

CITY OF STEWARTVILLE

EMERGENCY MANAGEMENT PLAN

Adopted: May 2007
Reviewed: April 2008

PURPOSE:

The purpose of this plan is to ensure that in the event of any type of disaster, the City's facilities, equipment, and manpower will be used in a coordinated, effective way, so as to maximize the protection of life and property, and ensure the continuity of government.

LEGAL BASIS:

The legal basis for this plan is: Public Law 920, as amended, *Minnesota Statutes*, Chapter 12, as amended, and City Ordinance Section 206, Civil Defense.

Mayor

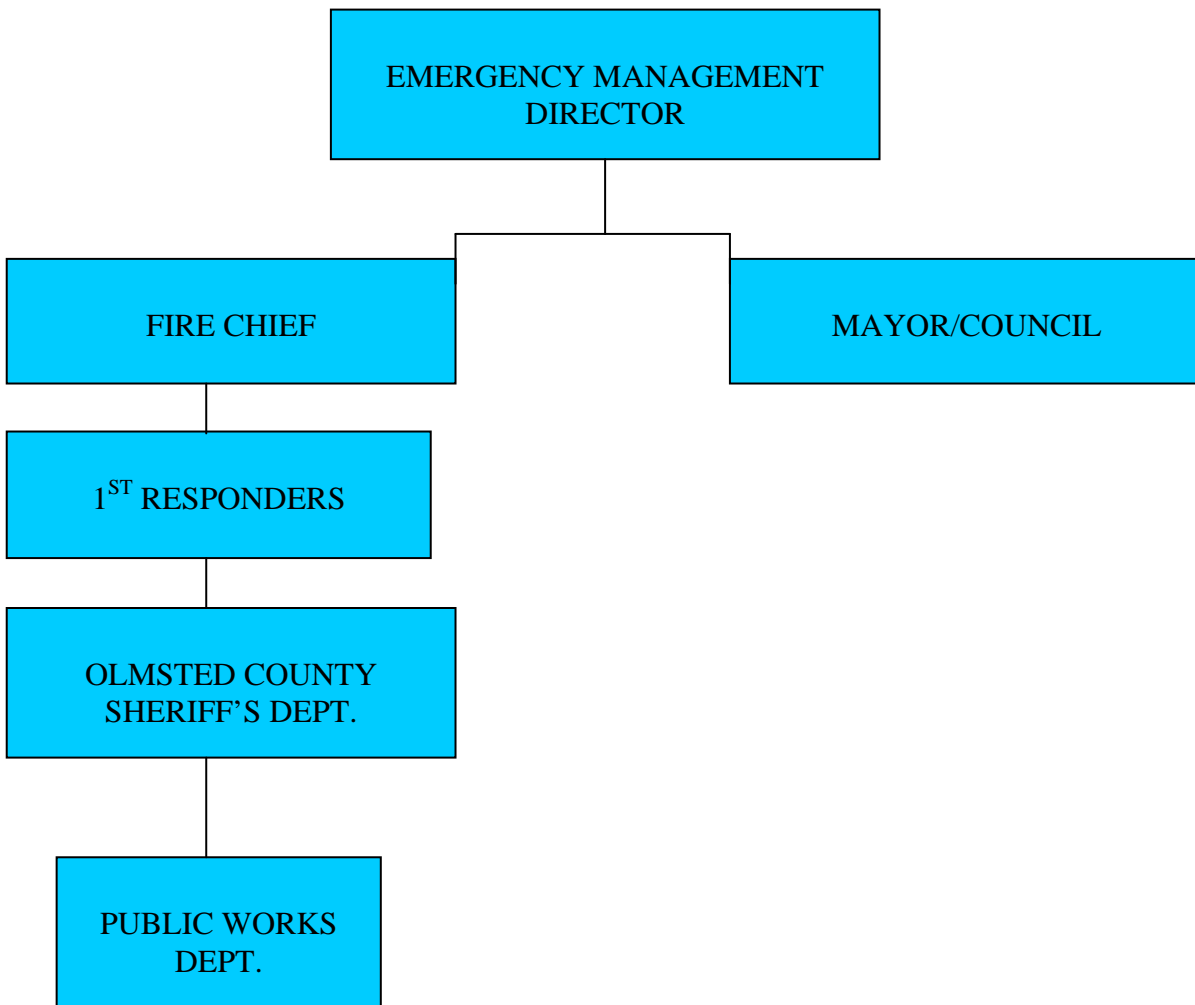
Date

Emergency Management Director

Date

1. EXISTING GOVERNMENT / ORGANIZATION

Existing government is the basis for emergency operations; that is, city personnel will perform emergency activities related to those they perform on a day-to-day basis. The City organization is as follows:



2. WARNING & NOTIFICATION

A. Receipt of Warning

The Olmsted County Sheriff's Office EMERGENCY OPERATIONS CENTER (EOC) is responsible for relaying any warnings it receives which affect the CITY OF STEWARTVILLE to it's Emergency Management Director.

The Stewartville Fire Hall serves as the City Warning Point and is responsible for disseminating any warnings it receives to appropriate City Officials and staff.

B. Dissemination of Warning/Notification

For Natural Disaster/Hazardous Materials Incident/Nuclear Attack:

- Notify key City personnel. (see personnel notification list below).
- NOTE: The Olmsted County Sheriff's Office (EOC) will perform the following on behalf of Stewartville

1. Sound the Radio Controlled Outdoor Warning Sirens.

A. Steady Tone (5-minute) for Natural Disaster / Hazardous Materials Incident.

B. Wavering Tone (5-minutes) for nuclear attack.

2. Activate the Emergency Broadcast System thereby notifying all regional media and the public of the type of danger present.

3. PERSONNEL NOTIFICATION LIST:

<u>POSITION</u>	<u>NAME</u>	<u>PHONE (W) ©</u>	<u>PHONE(H)</u>
1. EOC DIRECTOR	STEVE WOLF	259-9460	533-6557
2. ASSIST. DIRECTOR	JOE HIMMER	533-9411	533-9310
3. FIRE CHIEF	STEVE WOLF	259-9460	533-6557
4. ASSIST. FIRE CHIEF	DWIGHT DUNCAN	951-1283	533-1095
5. 1 ST RESPONDER DIRECTOR	MARK PODEIN	254-1249	
6. PUBLIC WORKS DIRECTOR	MARK STEVENS	272-8326	
7. PUBLIC WORKS	OWEN SASS	951-8729	
	SEAN HALE	951-8731	
8. CITY ADMINISTRATOR	BILL SCHIMMEL, JR.	317-6020	
9. OLMSTED COUNTY EOC	TERRY WALETZKI	285-8103	
10. OLMSTED COUNTY LEC	DISPATCH	285-8580	
11. OLMSTED SHERIFF'S DEPT.	SGT. HOWARD		
	DEPUTY LONG	951-7200	
11. PUBLIC ASSEMBLY AREAS CIVIC CENTER		533-8224	

AMERICAN LEGION		533-9281
STEWARTVILLE SCHOOLS	DR. DAVE THOMPSON	533-9420 (home)
	BRETT BUSHMAN	421-2922
CHURCHES		
ST. BERNARD'S	FR. GREG HAVEL	533-1086
ZION LUTHERAN	PASTOR JOHN HEILLE	533-8982
FIRE STATION		533-8711
FIRE DEPT. OFFICER		696-7577
RESCUE/COMMAND		696-7578

4. EMERGENCY OPERATING CENTER:

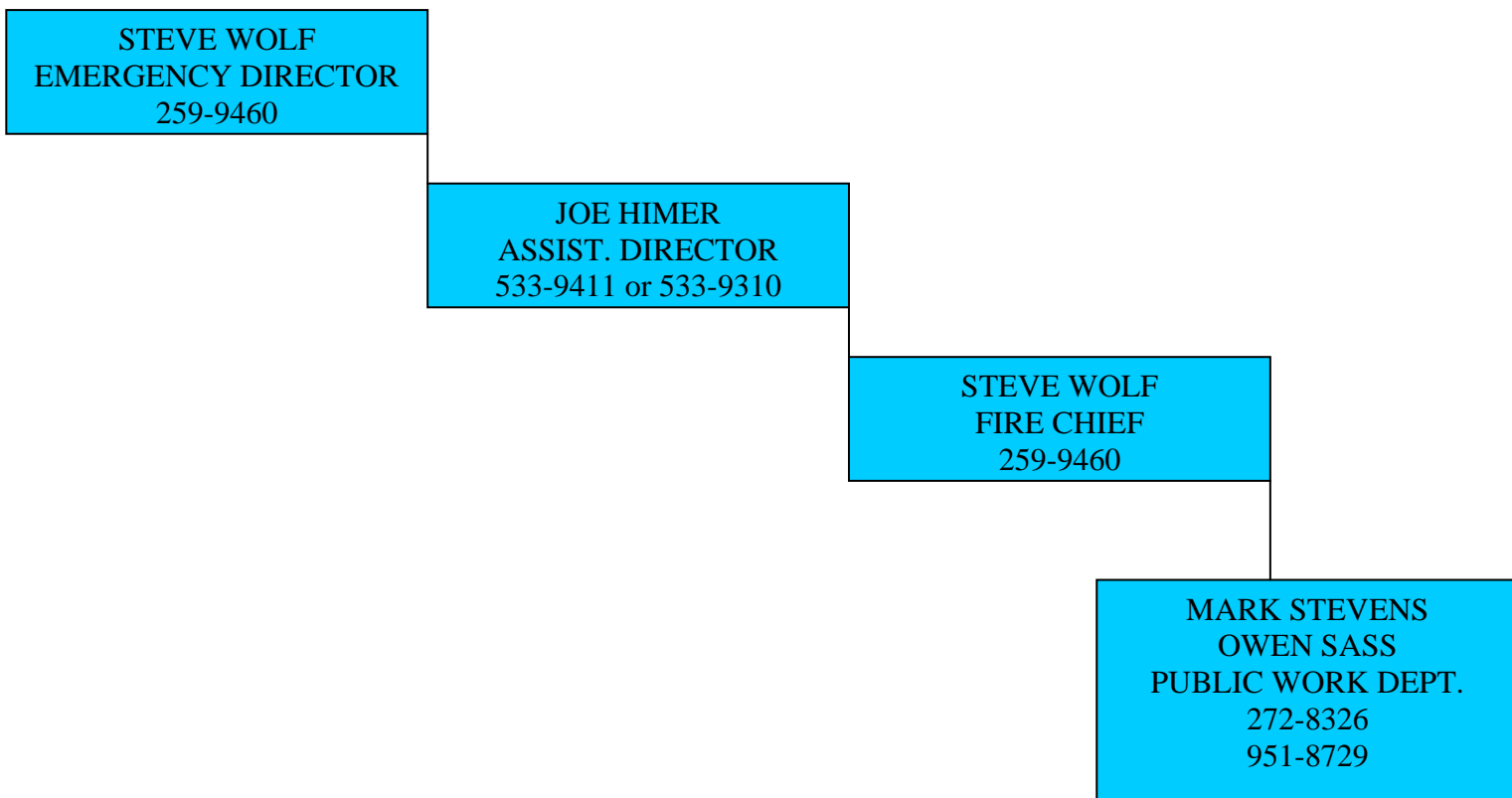
DIRECTION & CONTROL of the City's response to the disaster will take place from the Fire Department, 417 South Main St. Stewartville MN 55976. Alternate site: Olmsted County Mobile EOC

EOC ACTIVATION The EOC will be activated by: EOC DIRECTOR / FIRE CHIEF / OCSO with notification to Olmsted County EOC

EOC STAFF Are to report to the EOC automatically upon the occurrence of a disaster.

EOC EQUIPMENT/SUPPLIES: The City Emergency Management Director is responsible for ensuring that the EOC is operational – (that the necessary maps, tables, and chairs, communications equipment, message logs, etc. are on hand).

EMERGENCY CALLING TREE:



5. EMERGENCY RESPONSIBILITY ASSIGNMENTS:

	1 st R E S P O N D E R S	M A Y O R C O U N C I L	E M E R G. M G M T D I R	C I T Y A D M I N I S T R A T O	F I R E C H I E F	C I T Y E O C S T A F F	C O. E M E R G. M G. M T D I R.	C O. S O. C. S V C. S. D I R.	C O. S H E R I F F	H O S P I T A L	A M B U L A N C E S E R V I C E	R E D C R O S S	C O E O C S T A F F
Warning & Notification			P			S			P				P
Direction & Control / EOC		S	P	S	S	S							
Emerg. Public Info.			P					S					S
Search & Rescue			C		P		S		S		S		S
Health / Medical, 1 st Responders	C				S		S		S	S	P	S	S
Evacuation & Traffic Control			C		S	C	S		P				S
Fire Protection					P	C	S		S				S
Damage Assessment		S	C		S	C	S	S				S	S
Congregate Care			P			C	S	S	S	S		S	S
Debris Clearance			C		S	C	S		S				S
Utilities Restoration						C	S		S				S
Haz. Materials/Radiological Prot.			P		S	C	S		S		S		S
Annual Training		P			S	S	S		S		S		S

**P: PRIMARY
S: SUPPORT
C: COORDINATION**

6. City Emergency Management Director will:

1. Ensure that the city officials have been notified, key facilities warned, sirens activated, etc.
2. Activate the City EOC, make sure that it is fully operational, and that EOC Departments have reported / are reporting to it.
3. Obtain initial damage assessment and casualty report, and relay this information to the Mayor and to the County Emergency Management Director.
4. Ask the service chiefs to brief the EOC staff as to the status of the disaster.
5. Ask the Mayor to issue a declaration of emergency.
6. Evaluate available resources, including personnel, by checking with service chiefs. If deficiencies exist, take action to obtain needed resources.
7. Ensure that good records are kept on expenditures.

7. Mayor/City Council

1. Be ready to issue a declaration of emergency
2. In consultation with the City Emergency Management Director, determine whether or not state or federal assistance should be requested. (City resources must be fully committed before state or federal assistance will be available. If assistance is requested, be specific.)

8. City Administrator

1. Maintain records indicating city expenses incurred due to the disaster.
2. Assist in the damage assessment process by:
 - a. Providing information regarding the dollar value of property damaged as a result of the disaster.
 - b. Providing information (name, telephone number, etc.)

regarding the owners of property which have been damaged / destroyed as a result of the disaster.

3. Set up procedures to permit acquisition of equipment and supplies needed following a disaster.

9. Fire Chief Will:

1. Ensure that all personnel are alerted to the disaster, and that they report as the situation dictates.
2. Report to the City Emergency Operating Center (EOC).
3. Review the disaster situation as it pertains to the Fire Department, and forward this information to the City Emergency Management Director.
4. Coordinate the activities of your department with the other services.
5. Number one priority will be to rescue injured and trapped persons. For rescue assistance, call Olmsted 9-1-1.
6. If additional assistance is necessary, utilize mutual aid agreements with other Fire departments.
7. Fire Department Hazardous Materials SOP to be used in the event of a release of hazardous material on site and in the affected surrounding area.

10. 1st Responders Will:

1. Ensure that all EMS personnel are alerted to the disaster, and that they report as the situation dictates.
2. Report to the City Emergency Operating Center (EOC).
3. Review the disaster situation as it pertains to the Emergency Medical Services, and forward this information to the City Emergency Management Director.
4. Coordinate the activities of your department with the other services.

5. Number one priority will be to provide appropriated emergency medical services.
6. If additional assistance is necessary, utilize mutual aid agreements with other fire departments.
7. Emergency Medical Services SOP dealing with hazardous materials incidents.

11. SUPPORT:

A. SUPPORT THAT CAN BE EXPECTED FROM OLMSTED COUNTY IS AS FOLLOWS:

- COUNTY SHERIFF: All aspects of traffic control, search & rescue and support services as outlined on page 7 "EMERGENCY RESPONSIBILITY ASSIGNMENTS."

B. SUPPORT FROM PRIVATE AGENCIES/VOLUNTEER GROUPS IS AS FOLLOWS:

- As outlined on page 7 and the Olmsted County Emergency Operations Plan.(Red Cross, Salvation Army, Schools, Churches, etc.)

C. SUPPORT FROM THE NATIONAL GUARD IS AS FOLLOWS:

- OVERVIEW: When a natural disaster or other major emergency is beyond the capability of local government, support from National Guard units may be available. Only the governor has the authority to activate the Guard.
- REQUEST PROCEDURE: In the case of the county and all cities, the sheriff must submit the request for assistance to the governor's office.

D. SUPPORT FROM STATE & FEDERAL AGENCIES IS AS FOLLOWS:

- Information and assistance in securing state or federal support may be obtained by contacting the Olmsted County Emergency Management Director.

RECOGNIZED HAZARDS IN THE STATE OF MINNESOTA

◆ CIVIL DISORDER

◆ FIRE

- Urban
- Forest / Wildfire

◆ HAZARDOUS MATERIAL INCIDENTS

- Facility
- Transportation
- Highway
- Air

◆ NATIONAL SECURITY EVENT

◆ NATURAL DISASTER

- Flood
- Severe Weather / Thunderstorm
- Tornado
- Winter Storm / Blizzard

◆ PUBLIC UTILITIES FAILURE

- Gas
- Electric
- Telephone

◆ TRANSPORTATION ACCIDENT

- Ground
- Air
- Water

EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES

NOTIFICATION AND WARNING – Notifying the public of probable impending disaster in time to take protective action. Includes operation of all communications services for control centers and operational forces.

Responsibility: County Sheriff

DIRECTION AND CONTROL – Management of a community's survival recovery efforts, and the operation itself.

Responsibility: Director of Emergency Management, City Administrator

EMERGENCY PUBLIC INFORMATION – Providing information and directions to the public about appropriate protective actions. Spokesperson to the media.

Responsibility: Director of Emergency Management

SEARCH AND RESCUE – Searching for and rescuing trapped, injured, or missing people.

Responsibility: Fire Department, Law Enforcement

HEALTH / MEDICAL – Providing appropriate health and medical care of services to the stricken population.

Responsibility: 1st Responders, Department of Health and Human Services

EVACUATION, TRAFFIC CONTROL, AND SECURITY – Managing movement of people from the path of the threat or disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.

Responsibility: Law Enforcement

FIRE PROTECTION – Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.

Responsibility: Fire Department

DAMAGE ASSESSMENT – Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.

Responsibility: Red Cross Disaster Assessment Teams

CONGREGATE CARE – Providing shelter, lodging, food, clothing, and sanitation to the disrupted population.

Responsibility: Area Churches; Department of Health and Human Services; Red Cross; Salvation Army

DEBRIS CLEARANCE – Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.

Responsibility: Public Works Department

UTILITIES RESTORATION – Restoration of public works and utilities damaged by an emergency / disaster.

Responsibility: Utility Companies, Public Works Dept.

RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION – Response to, containment of, and recovery from hazardous material accidents.

Responsibility: Fire Department and Law Enforcement, with help from MN Division of Emergency Management and MN Pollution Control Agency

RESOURCES

The following is a list of resources which may be considered for use during an emergency or disaster. This list is non-inclusive; local resource manuals should be consulted for locally available resources.

EMERGENCY SERVICES – 911

Fire Department
First Responders
Sheriff's Dept.
Emergency Management

MEDICAL

Hospitals:

Olmsted 529-3443
Mayo 255-5591

Clinic

Olmsted 533-4727
Mayo 244-5591

Veterinarians/Animal Service

Stewartville Animal Clinic 533-4225
Kountry Friends 533-6868

ASSEMBLY AREAS

Civic Center- Contact City Employees
Churches
St. Bernard's – Fr. Havel 533-1085
Zion Lutheran – Pastor Heille 533-8982
American Legion 533-9281

SERVICE AGENCIES

Red Cross 287-2200
Salvation Army 288-3663

EQUIPMENT

**(Ex. 4-wheel drive vehicles, snowmobiles/boats, excavation equip,
generator)**

Bruce Bucknell – 259-6751 Podein's Power Equip. 533-8841 Grisim Bus – 533-8775
Zeigler Cat – 285-1775

**CITY OF STEWARTVILLE
LOCAL EMERGENCY DECLARATION
(Example Only)**

WHEREAS, the City of Stewartville, Olmsted County, Minnesota, has sustained severe losses of a major proportion, brought on by _____ on the date of _____.

WHEREAS, the City of Stewartville, Olmsted County, is a public entity within the State of Minnesota.

WHEREAS, the following conditions exist in the City of Stewartville, Olmsted County as a result of this disaster: (Describe the conditions as they exist as a result of the disaster) _____

_____.

NOW, THEREFORE, BE IT RESOLVED, that the City of Stewartville, Olmsted County, acting on behalf of and for the people of Stewartville, declare that a state of emergency exists within the City of Stewartville.

Adopted by the Stewartville City Council this _____ day of _____, 20__.

Mayor

ATTEST:

City Administrator

CITY OF STEWARTVILLE
Emergency Phone #'s

Bill Schimmel, Administrator –	533-4745 (City Hall) 317-6020
Deputy Kirby Long	273-5223
Public Works	533-4781
Mark Stevens	272-8326
Owen Sass	951-8729
Sean Hale	951-8731
Stewartville Schools – Dave Thompson	533-1438 (School) 533-9420 (Home)
Care Center Director – Gene Gustason	533-1397 (Work) 259-6410 (Cell)
Mayor Chuck Murphy	533-7717 Will ring over to cell #
Councilmembers:	
Dick Uptagrafft	533-8492
Greg House	254-4184
Roger Hanson	533-4700
Joel Packer	533-6043
Utilities:	
Alliant (Electric)	1-800-331-2371
People Cooperative Power (Electric)	288-4004
MN Energy (Gas)	1-800-889-9508
Amoco (BP Pipeline)	1-800-548-6482
Cory Greiff	507-273-2966
Water Treatment Plant	533-4250
On Call Employee	273-8067 or 259-9276
City Hall Staff	
Cheryl Roeder	421-7241
Barb Neubauer	533-4930
Laurel Jacobs	533-4124