materials at fixed sites and those that are transported by highway, rail, water, air, and pipeline. Examine hazardous materials at: chemical plants; refineries; industrial facilities; petroleum and natural gas tank farms; storage facilities/warehouses; trucking terminals; railroad yards; hospital, educational, and governmental facilities; waste disposal and treatment facilities; waterfront facilities, particularly commercial marine terminals; vessels in port; airports; nuclear facilities; and major transportation corridors and transfer points.

For individual facilities, consider hazardous materials: production, storage, processing, transportation, and disposal. Some situations will be obvious. To identify less obvious ones, interview fire and police chiefs, industry leaders, and reporters; review news releases and fire and police department records of past incidents. Also, consult lists of hazardous chemicals that have been identified as a result of compliance with right-to-know laws. (Title III of SARA requires facility owners and operators to submit to the local emergency planning committee a material safety data sheet for specified chemicals, and emergency and hazardous chemical inventory forms. Section 303(d)(3) of Title III states that “upon request from the emergency planning committee, the owner or operator of the facility shall promptly provide information necessary for developing and implementing the emergency plan.” Use the CEPP technical guidance for help in evaluating the hazards associated with airborne releases of extremely hazardous substances. The hazards identification should result in compilation of those situations that pose the most serious threat of damage to the county/community. Location maps and charts should be developed, depicting this information.

B. Sizing Up the Incident

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to first response personnel. The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A hazardous materials incident requires a more cautious and deliberate size-up than most response situations. Avoid premature commitment of personnel to potentially hazardous locations; proceed with caution in evaluating risks before formulating a plan, and keep uncommitted personnel at a safe distance. Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel. Take immediate action to evacuate persons in critical danger, if possible, providing for safety of rescuers. The major problem, in most cases, is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, and shipping papers; and ask personnel at the scene (management, responsible party, truck drivers, fire department specialists). Utilize reference materials, and contact other resources for assistance in sizing-up the problem (state duty officer, Chemtrec, manufacturers of materials, etc.)

C. Formulating An Action Plan

Based on the initial size-up and any information available, Command will have to formulate an action plan to deal with the situation.

1. Most hazardous materials are intended to be maintained in a safe condition for handling and use, through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system, and creating a hazard on the exterior. The strategic plan must include a method to get the hazardous material back into a safe container, dispose of it, neutralize it, or allow it to dissipate safely.
2. The action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource, or to adopt a “holding action” to wait for needed equipment or supplies.
3. The action plan must provide for:
 - a. Safety of citizens,
 - b. Safety of responders,
 - c. Evacuation of endangered area, if necessary,
 - d. Control of the situation
 - e. Stabilization of the hazardous materials, and/or
 - f. Disposal or removal of the hazardous materials.
4. Avoid committing personnel and equipment prematurely, or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

D. Training requirements for the various levels of responders are contained in NFPA 473, Standard for Professional Competence of the Hazardous Materials Responder.

RADIOLOGICAL PROTECTION STANDARD OPERATING PROCEDURE

The purpose of this standard operating procedure is to outline the actions and responsibilities designated to protect the citizens of Aitkin County from the effects of radioactive materials.

IX. Radiological Emergencies

A. Local Radiological Emergencies

Most radiological incidents will be confined to a relatively small area and be minor in impact. The Radiation Control Section of the Minnesota Department of Health has the personnel, instrumentation, and authority to respond to local radiological emergencies. The Aitkin County Environmental Hazard Response Organization has the primary responsibility to notify the Division of Emergency management duty officer of an emergency, to save lives, and to control entry into a radiation hazard area until other assistance arrives. Elaboration of this responsibility, by emergency follows:

1. Transportation Incident Involving Radiological Materials

a. Preparatory Phase

See Annex L, Section IV. C.3. Radiological Protection System Development and Maintenance. Each radiological transportation emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County Radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care and to stop the spread of radiation.

NOTE: The following procedures apply to emergencies in which the only hazard is radioactivity. Beware that some radioactive substances may be chemically toxic or reactive. Also, other hazardous materials may be present (e.g. chemical/explosives) and more life-threatening than the radiological hazard. If other hazardous materials are present, different procedures may be necessary.

- 1) Activate the call list of first responders (on file with the emergency management).
- 2) Stay upwind from the suspected hazard. Park response vehicles a safe distance from the incident site (2,000 feet is suggested).
- 3) Be alert to hazards (including warning placards and labels) while determining whether injured victims are present.
- 4) Put on protective gear (e.g. fire turnout gear, coveralls, jackets, self-contained breathing apparatus) and use dosimeters (CDV-138 and CDV-742) and operating survey meters (CDV-700 and CDV-715) for the initial survey. Use good judgement, but DO NOT delay rescue and lifesaving care, if gear and instruments are not immediately available.
- 5) If possible, move victims away from areas of potential radiation exposure or contamination. Use good judgement, but DO NOT delay control of hemorrhage, fracture stabilization, administration of fluids, or advanced life support if extrication procedures

- delay victim removal and you must work in the radiation hazard area. Above all, DO NOT delay lifesaving medical procedures in order to decontaminate accident victims.
- 6) Obtain the shipping papers, if it is possible to do so without risk of injury or serious contamination.
 - 7) If the victim is medically stable, monitor the victim at the control line for possible contamination. Remove the contaminated accident victim's clothing and bag it.
 - 8) Take precautions to prevent the spread of contamination to other individuals and equipment. If it is necessary to send an individual to a medical facility, inform transport personnel and the facility staff that the individual may be contaminated with radioactive material. DO NOT move vehicles, containers, or wreckage, except to rescue people.
 - 9) Package the victim by folding the stretcher sheet or blanket over and securing them in the appropriate manner.
 - 10) Notify the DEM duty officer as soon as possible (1-612-778-0800). Describe your assessment and actions.
 - 11) DO NOT handle the radiation source for any reason. If it is absolutely necessary to move the radiation source, push it with a stick, broom, or similar device.
 - 12) No individual or equipment should leave the contaminated area without being monitored for radioactive contamination. However, DO NOT delay transporting a seriously injured person in order to monitor or decontaminate him. See Discrepancy Page (Attachment 3).
 - 13) Set up a restricted perimeter around the radiation hazard as far away from the accident scene as is practical. (The perimeter should be more than 2,000 feet from the hazard and radiation readings should be less than 1 mR/hr along the perimeter.)
 - 14) DO NOT attempt to cleanup or decontaminate any material involved with the incident.
 - 15) If possible, cover the affected area with a tarp to prevent the spread of contamination and mark on a map the locations within the 2,000 feet perimeter.
 - 16) DO NOT allow eating, drinking or smoking at the scene in order to reduce the risk of internal contamination.
 - 17) Record names, addresses, and telephone numbers of individuals present at the incident site. Request that uninjured individuals remain at the site for evaluation by the Radiation Control Team, Minnesota Department of Health (MDH).
 - 18) Assist the Radiation Control Team (MDH), as requested, when it arrives.
 - 19) Record and report all radiation exposures to the county radiological officer.

c. Recovery Phase

The parties found responsible would be accountable for the activities of the recovery phase. If required by the circumstances, contact the State Division of Emergency Services on recovery options.

2. Radiological Fixed-Facility Incident (Laboratory/Industrial)

a. Preparatory Phase

See Annex L, Section IV, C.3. Radiological Protection System Development and Maintenance. Each radiological emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County Radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care.

NOTE: The following procedures apply to emergencies in which the only hazard is radioactivity. Beware that some radioactive substances may be chemically toxic or reactive. Also, other hazardous materials may be present and may be more life-threatening than the radiological hazard. Be alert for these hazards.

- 1) Activate the call list of first responders by calling the dispatcher.
- 2) Stay upwind from the suspected hazard. park response vehicles a safe distance from the incident site (2,000 feet is suggested).
- 3) Be alert to hazards (including warning placards and labels) while determining whether injured victims are present.
- 4) Put on protective gear (e.g. fire turnout gear, coveralls, jackets, self-contained breathing apparatus) and use dosimeters (CDV-730 and CDV-742) and operating survey meters (CDV-700 and CDV-715) for the initial survey. Use good judgement, but DO NOT delay rescue and lifesaving care, if gear and instruments are not immediately available.
- 5) If possible, move victims away from areas of potential radiation exposure or contamination. Use good judgment, but DO NOT delay control of hemorrhage, fracture stabilization, administration of fluids, or advanced life support if extrication procedures delay victim removal and you must work in the radiation hazard area. Above all, DO NOT delay lifesaving medical procedures in order to decontaminate accident victims.
- 6) Take precautions to prevent the spread of contamination to other individuals and equipment. If it is necessary to send an individual to a medical facility, inform transporting personnel and the facility staff that the individual may be contaminated with radioactive material. DO NOT move vehicles, containers, or wreckage, except to rescue people.
- 7) The radiological officer should notify the DEM duty officer as soon as possible (1-612-778-0800); he should describe his assessment and actions.
- 8) DO NOT handle the radiation source for any reason. If it is absolutely necessary to move the radiation source, push it with a stick, broom, or similar device, and then only to remove an injured victim.
- 9) Set up a restricted perimeter around the radiation hazard as far away from the accident scene as is practical. (See Attachment ?)(Attachment ?).
- 10) Make contact with the controlling authority or owner of the facility. Verify that all personnel are accounted for.
- 11) DO NOT attempt to cleanup any material involved with the incident. If possible, cover the area with a tarp to prevent the spread of contamination.
- 12) DO NOT allow eating, drinking or smoking at the scene in order to reduce the risk of internal contamination.
- 13) Record names, addresses, and telephone numbers of individuals present at the incident site. request that uninjured individuals remain at the site for evaluation by the Radiation Control Team, Minnesota Department of Health (MDH).
- 14) No individual or equipment should leave the contaminated area without being monitored

for radioactive contamination. However, DO NOT delay transporting a seriously injured person in order to monitor or decontaminate him.

15) Record and report all radiation exposures to the county emergency management director.

c. Recovery Phase

The recovery phase would be the responsibility of the owner of the facility; assist the Radiation Control Team (MDH), as requested, when it arrives. If circumstances require, contact the state Division of Emergency Management on recovery operations.

3. Military Transportation Accident Involving Radiological Material

a. Preparatory Phase

See Annex L, Section IV. C.3. Radiological Protection System Development and Maintenance. Each radiological transportation emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

Be advised that military emergency personnel will rush to the accident site to take control of the emergency. You will be responsible for initial emergency actions only and to assist if needed.

- 1) Notify the nearest military base.
- 2) Activate the call list of first responders (on file with the emergency management director).
- 3) Restrict area 3,000 feet or more in all directions. and keep public from scene as practical.
- 4) Rescue injured or trapped persons as quickly as possible: Remove them and rescue team from the incident area. Except to rescue the injured, forbid all access to the area.
- 5) Evacuate personnel not involved in emergency operations as quickly as possible.
- 6) Do not allow public entrance to the area.
- 7) If weapon components are not exposed to fire, fight fire as though toxic chemicals were involved; keep upwind and avoid smoke, fumes, and dust. If torching or other unusual reactions occur, evacuate immediately. If the weapon is to flame, EVACUATE!
- 8) The radiological team will take background reading.
- 9) Check for radioactive contamination to see if they are above background and report this reading to the EOC. Beware - alpha contamination may be present and civil defense instruments can not detect alpha radiation.
- 10) Record and report all radiation exposures to the EOC and report the names of all individuals who have had access to the scene (The EOC will make up the form in Attachment 2).

c. Recovery Phase

The recovery phase would be primarily the responsibility of the military in conjunction with the Division of emergency Services; assistance may be offered.

B. Widespread Radiological Emergency

Under ordinary circumstances Aitkin County can look to expert radiological assistance from the state and federal levels. A possibility exists that a wide-spread radiological emergency could occur and overwhelm the response capability of the state and/or federal government.

As a result, the Aitkin County Radiological Protection Organization must be prepared to act independently.

A listing of tasks and responsibilities for radiological protection personnel, during times of widespread radiological emergencies, follows:

1. Preparatory Phase
 - a. The county emergency management director shall:
 - 1) Designate a radiological officer (RO) and oversee the designees training.
 - 2) Prepare a radiological hazard analysis for the county.
 - 3) Oversee the radiological planning efforts of the county RO.
 - 4) Determine the radiological equipment needs of the county and keep a current inventory of this equipment. Radiological instruments should be exchanged through the state RI/M&C shop every four years.
 - 5) Maintain a current list of emergency shelter facilities.
 - 6) Maintain a roster of radiological personnel (name, address, and phone number).
 - 7) Oversee the county radiological protection training needs.
 - b. The county RO shall:
 - 1) Assist the county emergency management director in building and training a radiological protection staff.
 - 2) Maintain and update the county radiological protection annex in cooperation with the county emergency management director at least semi-annually.
 - 3) Coordinate with the county emergency management director to plan and carry out a radiological protection exercise at least every two years.
 - 4) Supervise the county-wide radiological protection program and system.
 - c. The tasks of the county lead monitor and radiological monitors needed in the preparatory phase are outlined under Section II. Radiological Monitoring.
2. Increased Readiness Phase
 - a. County emergency management director shall:
 - 1) If the county is deemed to be in a high hazard area, and evacuation is prudent under the circumstances, activate the evacuation procedures listed. Upon evacuation, the Aitkin County staff will merge with the host county staff to carry out operations.
 - 2) Alert and activate the county radiological protection organization.
 - 3) Make announcements to the public regarding the use of public shelters or the preparation of expedient shelters in the basements of homes.
 - b. County Radiological Officer shall
 - 1) Review the county radiological protection annex and operations manual. Review staff assignments.
 - 2) Review and update radiological resource lists in the county resource manual. Make provisions to obtain additional supplies, if necessary.
 - 3) Prepare the EOC for radiological protection operations (personnel and equipment) and make certain that adequate EOC supplies are available. Make certain that the EOC has operable phone and back-up radio communications.

- 4) Supervise the entire radiological protection actions for the jurisdiction.
 - c. Lead Monitor shall
 - 1) Consider the necessity of crisis training of shelter and self-protection monitors.
 - 2) Verify that all radiological monitors are prepared to fulfill their missions.
 - 3) Carry out the distribution of radiological instruments to shelters and vital facilities.
 - 4) Determine when monitors should report to their assignment.
 - d. Radiological Monitors shall:
 - 1) Operationally check and verify that radiological instruments are in proper working order. Charge dosimeters.
 - 2) Make certain that the shelter has at least one AM/FM radio. If possible, obtain back-up two way radio communications for the shelter. Be prepared to protect against electromagnetic pulse. Protective measures include unplugging electronic equipment, disconnecting electronic equipment from external antennas, and wrapping aluminum foil around radios.
 - 3) Verify that all necessary equipment has been stocked (Under Section II, Radiological Monitoring). Fill empty containers with water to be held in reserve. Set aside additional food items that are available. Make certain supplies are protected from radioactive contamination.
 - 4) Prepare sketches of the shelter area to be used if necessary during a radiation survey of the shelter rooms.
 - 5) Review the handbook, "Radiation Safety in Shelters" if time allows.
 - 6) Place charged dosimeters (CDV-742) at various locations in the shelters (at about a three foot height and at least three feet from an outside wall). This will yield an estimated dose measurement for shelter locations.
3. Emergency Phase
- a. The county radiological officer shall:
 - 1) Collect and analyze situation and mission data.
 - 2) Based on data assessments, recommend to public officials the issuance of radiological protection guidance to the public.
 - 3) Provide advice and guidance on radiological protection to public officials and radiological protection personnel.
 - 4) Communicate with adjacent jurisdictions and the state EOC when recommended or deemed advisable. The state EOC will contact local jurisdictions when data is needed.
 - 5) Analyze radioactive decay data and create fallout history curves for the jurisdiction. Determine when it is safe for occupants to leave shelters and advise public officials and radiological protection personnel.
During the emergency phase, all radiological personnel in shelters shall function in the county radiological reporting network. Communication equipment will be utilized to report weapon effects, radiation data, and mission data to the county EOC.
 - b. The Lead Monitor shall:
 - 1) Begin training additional radiological protection personnel, if needed.
 - 2) Provide advice and guidance to radiological monitors concerning their missions.

- c. Radiological Monitors shall:
 - 1) Primarily utilize CP6 2-6.4 “Radiation Safety in Shelters” as your resource guide for shelter activities.
 - 2) Notify the county EOC of your condition and situation and request a schedule for reporting mission and shelter data (e.g. damages, injuries, radiation levels).
 - 3) Maintain a continuous log of shelter activities. This should include a date/time, ordered record of activities, observations, and communications. (See Attachment 1)
 - 4) Maintain a radiation exposure record of radiation dose or estimated dose for everyone connected with your assignment. (See Attachment 2)
 - 5) When time allows, use radiation meters to recheck the radiation rates in various locations in the shelter. Utilize the safest places and locate and improve “weak spots” in shielding.
 - 6) Begin training additional people in radiological monitoring.
 - 7) Monitor people as they enter the shelter and. Decontaminate as necessary.
 - 8) Practice radiological exposure control by keeping doses as low as possible and maintaining personnel exposure records. (See Attachment 2.) If projected total exposures are determined to be health-threatening, increase radiological protective actions or seek guidance.
 - 9) Graph radioactive decay using a fallout history curve method. Estimate minimum shelter stay times. Advise remedial movement only if shelter protection is clearly inadequate. Clear actions with the county radiological officer, if possible.
 - 10) Organize and prepare (train if necessary) a two person decontamination team for shelter decontamination activities.
 - 11) Coordinate efforts to maintain shelter areas free from contamination.
- d. Radiological Analyst shall:
 - 1) Analyze incoming radiological data to determine location of radioactivity, radiation intensity and the hazard to life.
 - 2) Determine where activity is permitted or restricted, and for what period of time.
 - 3) Report hazardous situations requiring immediate remedial actions to the county radiological officer.
 - 4) Assist the county radiological officer in preparation of advisories.
- e. Radiological Plotters shall:
 - 1) Record incoming data in appropriate form.
 - 2) Prepare and maintain:
 - a) Meteorological information
 - b) Fallout forecasts
 - c) Message and reporting logs
 - d) Dose and dose rate plots
 - e) Maps of current situations

3. Recovery Phase

- a. The county radiological officer shall:
 - 1) Provide technical support and guidance to public officials in developing decontamination priorities.

- 2) Supervise the activities of the lead monitor and radiological monitors.
 - 3) Recommend to public officials the issuance of radiological protection guidance for the general public.
 - 4) Communicate with the state EOC in order to utilize state and federal resources to the highest degree possible.
 - 5) Assess the need for, plan, and request aerial radiological missions from the state EOC.
 - 6) Oversee a public education program on radiation safety and decontamination procedures.
- b. The Lead Monitor shall:
- 1) Train additional radiological monitors as deemed necessary by the county radiological officer.
 - 2) Plan and coordinate operations to decontaminate vital areas and structures. Remove or wash away radioactive particles from surfaces, cover contaminated surfaces with shielding materials, isolate contaminated objects and areas.
 - 3) Maintain exposure records for radiological monitoring personnel. (See Attachment 2)
 - 4) Provide advice and guidance to radiological monitors concerning their missions.
 - 5) Based on the guidance of the county radiological officer, establish a mission total exposure for all operational missions in potentially contaminated areas.
 - 6) Make clear to radiological monitors the procedure and schedule for reporting radiological information at the EOC.
- c. Radiological Monitors shall:
- 1) Carry out radiological protection and decontamination missions. Report radiological data to the EOC as required in mission directives.
 - 2) Keep track of radiological exposure doses of each person operating in the assigned mission. report this data to the lead monitor.
 - 3) When on operational missions, read dosimeters frequently and advise the mission leader if the maximum dose may be exceeded.
 - 4) When on operational missions, advise other team members of radiological hazards and radiological protective measures.
 - 5) Support decontamination operations for personnel and equipment.
 - 6) Monitor all personnel for radioactive contamination after a mission or upon return to shelter. Decontaminate, if necessary.

X. Radiological Monitoring

A. Purpose

The radiological monitoring capability provides the means to detect, measure, and assess the radiation hazards of a radiological emergency. The county EOC shall direct radiological monitoring efforts. Aerial radiological monitoring efforts directed at the state level will support county radiological monitoring and assessment needs.

B. Staffing

1. Each identified shelter shall have at least one trained and assigned radiological monitor and a shelter manager.
2. A lead monitor shall be selected by the county radiological officer. The lead monitor shall be the chief monitor and shall serve as a county radiological protection staff member.
3. Each emergency service, vital facility and essential industry that required radiological monitoring or has a radiological monitoring role shall have a minimum of two assigned radiological monitors for each radiological instrument set which is assigned.

C. Responsibilities

1. Lead Monitor
 - a. The lead monitor shall direct and manage monitor assignments.
 - b. The lead monitor shall be responsible for the process of activating the radiological monitors and shall supervise their activities.
 - c. The lead monitor shall either conduct or provide for shelter monitor training or refreshers.
2. The County Radiological Officer (County RO)
 - a. The county radiological officer shall supervise the lead monitor.
 - b. The county radiological officer shall recruit and replace radiological monitors.
 - c. The county radiological officer is responsible for insuring that the radiological instruments are serviced and calibrated at least every four years. This can be done through the Radiological Instrumentation/Maintenance & Calibration Shop.
3. Shelter Radiological Monitors
 - a. The shelter radiological monitor shall participate in all drills.
 - b. The shelter radiological monitor shall semi-annually perform operational checks on assigned instruments and charge dosimeter.

D. Training

Each radiological monitor shall, as a minimum, take the 12-hour Fundamentals Course for Radiological Monitoring (FCRM) as a refresher course bi-annually.

E. Shelter Radiological Monitoring

1. Purpose

The shelter radiological monitoring capability provides people in public shelters with the means to detect, measure, and assess radiation hazards. By using this information, necessary remedial actions can be determined. The shelter is the primary countermeasure to protect people from radiation. Also, each shelter shall serve as a unit in the county and state network of reporting stations. As requested by the county or state EOC, shelter monitors will report radiological data.
2. Function
 - a. Provide for exposure control for shelter occupants.

- b. Determine continuing radiological habitability of the shelter.
 - c. Collect radiological data for analysis by the county radiological protection organization or for the shelter itself.
 - d. To assist in making operational decisions for outside activities.
 - e. To assist in determining when it is radiologically possible to terminate shelter operations.
3. Equipment
 - a. The Radiological Instrumentation/Maintenance & Calibration (RI/M&C) Shop of the Division of Emergency Services (DES) is responsible for the calibration and repair of radiological instruments.
 - b. Each designated radiological shelter shall have at least one shelter instrument set. An additional set may be obtained for each 1,000 person capacity to a maximum of six sets.
 - c. Each shelter should have available for use in an emergency:
 - 1) CPG 2-6.4 “Radiation Safety in Shelters.”
 - 2) Pens, pencils and writing paper.
 - 3) Personnel exposure record forms.
 - 4) Empty containers to store water. (Expedient containers can be made by lining a cardboard box with a plastic trash bag and sealing the opening).
 - 5) Old clothes to use as protective clothing for outside activities.
 - 6) Log/log graph paper for plotting radioactive decay.
 - 7) AM/FM radio.
 - 8) Flashlight and extra batteries.

F. Self-Protection Radiological Monitoring

1. Purpose

The self-protection radiological monitoring capability provides personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in vital operations.
2. Function
 - a. Provide for exposure control for personnel performing vital missions.
 - b. Provide surveys of a work area or accident scene to determine the presence of radioactive contamination.
 - c. Support decontamination efforts and monitor their effectiveness.
3. Equipment
 - a. The RI/M&C shop is responsible for the calibration and repair of radiological instruments.
 - b. Each designated emergency service, vital facility, or essential industry and each designated self-protection monitoring team shall have at least one monitoring set.
 - c. Each self-protection monitor should be provided with boots, coveralls, gloves, head covering and a mask or breathing apparatus (if an airborne threat exists).

XI. Decontamination

A. Purpose

Radiological decontamination is the reduction or removal of radioactive material from a structure, area, object, or person. The objective of decontamination is to reduce exposure to an acceptable level while limiting the radiation exposure of decontamination personnel to a minimum commensurate with the urgency of the task.

B. Responsibility

The RO shall be responsible for decontamination activities in the county. The lead monitor shall be responsible for operational coordination of decontamination activities. In a widespread radiological emergency, decontamination activities would be too numerous to allow for direct supervision. Therefore, decontamination of personnel and clothing of personnel engaged in recovery operations would be the responsibility of the various operational services, such as fire departments, police departments and decontamination teams. Many persons would be responsible for decontamination of themselves and their families in accordance with instructions of the local government.

C. Equipment

1. Equipment for personal and indoor contamination shall be which is integral to the county EOC or other facilities, i.e., FEMA radiological instruments, showers, soap, housekeeping mops and brooms, etc.
2. Decontamination equipment for outside the facilities will be furnished by the agency conducting such operations, i.e., fire department, highway department, cleaning contractor, etc.

D. Decontamination Procedures

1. General

- a. Instrumentation for monitoring personnel and equipment inside the county EOC shall be the CDV-700 low-range survey meter and the CDV-715 high-range meter.

Should the outside radiation levels be so high that the CDV-700's 50 mR/hr range is ineffective inside, then the CDV-715 (0-500) R/hr will be used for decontamination monitoring inside. CAUTION: Remember that the CDV-715 does not measure or detect beta radiation.

- b. The CDV-715 will be the primary survey meter for gross decontamination monitoring outside.
- c. Decontamination team personnel and radiological monitors will wear pocket chamber dosimeters at all times.
 - 1) Personnel will read their dosimeters every thirty (30) minutes while engaged in decontamination activities or as necessary.
 - 2) Dosimeters should be placed in a protective plastic bag, if possible, to avoid contamination.
- d. Always insure that radiation exposures are kept as low as possible. Decontamination personnel should not be allowed to receive more than 10 R exposure during any one operation unless sanctioned by the county RO and medical authorities (if available).

2. Personnel Decontamination
 - a. Measure the background radiation in the room before bringing individuals believed to be contaminated into the room. The following procedures should be used in conducting radiological monitoring of any person entering the EOC after deposition of radioactive fallout.
 - 1) Have person remove all outer garments and shoes immediately upon entering the entrance tunnel.
 - a) Monitor coat, hat and shoes to determine whether contaminated.
 - b) If contaminated, place in plastic bag, labeled with person's name, until decontamination can be performed.
 - 2) Conduct monitoring survey of the person according to the following guidelines:
 - a) Open side-window probe.
 - b) Hold the probe parallel to the subject and 1 inch from the person.
 - c) Monitor the hands, have the person assume the "spread-eagle" position. If hands are contaminated, cover with plastic baggie or plastic wrap until monitoring survey is completed.
 - d) Next, monitor the head, back of the neck, shoulders and continue down to the arms and body to the feet.
To monitor bottoms of feet, have person lean against a wall (with hands covered if contaminated) for balance while he/she lifts one foot at a time.
 - e) DO NOT move the probe too fast only about 1 inch per second.
 - f) Use the headphones on the CDV-700. (Listen to the audio output rather than watching the meter.)
A "Hot Spot" will be indicated by an increase in audio output, allowing you to go back, now looking at the meter, to determine exact spot.
 - g) If probe becomes contaminated, use a different instrument.
 - 1) Probe can be protected by wrapping it with plastic wrap or inserting it into a finger of a disposable surgical glove.
 - 2) Probe can be decontaminated by washing with warm water or denatured alcohol and air drying.
 - h) A person will be considered to be contaminated if:
 - 1) During a local radiological emergency the beta/gamma radioactivity at 2 cm exceeds 0.1 mR/hr;
 - 2) or during a widespread radiological emergency the gamma radioactivity exceeds 5 mR/hr above background.
(These guidelines may be adjusted by the county RO or available health authority according to prevailing radiation conditions.)
 - I) Persons with contaminated clothing should be asked to disrobe completely before leaving the EOC entrance tunnel for the shower facility.
 - 1) Sheets or disposable clothing (Tyvek) should be available for person to wear to the shower facility.
 - 2) Should it be necessary for a person to disrobe completely, it is imperative that the person's modesty is maintained to the highest degree possible.

- j) Shower procedures for decontamination:
 - 1) Use plenty of water with mild soap (not granulated on soft skin).
 - 2) Pay particular attention to hair, armpits, fingernails and body orifices.
 - 3) Keep mouth and eyes closed while under shower to avoid ingestion of contaminated particles.
 - 4) Take care not to allow fingernails to scratch skin.
 - 5) If hands are heavily contaminated and do not come clean with the first two (2) scrubblings, use mixture of granulated detergents and cornmeal.
- k) Re-monitor person after shower:

If readings are still above acceptable level, repeat showering process paying particular attention to “Hot Spots.”

 - 1) If the person remains in the EOC for an extended period, clothing should be decontaminated by washing and returned to owner.

E. Decontamination of Food and Water

1. Food

The following guidance is provided for individuals and groups who must use food which may have been contaminated with fallout. Before opening a food package, the package should be wiped or washed if contamination is suspected.

Caution should be taken when wiping or washing outer containers to avoid contaminating the food itself. When possible, the package surface should be monitored with a radiation detection instrument as a check on the effectiveness of the decontamination procedures before removing the food.

Decontaminate fruits and vegetables by washing the exposed parts thoroughly to remove fallout particles, and if necessary, peeling, paring or removing the outer layer in such a way as to avoid contamination of the inner parts. It should be possible to decontaminate adequately fruits, such as apples, peaches, pears, and vegetables, such as carrots, squash, and potatoes, by washing and/or paring. This type of decontamination can be applied to many food items in the home.

Animals should be put under cover before fallout arrives and should not be fed contaminated food and water, if uncontaminated food and water are available. If the animals are suspected of being externally contaminated, they should be washed thoroughly before being processed into food.

Even when animals have received sufficient radiation to cause later sickness or death, there will be a short period (1 to 10 days following exposure, depending on the amount) when the animals may show no symptoms of injury or other effects of the radiation. If the animals are needed for food, if they can be slaughtered during this time without undue radiation exposure to the worker, and if no other disease or abnormality would cause unwholesomeness, the meat would be safe for use as food. In the butchering process, care should be taken to avoid contamination of the meat, and to protect personnel.

2. Water

Following a nuclear attack, water in streams, lakes, and uncovered storage reservoirs might be contaminated by radioactive fallout. Covered reservoirs should not be contaminated. The control of internal radiation hazards to personnel will be dependent, in large part, upon proper selection and treatment of drinking water.

If power is not available for pumping, or if fallout activity is too heavy to permit operation of water treatment plants, the water stored in the home may be the only source of supply for several weeks. Emergency sources of potable water can be obtained from hot water tanks, flush tanks, ice cube trays, etc. It is advisable to have a two week emergency water ration (at least seven gallons per person in or near shelter areas.

Emergency water supplies may be available from local industries, particularly beverage and milk bottling plants, or from private supplies, country clubs, and hotels or motels. If contaminated surface water supplies must be used, both conventional and specialized treatment processes may be employed to decontaminate water. The degree of removal will depend upon the nature of the contaminant (suspended or dissolved) and upon the specific radio nuclide content of the fallout.

If the water could be contaminated by microorganisms, it must be disinfected by boiling for ten minutes or adding a household bleach solution. Household bleach that uses only sodium hypochlorite as its active ingredient may be used in an emergency. Add one scant teaspoonful to each ten gallons of clear water (2 teaspoonfuls if muddy). Wait at least 30 minutes before drinking the water.

Radioactive materials absorbed in precipitates or sludge from water treatment plants must be disposed of in a safe manner. Storage in low areas or pits, or burial in areas where there is little likelihood of contaminating underground supplies, is recommended.

Several devices for treating relatively small quantities of water under emergency conditions have been tested. Most of them use ion exchange or absorption for removal of radioactive contaminants.

- a. Small commercial ion exchange units containing either single or mixed bed resins, designed to produce softened or demineralized water from tap water, could be used to remove radioactive particles from water. Many of them have an indicator which changes the color of the resins to indicate the depletion of the resins' capacity. Tests of these units have indicated removals of over 97 percent of all radioactive materials.
- b. Emergency water treatment units consisting of a column containing several two inch layers of sand, gravel, humus, coarse vegetation, and clay have been tested for removal of radioactive materials from water. This type of emergency water treatment unit removed over 90 percent of all dissolved radioactive materials.
- c. Tank-type home water softeners are capable of removing up to 99 percent of all radioactive materials, and are especially effective in the removal of the hazardous strontium 90 and cesium 137 contamination.
- d. When no commercial filters are available, water for drinking can be filtered by straining the water through several layers of clean cloth or by straining the water through a roll of paper towels or toilet tissue.

XII. Radiation Exposure Control

A. Purpose

The purpose of radiation exposure control is to keep radiation exposures to emergency workers and the general public as low as possible during a radiation emergency. Radiation exposure control will be coordinated by the county radiological protection organization under the guidance of the county RO.

County agencies that have important emergency and post-emergency functions to perform should maintain radiological detection instruments and keep personnel trained in their use. Organizations receiving personnel monitoring equipment will be responsible for developing and maintaining exposure control record for their personnel on a 24-hour per day basis. Each organization should develop their ability to make decisions and take appropriate actions for exposure control in the event that communications with the EOC is unattainable.

B. Radiation Exposure Guidance

1. Primary Rule

The primary rule of radiation exposure control is to keep exposures as low as practicable. Utilize the principles of time, distance, and shielding to achieve this primary rule.

2. Public Exposure

No person of general public should be exposed to more than 5 Rem of radiation in an emergency. If possible, the dose should be kept below 0.5 Rem.

3. Rescue and Radiological Protection Personnel

During a radiological emergency, a total whole body dose of 75 Rem could be considered acceptable for the purpose of saving a human life. If the saving of human life is not involved, the total dose should be kept below 25 Rem. The dose should be kept to the minimum practically attainable. It is assumed that all rescue personnel will be acting as volunteers, and that rescue monitoring personnel will be wearing personnel monitoring devices capable of measuring the suspected dose rates. If personnel monitoring devices are not available, legal questions regarding the actual dose received will likely arise. For this reason, persons without personnel monitoring devices should be severely restricted in their exposure to provide an extra margin of safety.

4. NCRP Penalty table

TABLE 1. THE PENALTY TABLE

| Accumulated Radiation Exposure in Roentgens (R) in any Period of | | Medical care will be needed by-- | | |
|--|---------------------------|----------------------------------|-----------|-------------|
| | | a | b | c |
| | | One Week | One Month | Four Months |
| A | NONE | 150 | 200 | 300 |
| B | SOME (5 percent may die) | 250 | 350 | 500 |
| C | MOST (50 percent may die) | 450 | 600 | -- |

This table is taken from Radiological Factors Affecting Decision Making in a Nuclear Attack, National Council on Radiation Protection and Measurements, Report No. 42.

The Penalty Table was developed to provide a simple guide when decisions need to be made in times of widespread radiological emergencies. It relates three categories of exposure - rate conditions (columns a, b, and c) with three categories of consequences (Rows A, B, C), depending upon the total accumulated exposure in a time period.

In emergency situations, ideally, exposures should be kept below 150 R in one week, 200 R in one month, and 300 R in four months. Exposures greater than this are only acceptable for extremely critical emergency situations.

5. In-Shelter radiological Emergencies

An in-shelter radiological emergency is when the exposure rate may be 10 Roentgens or more per hour, or the exposure within a two-day period is 75 Roentgens or more. This indicates that in-shelter exposure may result in serious injury or death if no remedial action is taken.

6. Leaving the Shelter

When the exposure rates outside the shelter are known, Table 2 may be used as a general guide for permissible activities. Decisions on how much exposure may be allowed should be based strictly on the Penalty Table (Table 1). Monitors should continue to keep close track of the radiation exposure of each member until shelter is no longer required. If the shelter is vacated and people are moved to other shelters, it would be preferable if units remained together. Exposure records must go with the individuals to whom they belong. If the fallout is relatively young (2 or 3 hours since fallout stopped coming down) and the radiation levels are decaying rapidly, greater relaxation of shelter control can be tolerated than indicated in Table 2. Conversely, if the fallout is relatively old (several days or weeks), more rigid control would be required.

TABLE 2. GENERAL GUIDE FOR PERMISSIBLE
ACTIVITIES OUTSIDE THE SHELTER

| If the outside exposure rate (r/hr) is: | Permissible Activities |
|--|--|
| More than 100 | Outdoor activity may result in sickness or death. Occasions which might call for outside activity are (1) risk of death or serious injury in present shelter from fire, collapse, thirst, etc., and (2) present shelter is greatly inadequate--might result in fatalities--and better shelter, available for occupancy is known to be only a few minutes away. |
| 10-100 | Time outside of the shelter should be held to a few minutes and limited to those few activities that cannot be postponed. All people should remain in the best available shelter no matter how uncomfortable. |
| 2-10 | Periods of less than an hour per day of outdoor activity are acceptable for the most essential purposes. Shelter occupants should rotate outdoor tasks to distribute exposures. Outdoor activities of children should be limited to no more than 10 to 15 minutes per day. Activities such as repair or exercise may take place in less than optimum shelter. |
| 0.5-2 | Outdoor activity (up to few hours per day) is acceptable for essential purposes such as fire fighting, police action, rescue, repair, securing necessary food, water, medicine, and blankets, important communication, disposal of waste, exercise, and obtaining fresh air. Eat, sleep and carry on all other activities in the best available shelter. |
| Less than 0.5 | No special precautions are necessary for operational activities. Keep fallout from contaminating people. Sleep in the shelter. Always avoid unnecessary exposure to radiation. |

ATTACHMENT 1

SHELTER LOG

SHELTER NO. _____ LOCATED

| Event No. | Date/Ti | Description of Event | Action Taken |
|-----------|---------|----------------------|--------------|
|-----------|---------|----------------------|--------------|

ATTACHMENT 2

RADIATION EXPOSURE RECORD

NAME _____

NAME

MAILING ADDRESS _____

MAILING ADDRESS

Date(s) of Exposure Exposure Received Total Exposure to Date

Date(s) of Exposure Exposure Received Total Exposure to Date

INCREASED READINESS (REACON) ACTIONS

Upon notification of a natural, technological, or nuclear emergency from the Sheriff's Office, or other authorized local authority, the EOC Coordinator will alert EOC staff they will notify regular personnel on duty to alert all personnel who are off duty.

REACON Actions are as follows for the Emergency Operations Center.

REACON 3

1. Review emergency assignments.
2. Ensure continuous surveillance.
3. Arrange for concentrated and accelerated training to any new recruits, regulars, or volunteers to include radiological monitoring.
4. Assist fire departments within the county in correcting deficiencies and to maintain readiness of fire facilities, equipment, supplies, including any requirements for water supply and vehicles. Inform fire departments to fill community and facility water supply tanks.

REACON 2

1. Continue REACON 3 Actions.
2. All personnel will be on standby basis at EOC or other duty locations.
3. Coordinate accelerated inspection of all assistance centers and fallout shelters within the county for possible usage.
4. Arrange for augmentation of Emergency vehicles, identify vehicles and equipment with two way radios, if possible, to aid in maintaining communication among lodging facilities, fallout shelters, reception centers, and to disseminate radiological reports; and to support law enforcement agencies in control of movement in the vicinity of congregate care facilities and fallout shelters.

REACON 1

ATTACK WARNING

1. Continue REACON Actions to protect life and property until directed to shelter.
2. Coordinate with Emergency departments to provide for safety within shelters.
3. Ensure the enforcement of safety regulations.

POST ATTACK

1. Coordinate with Emergency agencies for movement during a shelter emergency.
2. Coordinate with Radiological Service for radiological monitoring.
3. Coordinate with fire departments for returning to normal fire prevention operations.
4. Coordinate with Public Works in decontamination operations.
5. Request additional fire support from area emergency operation center, if necessary.
6. Maintain incident maps and records and summarize reports and damage assessments from the county EOC to the regional EOC.

EVACUATION

STANDARD OPERATING PROCEDURES

XIII. Purpose:

This procedure is to provide for assisting in evacuation of the population due to either peacetime or nuclear catastrophe.

XIV. Warning Period

- A. Upon receipt of a notification of a readiness condition (REACON), attack warning, or a natural disaster, the Fire Protection Chief will alert his deputy and division chiefs. Readiness condition actions are listed on Attachment 3b.
- B. Various options may be initiated to protect the population such as: evacuating possible disaster areas or target areas under a REACON 2; or directing the populace to the best available shelter with little or no advance notice. The Chief of the Fire Protection Annex will coordinate the realignment of all fire and rescue resources in the event of an evacuation.
- C. The Fire Protection Chief will assist rural and municipal fire and rescue chiefs, as required, in relocating apparatus and personnel to give the best support to the geographical area of the greatest need.

XV. ATTACHMENTS:

3a. Fire Prevention Measures

3b. Increased readiness Conditions (REACON) Actions

Hazardous Materials Transportation Routes
(Not yet in digital format)

Pipeline Operations

- XVI. Enbridge Energy Partners operates pipelines that parallel US Hwy 2 in the extreme northeast part of Aitkin County. The [Pipeline map](#) shows the location of pipelines carrying hazardous materials in Aitkin County.
- XVII. Any suspected pipeline leak must be reported immediately to the Enbridge Control Center at 800 858-5253. Possible leaks can be detected in the following manners (signs vary based upon the product):
- By sight:
 - Liquid on the ground
 - Rainbow sheen on water
 - Dead vegetation in an otherwise green area
 - Dirt blowing into the air
 - White vapor cloud
 - Mud or water bubbling up
 - Frozen area on the ground
 - By smell:
 - Odors such as gas or oil
 - Natural gas is colorless and odorless unless Mercaptan has been added giving it a rotten egg odor
 - By sound:
 - A hissing or roaring sound in the vicinity of the pipeline right-of-way or a connecting facility
 - Other:
 - Burning eyes, nose or throat near the pipeline
 - Nausea near the pipeline

I. Purpose

To describe how continuity of operations is accomplished following a disaster in Aitkin County.

II. Responsibilities

- A. Outside City Limits: Outside incorporated areas, the Aitkin County Board of Commissioners or County Administrator is responsible for coordinating continuity of operations. County Department Heads are responsible for creating a plan for continued operations at predetermined locations.
- B. Inside City Limits: Within a municipality, the City Mayor or Clerk would be responsible for coordinating continuity of operations. City Department Heads are responsible for creating a plan for continued operations at predetermined locations.

III. Records Protection

- A. Each municipality is responsible for coordinating their own records protection system. Vital records are to be maintained in a safe and secure location.
- B. Aitkin County is responsible for coordinating a records protection system for all county records. Vital county records are stored in the secure basement of the Sheriff's Office Jail facility.

IV. Governmental Emergency Functions

- A. In emergency situations, essential governmental functions will be provided by Aitkin County and the municipalities within Aitkin County.
- B. The chief elected officials and department heads are responsible for the line of succession within their respective offices or departments.
 - a. [Aitkin County](#) elected officials and department heads
 - b. [City of Aitkin](#) elected officials and department heads
 - c. [City of Hill City](#) elected officials and department heads
 - d. [City of McGrath](#) elected officials and department heads
 - e. [City of McGregor](#) elected officials and department heads
 - f. [City of Palisade](#) elected officials and department heads
 - g. [City of Tamarack](#) elected officials and department heads

(Date)

Aitkin County Administrator

- I. Purpose
To describe how the influx of volunteers and donations will be managed following a disaster in Aitkin County.

- II. Responsibilities
The Emergency Manager, Assistant Emergency Manager, Public Health Supervisor or designee, will be responsible for managing volunteers and donations in Aitkin County.

- III. Volunteers ([Aitkin County Volunteer Management Plan](#) ,[H&HS All Hazard CAP15](#))
 - A. Affiliated Volunteers:
 1. Affiliated volunteers will be managed by their respective volunteer organization. The lead person from the organization will work in conjunction with the Emergency Manager, Assistant Emergency Manager or designee.
 2. Aitkin County will work with Minnesota Voluntary Organizations Active In Disaster (MN VOAD) to obtain the appropriate volunteers necessary for the required assistance. MN VOAD may be contacted at 612 232-3920 or on-line at www.mnvoad.org.

 - B. Unaffiliated Volunteers:
 1. *Unaffiliated volunteers will be managed by the Emergency Manager, Assistant Emergency Manager, Public Health Supervisor or designee. Volunteers will be identified and registered for possible assignment of duties.*

 - C. The volunteer coordinator will
 1. Create job description
 2. Recruit volunteers
 3. Interview and place volunteers according to skills
 4. Train volunteers
 5. Supervise and evaluate volunteers
 6. Provide stress management as needed using Critical Incident Stress Debriefing teams
 7. Record request for services, serviced rendered and by whom

- IV. Donations (see [Aitkin County Donations Management Plan](#))
 - A. It is common to receive unrequested donations of goods during a disaster. Storage, dispersal and disposal may then become an issue. Donations Management will be coordinated by the Emergency Management Director. This will be accomplished with the assistance of Aitkin County Health and Human Services and MNVOAD organizations.

B. Information will be developed for the public explaining what donations are needed and/or accepted; how, when and where to deliver them, and what donations are not needed or being accepted. This will include instructions for cash donations. This information, upon approval of the Incident/Unified Command, will be made available to the public through the Public Information Officer and updated regularly.

C. In general cash donations are preferred and are easier to track and use. Cash and all other donations must be approved by the Aitkin County Board of Commissioners. These donations will be received, managed and distributed by the Board's designee.

D. Likely sites for Donation Centers to accept, store and manage donations include but are not limited to Aitkin County Health and Human Services/County Garage, Grace Lutheran Church, McGregor Community Center, Palisade Community Center, Aitkin Fire Hall, Hill City Fire Hall, Jacobson Fire Hall and McGrath Fire Hall.

E. Donation Centers will be staffed during regular hours. No donations will be accepted outside of those times. Times will be made available to the public through the Public Information Officer. Excess or unwanted goods will be recycled through Salvation Army, Second Harvest or United Way or disposed of by Aitkin County Solid Waste Department.

(Date)

Aitkin Public Health Supervisor

I. Purpose

To outline how agricultural and animal needs will be dealt with during an emergency in Aitkin County.

II. Responsibility

In the event of a disaster impacting agriculture and/or animals in Aitkin County, the Animal Service Branch of the Operations Section of Incident Command will be responsible for agriculture and animal care.

III. Procedures

- A. Aitkin County contracts for vector control services with Plunkett's Pest Control.
- B. In the event of outbreaks due to contaminated food, the Minnesota Department of Health and the county Food, Beverage and Lodging Inspector will have jurisdiction.
 - a. MDH epidemiologists will contact Aitkin County's Public Health and Environmental Services.
 - b. The Food, Beverage and Lodging Inspector will inspect the facility determined to be the focal point of the outbreak and to ensure proper food handling and proper clean up from the contaminated items, under the direction of MDH.
 - c. MDH epidemiologists will conduct an investigation to find the contaminated source.
 - d. Food production and agricultural safety services are the responsibility of the Rapid Response Team from the Dairy and Food Inspection Division of the MN Department of Agriculture in St. Paul. The Rapid Response Team will coordinate with the epidemiologists at the MN Department of Health when people become sick from food to find the contaminated source. These agencies will also coordinate efforts with local Public Health and Environmental Services.
 - e. These agencies will also coordinate with MDA if the product is in state and the FDA or USDA if the source of the food product is out of state.
 - f. County Public Health will work with MDH to provide risk communications and keep EM apprised of the situation.
- B. The Animal Service Branch will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners. Volunteer fire departments or animal control officers will be responsible to rescue and/or recover displaced pets, service animals, livestock or exhibition animals, as possible and practicable, after the priority response to humans has been accomplished. Other available assistance groups are included in the [Resource Number](#) listing.
- C. Health protection measures for agriculture are the responsibility of the MN Department of Agriculture. The department ensures that food is produced and sold in a safe manner. Locally, Aitkin County Public Health and Environmental Services investigate any agriculture health protection concerns.
- D. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound, Heartland Animal Rescue Team in Brainerd and Garrison Animal Clinic are

sheltering options. See [Pet Sheltering Plan Final Draft \(2\).docx](#) for detailed information.

1. HART and Garrison Animal Clinic have trained volunteers that have attended Volunteer Orientation. Personnel are educated in Animal Transport, Foster Care, Special Events, Dog Walkers and Cat Care Helpers.
 2. Pet shelter organizations typically include :
 - a. Animal care supplies (e.. food, litter, bowls)
 - b. Cages and crates
 - c. Administrative supplies
 - d. Cleaning supplies
 - e. First aid/medical supplies
- E. The proper disposal of animal carcasses is essential in preventing the transmission of disease and protecting air and water quality.
1. The Minnesota Board of Animal Health is responsible for animals lost in a disease event. Contact the MN BAH and the Minnesota State Duty Officer to advise them of the situation so they can determine which agencies need to respond. Identifying locations, site security, traffic control, cleaning and disinfection of area will all be determined by the State Agencies.
 2. Animals lost in a natural or man-made event will be disposed of locally. They can be disposed of by burial, incineration, rendering or composting. Carcasses from domestic animals must be disposed of as soon as possible after death.
 3. The proper disposal of animal types is listed on the MN Board of Animal Health website at:
<https://www.pca.state.mn.us/sites/default/files/wq-f6-07b.pdf>

IV. Resources Available

- A. Aitkin County Public Health
- B. NE Region 2/AREMA
- C. MN Department of Health
- D. MN Department of Agriculture
- E. Aitkin County Sheriff's Office
- F. Volunteer Fire Departments
- G. MN DNR
- H. MN PCA
- I. Plunkett's Pest Control of Brainerd
- J. Garrison Animal Hospital
- K. McGregor Veterinary Clinic
- L. City of Aitkin Animal Pound
- M. Heartland Animal Rescue Team
- N. American Red Cross Animal Response Team
- O. Humane Society Animal Rescue Team

V. Authentication

(Date)

Deputy Emergency Management Director

I. Purpose

To outline Mutual Aid Agreements for Emergency Responders in Aitkin County.

II. Responsibility

Aitkin County Emergency Response Agencies have mutual aid agreements to provide additional resources to respond to emergencies. Law Enforcement has mutual agreements through Sheriff's Associations, and Police Chief Associations. Fire Departments have their own mutual aid agreements between the other Fire Departments. Ambulance and Medical response services have their own agreements between other Medical responders.

III. Procedures

- A. In the event that additional resources are required, the primary response agency shall determine an appropriate mutual aid agency in accordance with signed agreements.
- B. Aitkin County Sheriff Communications shall make contact with the requested agency to request Mutual Aid.

IV. Mutual Aid Resources

- A. Aitkin Fire Department
 1. Deerwood Fire Department
 2. Palisade Fire Department
 3. McGrath Fire Department
 4. McGregor Fire Department
 5. Garrison Fire Department
 6. Isle Fire Department
- B. Hill City Fire Department
 1. Grand Rapids Fire Department
 2. Remer Fire Department
 3. Palisade Fire Department
 4. Jacobson Fire Department
- C. Jacobson Fire Department
 1. Hill City Fire Department
 2. McGregor Fire Department
 3. Palisade Fire Department
 4. Floodwood Fire Department
- D. McGrath Fire Department
 1. Isle Fire Department
 2. McGregor Fire Department
 3. Finlayson Fire Department
 4. Aitkin Fire Department
 5. Willow River Fire Department
- E. McGregor Fire Department
 1. McGrath Fire Department
 2. Jacobson Fire Department

3. Palisade Fire Department
 4. Aitkin Fire Department
 5. Kettle River Fire Department
- F. Palisade Fire Department
1. Hill City Fire Department
 2. Aitkin City Fire Department
 3. McGregor Fire Department
 4. Jacobson Fire Department
 5. Emily Fire Department

V. Authentication

(Date)

Aitkin County Sheriff