



CASS COUNTY

Emergency Operations Plan

December 2018

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Record of Changes*^{MW3}				
#	Description	Since Distrib.	Date:	By:
	Original (NEW) plan approved		October 2014	Emergency Management
1	Distribution list updated (signed)			Emergency Management
2	Distribution List updated (Regional Review)		August 2015	Emergency Management
3	Peer Review		November 2016	Emergency Management
4	HSEM Regional Program Coordinator (RPC) Review		December 2017	Emergency Management
5	County Board Review. MW items 8, 14, 37. 8 COOP p.8 Annex 16. SAR p.18 Annex 17. ADOP p.20-G Annex 18.		December 2018	Emergency Management
6				
7				
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The above Record of Changes helps to ensure the accuracy of the information within the Plan since the last distribution. Any changes other than spelling should be logged in the above table.

CASS COUNTY
EMERGENCY OPERATIONS PLAN
APPROVAL

This Emergency Operations Plan is subject to information and/or equipment updates and changes.

CASS COUNTY EMERGENCY OPERATIONS PLAN – APPROVAL

The Cass County Board of Commissioners has approved this Cass County Emergency Operations Plan.

Chairman
Cass County Board of Commissioners

Date

** MW numbers in superscript refer to item numbers listed in “MNWALK: The EOP Reviewer Guide” as required components of an Emergency Operations Plan as approved by MN HSEM.*

BASIC PLAN

I. REASON FOR PLAN

Emergencies and disasters have affected Cass County in the past, and will again in the future. **Emergencies** are defined as unplanned events which require an immediate response to preserve life, health, property or the environment. Most of these public safety events are dealt with on a daily basis by professional or volunteer emergency services including law enforcement, firefighters, emergency medical and public works personnel. Some, however, require an emergency declaration to provide an urgent and coordinated response from multiple agencies working under a common framework.

Disasters are crises that overwhelm the community's ability to respond, and require the use of government powers and resources beyond the scope of one agency or service. Disasters in Cass County can be from natural causes (thunderstorms, winter storms, fires, floods, tornados or high winds, etc.), man-made causes (explosions, hazardous material releases, pipeline leaks, transportation disasters), or acts of terrorism (chemical, biological, radioactive, nuclear or explosive devices). These emergencies and disasters, which can pose a threat to the citizens and visitors, are defined, prioritized, and mapped in the Cass County Hazard Mitigation and THIRA Plans.^{MW 6}

In 2013, Cass County completed a hazard risk assessment, which was used to develop the Cass County Hazard Mitigation Plan Update in 2014. That plan aided the Cass County Emergency Management Department and the Emergency Services Board in developing and revising this Emergency Operations Plan.

This Emergency Operations Plan (EOP) provides an outlined **response to an emergency or disaster** in order to protect the health and safety of the public, preserve property and the environment, ensure essential services, and provide continuity of community function.

II. PURPOSE AND FORMAT OF PLAN

A. **The purpose of this plan** is to ensure the effective, coordinated use of local resources, including facilities, equipment, personnel and skills of government and non-government organizations to:

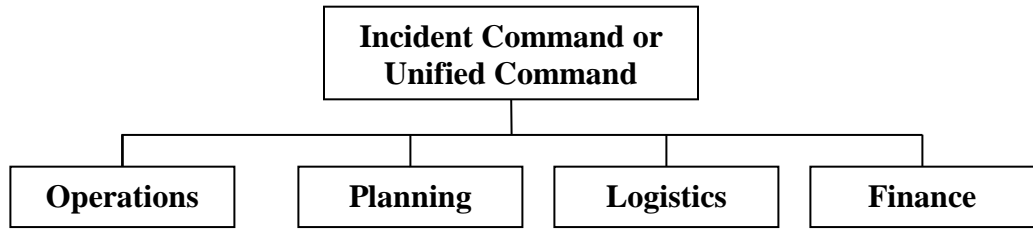
1. **Maximize the protection of life, health, property and the environment.**
2. **Ensure the continuity of county, city and township government services.**
3. **Provide support to all political subdivisions in Cass County which require assistance.**

B. Format of Plan

The Cass County Emergency Operations Plan is based upon **National Incident Management System (NIMS)** principles and components, as required in 2003 by Homeland Security Presidential Directive 5 for Federal Preparedness Assistance.

The format of the plan includes the **Basic Plan** followed by sections corresponding to functions of the **Incident Command System (ICS)**, including Command, Operations, Planning, Logistics and Finance/Administration. In addition, supplements to the plan include Emergency Contact lists and Emergency Service Agency rosters, Emergency Support Function (ESF) Annexes, Incident Specific Appendices, Resource Manuals, and supporting maps and information.

1. The **Basic Plan** provides a summary of the plan purpose, format, legal basis, and plan maintenance, as well as the organization and roles of partners involved in emergency response. The other sections of the plan correspond to the following Incident Command Structure.



2. The **Command Section** defines the Incident Command structure to be used during initial and expanded response, and defines the responsibilities of the Incident Commander, elected officials, Emergency Management Director, Multi-Agency Coordinating Group, Public Information Officer and Liaison Officer.
3. The **Operations Section** defines the roles and responsibilities of agencies and departments which respond, dependent upon the functions required by the nature and scope of the emergency or disaster.
4. The **Planning Section** explains how incident objectives will be developed by or for the Incident Commander. It will also provide for public alert and warning, document situation status and resources status during the event, and plan for demobilization of resources. The planning section may include representation from the regional Multi-Agency Coordinating (MAC) group.
5. The **Logistics Section** covers the responsibilities for communication, medical services and food to serve the responders, as well as facilities, supplies and transportation to support the response.
6. The **Finance/Administration Section** is responsible for documenting time and cost, along with procurement and compensation. It will also coordinate Damage Assessment which is carried out primarily by the Cass County Assessor’s Department with additional staff from the Auditor’s Department as needed. This information may be used to apply for any Emergency or Disaster Assistance from the State or Federal governments.

III. LEGAL BASIS AND REFERENCES ^{MW 5}

- A. Minnesota Statutes, Chapter 12: Emergency Management
- B. Minnesota Statutes, Section 299K.01:
The Minnesota Emergency Planning Act and Community-Right-To-Know Act
- C. Minnesota Statutes, Section 299J: The Minnesota Pipeline Safety Act
- D. Public Law 920, as amended.
- E. Public Law 99-499, Superfund Amendments and Reauthorization Act, (SARA) of 1986.
- F. Minnesota Division of Homeland Security and Emergency Management (HSEM)
Emergency Management Director’s Handbook
- G. Common County Emergency Management Agreements, referenced in MN Statute 12.25, Subd.5.
- H. Cass County Resolution NO-30-85 to adopt NIMS as an organizational system, May 16, 1985
- I. Cass County Hazard Mitigation Plan (2014), Pandemic Flu Plan (2009), Department Emergency and Continuity Plans (2014).

IV. ORGANIZATIONS

The incorporated cities of Cass County (Cass Lake, Walker, Bena, Remer, Longville, Hackensack, Backus, Pine River, Pillager, Lake Shore, East Gull Lake, Federal Dam, Chickimaw Beach and Boy River, have each elected to be included under a Common County Emergency Operations Plan (see signature in Appendix D). Under this arrangement, **county, city agencies** and **organized townships** will provide regular services in their own jurisdictions, but will cooperate to provide services within the County during emergencies or disasters.

V. DIRECTION AND CONTROL

Cass County has adopted the Incident Command System (ICS) as described by the National Incident Management System (NIMS) to provide the structure and process of command and management of an emergency or disaster. This system defines initial response roles and decision making to include an **Incident Commander** and Command Staff, Operations, Planning, Logistics and Finance/Administration. The system is modular and flexible, allowing for a seamless expanded response, including activation of an **Emergency Operations Center (EOC)** to provide off site support for the incident.

A. Initial Response

Although the ultimate responsibility for direction and control of emergencies and disasters lies with elected officials, it is determined by this plan that initial management of an emergency will fall to the Lead Officer of the department having primary responsibility for the response function involved, as listed in Section VI. Initial command will normally take place at an **Incident Command Post (ICP)** set up by the **Incident Commander (IC)** near the scene of the incident.

B. Expanded Response

During an expanded emergency or disaster response, incident support may take place from an **Emergency Operations Center (EOC)** at a central, protected facility to provide for key personnel, adequate communications and logistical support. The responsibilities of **elected officials** at the EOC are to set policy, establish the mission, provide overall strategic direction and delegate authority for incident response to trained emergency responders or an Incident Management Team. While elected officials **provide policy direction**, the Incident Commander will determine incident objectives and keep elected officials informed of incident status. Key government officials include the following.

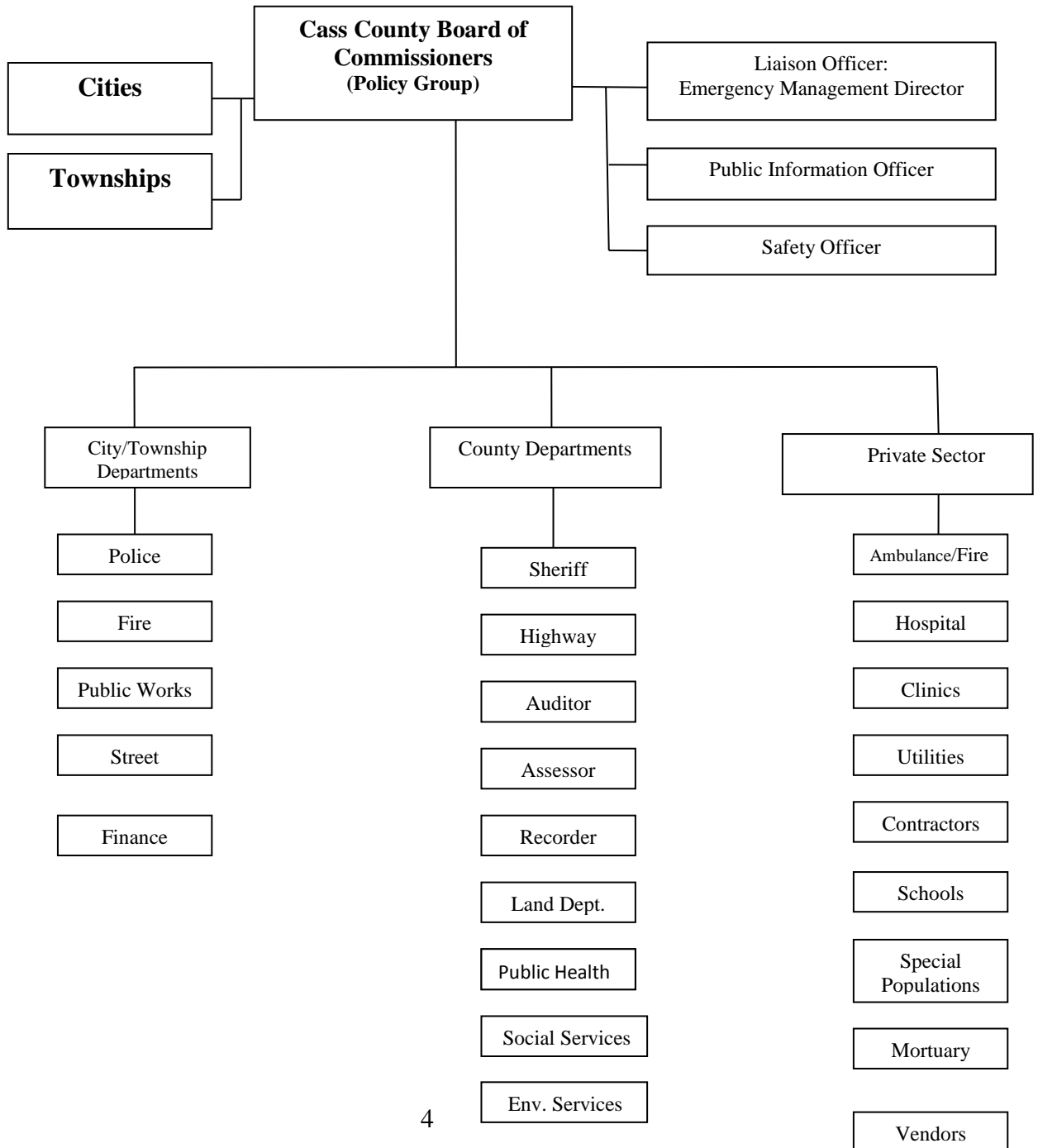
1. **County Government:** The Cass County **Board of Commissioners** is ultimately responsible for providing overall direction and control of policies and resources during an emergency or disaster. The **line of succession** for the County Board is the Board Chairperson, Board Vice Chairperson and Cass County Administrator.^{MW 99}

The Cass County **Emergency Management Director (EMD)** has authority and responsibility for the development, maintenance and implementation of this plan. During an incident, the EMD will serve in a staff capacity to the Cass County Board of Commissioners to recommend the activation of this plan, serve as Liaison Officer to City and Township officials and other assisting and cooperating agencies, and/or function as Manager of the EOC. The **line of succession** for the Cass County EMD is the Cass County EMD, Cass County Sheriff, Chief Deputy and Cass County Administrator. Emergency assistance can be also requested through the **MN Duty Officer at 800-422-0798**. Contact information for each is found in the Emergency Contacts supplement to this plan.^{MW 10, 99}

2. **City Government:** The Mayors of the Cities are responsible for providing overall direction and control of their City policies and resources involved in response to an emergency or disaster. The **line of succession** for the Cities is as follows: Mayor, City Council, and Police/Fire Chief

3. **Organized Townships:** The Supervisors of the Organized Townships will work in cooperation with the Cass County Board of Commissioners to provide overall direction and control of their Townships and resources involved in response to a disaster. The **line of succession** for Townships is Town Chairperson, Vice Chair and Supervisor. ^{MW99}

Inter-Agency Response Relationships



VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

County and city departments and other agencies that perform essential services or have other responsibilities in this plan are expected to develop Standard Operating Guidelines (SOGs), resource lists and job checklists to carry out their assigned responsibilities. Department or agency SOGs will be maintained by the **department or agency** and updated as needed. ^{MW 9, 8}

A. Plan Responsibilities have been assigned as: **Primary, Secondary, or Coordination.**

1. **Primary** responsibility means that the official or agency is in charge of and responsible to make provisions for that function.
2. **Secondary** responsibility means that the agency will assist the official or agency that has primary or coordination responsibility for that function.
3. **Coordination** responsibility is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. This will often be the case when non-government agencies are involved.
4. As a general rule, County Officials will be primarily responsible for carrying out functions outside city limits and City Officials will have the corresponding responsibility within city limits.

CASS COUNTY EMERGENCY RESPONSIBILITY ASSIGNMENTS ^{MW 8}

COMMAND SECTION:

<u>Direction and Control</u>	Primary Secondary Secondary	Cass County Board of Commissioners Cities of Cass County Organized Townships of Cass County
<u>Incident Command</u>	Primary Secondary	Lead officer of local emergency response Unified Command with other jurisdictional partners
<u>Liaison Officer</u>	Primary	Emergency Management Director
<u>Public Information Officer</u>	Primary	Cass County Sheriff or Designee
<u>Safety Officer</u>	Primary Secondary	Cass County Sheriff Local Fire Department
<u>EOC Manager</u>	Primary	Emergency Management Director or Designee

OPERATIONS SECTION:

<u>Law Enforcement</u>	Primary Secondary	Cass County Sheriff/City Police City Police Departments/Cass County Sheriff
<u>Fire Protection- Structure</u>	Primary Secondary	Local Fire Departments Minnesota DNR
<u>Fire Protection – Wildfire</u>	Primary Primary Secondary	Minnesota DNR (Joint) US Forest Service (Joint) Local Fire Departments

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<u>Search and Rescue</u>	Primary Secondary Secondary	Cass County Sheriff/City Police Local Fire Departments City Police Departments/Cass County Sheriff
<u>Emergency Medical</u>	Primary Secondary	Cass County Ambulance Services Local EMS/ Fire Responders
<u>Public Health and Welfare</u>	Primary Secondary	Cass County Public Health Cass County Social Services
<u>Evacuation/ Traffic Control</u>	Primary Secondary Secondary	Cass County Sheriff/City Police City Police Departments/Cass County Sheriff Local Fire Departments
<u>Animal Services</u>	Primary Secondary	Cass County Public Health Local Volunteers (CERT)
<u>Debris Clearance</u>	Primary Secondary	Cass County Highway Engineer City Public Works Department
<u>Utilities Restoration</u>	Primary Primary	Cass County Highway Engineer (Joint) Private Utility Companies (Joint)

PLANNING SECTION:

<u>Situation Status</u>	Primary	Planning Section Chief as assigned by EMD
<u>Resource Status</u>	Primary	Planning Section Chief or as assigned
<u>Documentation</u>	Primary	Planning Section Chief or as assigned
<u>Demobilization</u>	Primary	Planning Section Chief or as assigned
<u>Notification and Warning</u>	Primary Secondary <i>Coordinating</i>	Cass County Sheriff Warning Point City Emergency Management Directors Cass County Emergency Management Director
<u>Radiological/HAZMAT</u>	Primary Secondary <i>Coordinating</i>	Local Fire Departments Minnesota HSEM through MN Duty Officer Cass County Emergency Management Director

LOGISTICS SECTION:

<u>Communications</u>	Primary Secondary	Cass County Sheriff/Dispatch
<u>Medical</u>	Primary Secondary	Cass County Ambulance Services Local EMS/Fire Responders
<u>Food</u>	Primary	Cass County Public Health

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<u>Facilities</u>	Primary	Cass County Maintenance
<u>Supplies</u>	Primary Secondary	Cass County Maintenance Cass County MIS
<u>Transport</u>	Primary Secondary	Cass County Highway Dept Cass County Sheriff

FINANCE SECTION:

<u>Damage Assessment</u>	Primary Primary Secondary Secondary <i>Coordinating</i>	Cass County Engineer (for Public Property) Cass County Assessor (for Private Property) Cass County Auditor, Planning/Zoning, Land Department City Mayors/EMDs, Township Supervisors Cass County Emergency Management Director
<u>Time Unit</u>	Primary	Cass County Auditor
<u>Cost Unit</u>	Primary	Cass County Auditor
<u>Procurement</u>	Primary	Cass County Auditor
<u>Compensation</u>	Primary	Cass County Auditor

VII. LOCAL OPERATIONS GUIDELINES

- A. Protection of life, health and safety, preservation of property and the environment, continuity of government services and restoration of the community are the **primary goals and priorities** of County/City government emergency operations.
- B. In the event of an emergency or disaster, the **Chair of the Cass County Board** of Commissioners, and/or a **City Mayor**, may **declare a local emergency**. Such a declaration will invoke necessary portions of this plan and will permit the County and Cities to take actions necessary to protect lives and property within the county or city. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary by the **Sheriff/City Police** in order to provide for public safety.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services, to the maximum extent possible, using **Unified Command**.
- D. The Cass County **Emergency Management Director** will **provide resource coordination** among government agencies, private organizations and public citizens.
- E. Maximum local government resources must be utilized before **State or Federal assistance** will be made available. **Mutual aid agreements between Law Enforcement Agencies, Fire Departments, Ambulance Services and other agencies within the County, and among counties, are on file with the respective departments or agencies.**
- F. Each agency, department or service of Cass County government will provide for the maintenance of records during an emergency including those records deemed essential for **continuing governmental operations**. Records maintenance and protection will be as follows:
1. **Records maintenance** during an emergency or disaster should include: personnel work hours; equipment hours; supplies and materials used; injuries to personnel; assessment of damages to public facilities, infrastructure, equipment and private property.
 2. In general, the **Cass County Auditor** will oversee the protection of **vital Cass County records** necessary for continuing government functions, conducting emergency operations, and reconstituting the government. **Cass County MIS** currently backs-up all electronic records daily to both on site and off site facilities. In addition, maintenance and protection of vital records for each department will be done by **each department** according to standard operating Guidelines that include moving documents and/or data to other secure facilities as needed. ^{MW 98}
 3. The **Cass County Board of Commissioners** is responsible for the continuation of essential government functions during and after an emergency or disaster. The **Cass County Continuity of Operations Plan** includes guidelines on essential services, alternate facilities, and implementation of the plan. ^{MW 100}

VIII. STATE AND FEDERAL SUPPORT

- A. **State Emergency Assistance** - In the event of a major emergency or disaster which exceeds the resources or capabilities of county government and which requires immediate state or federal assistance, the **Cass County Emergency Management Director** will contact the HSEM Regional Program Coordinator and/or State Duty Officer to request assistance. ^{MW 82}

- B. **Coordination of Assistance-** The Cass County Emergency Management Director and/or Cass County Sheriff will be responsible for coordinating any state or federal government resources that may be needed as the result of an emergency or disaster. The State HSEM Regional Program Coordinator and/or the Minnesota State Duty Officer can provide information on available state and federal public assistance.

- C. **National Guard** - When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the National Guard to ensure the preservation of life and property or support civil law enforcement authorities.
 - 1. **National Guard Request Guidelines:**
 In the case of Counties and Cities not of the first class, only the County Sheriff is authorized
 To submit a **request for National Guard** assistance by contacting the State Duty Officer at 800-422-0798.

 - 2. **National Guard Operational Policies:**
 National Guard assistance will complement, but not substitute for, County and/or City participation in Emergency Operations. If made available, National Guard personnel will remain under military command at all times, but will **support and assist county** and/or city forces in the accomplishment of a specific task or tasks.

IX. PLAN MAINTENANCE, REVIEW, TRAINING AND EXERCISES

- A. **Plan Maintenance:** The Cass County Emergency Management Director will serve as the Plan Coordinator, and will have authority and responsibility for the development and maintenance of this plan. This **plan will be distributed** to all county/city departments and agencies which have responsibilities in the event of an emergency or disaster in the county or municipality. A plan distribution list will be maintained by the Emergency Management Director. ^{MW 4}

- B. **Plan Review:** This plan will be reviewed and updated as changes occur, and at least annually in accord with the following **four year planning schedule** and Guidelines established by the Minnesota HSEM.
 - Year 1 (2018): Present EOP to County Board and City Councils for review and approval
 - Year 2 (2019): Present EOP for review to Regional Review Committee of HSEM
 - Year 3 (2020): Present EOP for Peer review to a local review team and/or peer EMD
 - Year 4 (2021): Present EOP for review to the HSEM Northeast Regional Program Coordinator

 - Year 1:** Update and present the revised emergency operations plan to the **County Board of Commissioners and City Councils** for review and approval. The Board/Councils must officially approve the plan, via resolution, and the County Board Chair / Mayor will sign the plan. A copy of the plan is then submitted to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

 - Year 2:** Update and present the emergency operations plan, a completed MNWALK, and the EOP Review Sheet to the Regional Review Committee. A copy of the updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

Year 3: Update and present the emergency operations plan, a completed MNWALK, and the Local EOP Review Sheet to a **peer review group** selected by Cass County for plan review. The peer review group may be the **Emergency Services Board**, a **neighboring Emergency Management Director** and/or public group. A copy of the updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the completed Review.

Year 4: Update and submit the updated plan, a completed MNWALK, and the Local EOP Review Sheet to the **Northeast HSEM Regional Program Coordinator** for review and approval.

C. Emergency Response Training

Most all County/City-affiliated professional and volunteer emergency responders shall be trained in National Incident Management Systems (NIMS), including at least IS 100, 200, and 700, and Hazardous Materials Awareness Level training, as defined in 29 CFR 1910.120. Training records are maintained at each department’s facility.^{MW11}

1. **County and City Law Enforcement Officers** are licensed by the State of Minnesota. Re-licensure records are maintained at each agencies facility. Law Enforcement training includes First Aid and CPR certification.
2. **City and Rural Fire Departments** serving Cass County are trained to Minnesota guidelines for Fire Fighter I, some Fire Fighter II, NIMS 100, 200, 700 and many are State of Minnesota Certified. All Fire Departments maintain some personnel at Hazardous Materials Operations level training. That information is included in department training records.
3. **Emergency Medical Service Providers:** Ambulance Service members are certified to at least Emergency Medical Technician Basic (EMT-B) level. Rescue Squad members are certified to at least Emergency Medical Responder (EMR)/First Responder level. Licensing of EMT-Bs and EMRs is done by the Minnesota Emergency Medical Services Regulatory Board (EMSRB).

D. Plan Exercises: Cass County will comply with **training and exercise requirements** as published by MN Homeland Security and Emergency Management (HSEM), the Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA), using the Homeland Security Exercise and Evaluation Program (HSEEP). Information about both previously conducted and upcoming scheduled training and exercises is located in the Emergency Management office and can be obtained by contacting the **Cass County Emergency Management Director**. Exercises will be coordinated with local and regional emergency response agencies to fulfill requirements of the participating agencies.^{MW 12}

COMMAND SECTION

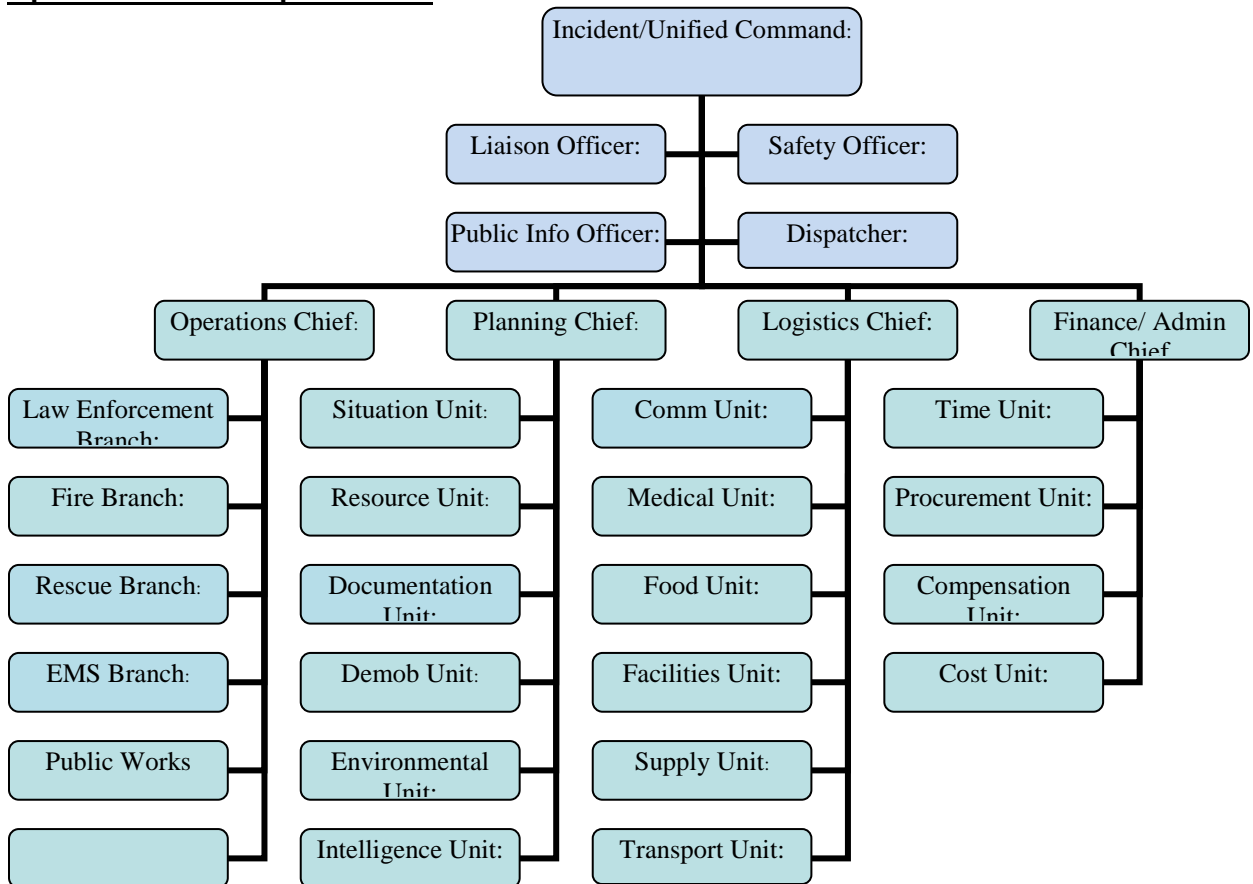
I. PURPOSE

To describe how Incident Command, Multi-Agency Integration and Public Information will be accomplished during an emergency or disaster affecting Cass County, its Cities or Townships.

II. INCIDENT COMMAND SYSTEM

According to NIMS, the Incident Command System (ICS) includes the features of standardized titles, management by objectives, manageable span of control and plain English communications. Initial response is managed by an **Incident Commander on scene**. As needed, the **Incident Commander** may appoint Command Staff and General Staff to assure the functions of operations, planning, logistics and Finance/administration are accomplished effectively.

Should the incident expand in time, scale, scope or jurisdiction, the IC may request – or the Emergency Management Director may recommend - the activation of an **Emergency Operations Center (EOC)**. In general, the functions of Planning, Logistics and Finance/Administration will take place in the EOC, while Operations will continue on scene. In this case, the **Incident Commander** will provide an **Operations Section representative** to the EOC. ^{MW 39}



The standard Incident Command structure is modular and flexible, but normally includes the following functions fulfilled by the **Incident Commander** until or unless otherwise appointed. ^{MW 38}

III. LIAISON OFFICER

- A. A **Liaison Officer** may be appointed by the **Incident Commander** or **EOC Manager** to serve as a contact between the Incident Management Team and any **Assisting or Cooperating Agencies** that are involved. Assisting Agencies are those that have resources actively involved in the incident response. Cooperating Agencies are those that are involved in the incident, but do not have resources actively deployed. Normally this person will be the **Cass County Emergency Management Director**.
- B. The **Liaison Officer** will maintain a list of **Agency Representatives** and their contact information and will provide agency specific information on priorities, policies and restrictions to the Incident Commander.
- C. A **Family Liaison Officer** may be designated to respond to inquiries of families regarding the status and location of family members evacuated or otherwise affected. A **Family Assistance Center** may be set up by **Cass County Social Services**, if necessary to respond to these needs. ^{MW 68}

IV. PUBLIC INFORMATION

- A. **Command staff at the EOC or Incident Scene** will be responsible for communicating with the Public Information Officer (PIO) to **release factual and timely information** about the emergency to the public. **The Sheriff or the Emergency Management Director** will serve as the Public Information Officer if needed.
- B. The **Public Information Officer (PIO)** will receive information from Incident Command, serve as the official point of contact for the media, respond to public inquiries, provide rumor control and either support and advise spokesperson or may be assigned to act as a spokesperson. ^{MW 36}The PIO will set up a **Joint Information Center (JIC)** to coordinate messages with other agency PIOs. If it becomes necessary, the PIO will establish a **media briefing room** in the County Board Room or elsewhere, and news media will be asked to report to that area. ^{MW 35}
- C. The official **Media Spokesperson** for Cass County during emergencies is the **Cass County Sheriff** or designee. During an emergency or disaster, the Sheriff, Board Chair, Emergency Management Director or their designees may serve as spokespersons. The **Mayors, City Emergency Managers** or their designees will serve as spokespersons for their Cities, and will coordinate public information with the Cass County PIO. ^{MW 34} Other spokespersons may include senior officials of **primary response agencies**.
- D. The **Emergency Management Director (EMD)**, in consultation with the **County Sheriff and local Law Enforcement**, Rescue Squads and City/Township Fire Department personnel, will prepare instructions for **people who must evacuate** from a high-risk area and/or instructions for sheltering in place. If community shelters are required for those who must evacuate, these will be coordinated and managed by Cass County **Social Services** and **Public Health**. This information will be relayed to the Cass County PIO for **dissemination to the public**. Other forms of dissemination may also be used.
- E. The **Cass County Sheriff** will relay instructions to the Cass County PIO that identifying staging areas and pick-up points for **evacuees without private vehicles** or other means of transportation, and will coordinate with the **Cass County Highway Department** to designate specific routes of travel or areas that are closed to travel.
- F. The **Cass County Public Health Department** will be responsible for the preparation of information and **materials that describe the health risks** associated with each hazard, the

appropriate self-help or first aid actions, and other appropriate survival measures. Consideration will be given to functional need impaired and non-English speaking groups. Any release of information will be done by or in coordination with the Cass County PIO.

- G. A **list of media** for public information and notification is attached in Annex ESF 15: External Affairs of this plan. ^{MW 37}

V. EMERGENCY OPERATIONS CENTER (EOC)

When needed to support an expanding incident, an **Emergency Operations Center (EOC)** may be activated. The EOC is a secure facility which provides for the personnel, logistics and communication to support the Incident Commander, coordinate incident priorities and critical resources. The remainder of this document applies mostly to an Emergency Operations Center response plan.

A. FUNCTIONS OF THE EOC

- Establish policies to protect life and safety, property and the environment.
- Support the on-scene Incident Commander with information, communication and resources.
- Prioritize and provide resources.
- Coordinate the County/City/Township governments' response to the disaster.
- Generate accurate and timely joint public information.
- Authorize emergency expenditures.
- Plan for the return of the community to normal function.
- Standard ICS Forms will be used at the EOC. ^{MW 38}

B. EOC FACILITIES

1. The **primary EOC** is located in the lower level of the Cass County **Law Enforcement Center** in Walker. The Law Enforcement Center is routinely used in daily business and must be able to be activated within one hour. The Law Enforcement Center is equipped with a 250KW backup diesel generator with a 1250 gallon diesel fuel supply. This tank is kept with at least 100 gallons of diesel to last for several days, and would be filled for an extended event. Water supply is provided through City of Walker water supply. Restrooms/Showers are located within the Sheriff's Office and accessible to the EOC. The ventilation/Heat/Air Conditioning is within the office and on generated power. The Jail kitchen is available for feeding participants and on generated power. Security will be provided by the Sheriff's Office. ^{MW 40, 41}

The Law Enforcement Center, through the Cass County Dispatch Center, has the capability of **communicating** with the following agencies: Sheriff, Police, EMS, Rescue, Fire, and critical facilities such as hospitals, clinics, utility providers and water and sewage facilities by means of radio, landline, cell, fax and email. Cass County Dispatch has the capability to communicate between the EOC and on-scene command through ARMER radios, VHF radios, landlines, cell phones, email, and fax.

Secondary and back-up communications will be coordinated by the **Emergency Management Director**, using Cass County ARMER Radio back up control stations and portable mobile ARMER radios. At the time of publication of this document Cass County does not have its own Amateur Radio Group it is in the process of being reestablished. ^{MW 28}

2. **Alternate EOCs:** In the event the primary EOC is not usable, or depending on the location and nature of the incident, an alternate EOC may be located at the Cass County Land Department Building, local Fire Department, City or Township Hall. In addition, the Arrowhead Region Mobile Command Vehicle or Cass County Mobile Command Trailer may serve as an on scene

Incident Command Post (ICP) or mobile EOC.^{MW 40}The Arrowhead vehicle is stored in Itasca County and the Cass County Trailer is in Walker.

3. The **Cass County EMD** is responsible for **maintaining the operational readiness** of the primary and alternate EOCs in Cass County. This involves ensuring the EOC and alternates have the necessary furniture, maps, office supplies, technology and communications equipment, along with backup power, heat, water and sewer facilities to perform the support activities required by the incident. Information and office supplies are located in the Emergency Management office adjacent to the EOC in Walker.^{MW 7}A duplicate of all supplies is available at the Cass County Land Department Building in Backus.

C. EOC ACTIVATION

1. Responsibility for EOC Activation

The **Cass County Board, City Mayor** and/or **Cass County Sheriff**, with the **Cass County EMD** implementing its decision, will determine to activate the EOC and staff it as required to meet the needs of the emergency.^{MW 7} In a disaster event that requires EOC activation, **EOC staff** will be contacted by radio, phone, pager or email from the Cass County Sheriff’s dispatch center or Emergency Management office to respond to the designated Cass County EOC or alternate site.^{MW 7}

2. Activation Criteria for EOC

The EOC may be fully or partially activated in response to a **potential or actual threat** to life or property from severe weather, flooding, wildfire, hazardous materials (HAZMAT), terrorist events, or other natural or man-made emergency or disaster involving the County, Cities and/or Townships within Cass County. Anytime the EOC is partially or fully activated, the **Cass County EMD** will contact HSEM Regional Program Coordinator and/or MN Duty Officer.

The level of activation (**partial or full**) will be determined by the **Cass County Board Chairperson or City Mayor**. This will be based upon the scope and severity of the event, and the resources necessary to respond in a manner which will protect and preserve life, health, property and the environment; ensure continuity of government services; and/or support local political subdivisions that need assistance.

Guidelines for Activation of Cass County EOC^{MW 7}

Event	Partial Activation	Full Activation
Wildfire	Population area threatened	State or federal mutual aid response; evacuation of threatened population area
Severe Winter Storm	Major power outages; other damages	Life-threatening conditions; severe damage; multiple communities affected
Multiple Casualties	Upon request of Emergency Medical System leader to acquire resources	Upon request of lead Law Enforcement/Fire or County EMD
Flooding	Damages, especially in many areas throughout the county; impending evacuation	Required evacuation; severe damage; injuries/deaths
Hazardous Material Event	Impending evacuation of persons from homes and businesses	Required evacuation; severe damage or injuries/deaths

Civil Disturbance	Threat to safety of citizens	At direction of Sheriff/Police Department
National Security, Terrorism	Impending evacuation; minor damages	Required evacuation; damages, or injuries/death
Pandemic Influenza	Impending high absenteeism rate (up to 40%)	Multiple casualties, very limited supplies, global effect; at request of Public Health Supervisor.

3. Staffing and Coordination of the EOC

- a. Upon full or partial activation, all **Incident Command organizational positions** will be considered for staffing, based upon National Incident Management System (NIMS). **Command positions** must include an EOC Manager, Liaison Officer and PIO. **Section Chiefs** must include Planning, Logistics and Finance/Administration. Other positions will be determined based upon the type and scope of the event, resources that can be provided by the county, and those requiring mutual aid or support from outside jurisdictions and agencies. ^{MW 39}
- b. The **staffing list for the Cass County EOC** is on file in the Emergency Management Office, and in the EOC kits located in the Emergency Management Office adjacent to the EOC. Each department/agency represented in the EOC should be familiar with the duties it is expected to perform, and be able to provide for extended staffing shift changes should the incident last more than 24 hours. If an extended stay at the EOC is expected, staff will bring along personal use items they may need for 24 hours. ^{MW 43} The EOC staff shall all be trained to minimum NIMS 100, 200 and 700. The training requirements and retention of training records is the responsibility of each agency that has a role in the EOC.
- c. An authorized **representative from each affected municipality** will be requested at the Cass County EOC to provide assistance and coordinate response to the affected area. Requested municipal, local, state or federal officials and staff will check in with the Liaison Officer before beginning official functions. The regional **Multi-Agency Coordinating (MAC) group** will also be notified.
- d. A suggested EOC meeting schedule:
(EOC operational periods may start 2 hours later than ICP operational periods to allow some staff to attend both meetings and to react and plan based upon ICP meeting decisions)

0700	ICP briefing	0900	EOC briefings
1000	CG meeting	1200	EOC Priorities/objectives meeting
1300	Planning meeting	1500	Planning/strategies meeting
1800	Objectives meeting	1700	Operations meeting (shift EOC Mgr transfer)

4. Deactivation Criteria for EOC

- a. Deactivation of the EOC may take place in stages based upon life safety issues being addressed, stabilization of the incident, reduced demand for additional resources, assisting agencies returning to normal operations and transition from response to recovery phase takes place.
- b. A short debriefing (hotwash) will be held with present members before personnel are disbanded.

- c. After the EOC is deactivated, it will be restocked, resupplied and repairs will be implemented under the coordination of the **Emergency Management Director**.
- d. It is recommended that an After Action Review is held within an appropriate time after the incident, which may include Command and General staff, HSEM Regional Program Coordinator, local jurisdiction leaders and appropriate private contractors.

VI. MULTI-AGENCY COORDINATION SYSTEMS

Multi-agency Coordination (MAC) Systems involve the coordinated efforts of multiple jurisdictions and supporting entities during an expanded response. The primary function of the MAC group is to support local incident management, providing a **link to regional resources** during a complex incident response. The NE-MAC group includes representatives from Homeland Security and Emergency Management (HSEM), Regional Law Enforcement, Public Health, Emergency Medical Services and Regional Hospitals.

NE-MAC normally is notified whenever the Cass County EOC is activated. The NE-MAC may respond virtually by simply **maintaining communication with the EOC**, either by regional radio talk-groups or landline phone. The MAC may respond physically and be present at the EOC along with elected official and the local Incident Management Team. NE-MAC Activation Stages are as follows:

Activation Level	Threat Level	NE-MAC Activities
Awareness (GREEN)	Incident potential exists (impending natural disaster, public health emergency or security threat)	MAC is notified of situation by contacting MAC Coordinator. All members notified by Coordinator.
Monitoring (YELLOW)	Incident has expanded in time, scale, scope or jurisdiction.	MAC assigns member to monitor and notify additional resource members.
Activation (RED)	A request is made to MAC for additional local, regional or state resources.	MAC members respond according to the request and open MN Trac Command Center.

OPERATIONS SECTION

I. PURPOSE

The **Operations Section** describes the coordination and management of response resources available during an emergency or disaster. It is recognized that emergency response personnel will come from Cass County, local cities, townships, and private organizations within Cass County, as well as those from outside of Cass County.

Initial Response will normally be done by those agencies listed as having primary responsibility (see page 5 of Basic Plan) and will include determining an Incident Commander, setting up an Incident Command Post near the scene, and setting immediate objectives of life safety and stabilizing the incident. If it is determined that an **Emergency Operations Center (EOC)** should be activated to support the incident, the Incident Commander or designee will become part of any Unified Command and the IC or Operations Section Chief at the scene will appoint an Operations Representative to be present at the EOC.

The **Operations Section function** will take place at the scene and be responsible for coordinating the response branches, based upon the scope of the incident and the objectives of the Command Staff. An Operations Section Chief may be appointed by the Incident Commander, and will report directly to the Incident Commander or Unified Staff. Other duties beyond those described above may fall under the **Operations Section** depending on the type of emergency/disaster that is occurring.

II. RESPONSIBILITIES FOR INITIAL EMERGENCY RESPONSE

Responding agencies and departments, including law enforcement (County/City/Township), rescue squad (County), fire departments (City/Townships), and ambulance services (Private), are responsible for developing and maintaining **Standard Operating Guidelines (SOGs)** for responding to and managing each agency's responsibility during an emergency or disaster event. SOGs should include guidance for response to hazardous materials incidents. SOGs for each agency are maintained at the office of each agency. Each department shall also maintain copies of necessary **Mutual Aid Agreements** in their offices. ^{MW 81}

- A. The **Law Enforcement Branch** is responsible for maintaining law and order during a disaster event and carry out the duties to enforce applicable local and state laws and ordinances. The Law Enforcement Branch will be a coordinated effort between the Cass County Sheriff's Office and City Police Departments with support from State and Federal law enforcement agencies when required, in cooperation with the MN Joint Analysis Center (JAC). Cass County Sheriff's Office is responsible for law enforcement outside of the cities of Cass County, and to assist City Police and those cities without their own forces within city limits. Their primary responsibilities are to provide for the **safety and security** of citizens and visitors within the county by providing timely response to emergencies, controlling activities which threaten lives or property, investigating criminal offenses, and facilitating the safe movement of persons and vehicles. The Law Enforcement Branch will have responsibility to investigate all **terrorist threats** and coordinate all disaster incidents or events that result from terrorist acts. ^{MW 74, 75}
- B. The **Fire Protection Branch** involves coordination among local fire departments (Cass Lake, Federal Dam, Remer, Crooked Lake, Longville, Walker, Hackensack, Backus, Pine River, Pillager), the Minnesota Department of Natural Resources (DNR) and the US Forest Service (USFS). City and township Volunteer Fire Departments have the responsibility for structural fire protection in Cass County, and for supporting the DNR and USFS with wildfires that encroach on the wild land urban interface. The DNR - Forestry and USFS have the primary responsibility for wildfire protection. All of the fire departments in Cass County have mutual aid agreements with each other

and regional Fire Department Mutual Aid Associations. Written mutual agreements are on file at each fire department. Fire Department resources and current capabilities for fire suppression, hazmat etc., are listed in the Cass County Resource Book. ^{MW 44}

- C. The **Search and Rescue Branch** is responsible for Search and Rescue operations within Cass County. The Cass County Sheriff's Office has primary responsibility for coordination of Search and Rescue using the Cass County Sheriff's Office, with the support of the local Police Departments, Fire Departments and CERT Teams within the cities of Cass County. Cass County Sheriff's Office has responsibility to **locate, access, stabilize, and transfer** missing or injured persons to higher care if needed. The local fire agencies are based around the county and serve throughout Cass County or as directed by the Cass County Sheriff. The fire and CERT Teams have mutual aid agreements through the Cass County Sheriff's Office with other Law Enforcement agencies. ^{MW 26, 14}

Additional resources may be requested through mutual aid agreements with neighboring counties. On federal or state lands, the US Forest Service and DNR law enforcement branches will be contacted and work in cooperation with the Cass County Sheriff's Office as stated in the Northeastern Minnesota Interagency Search and Rescue Plan. State and federal resources, including the Civil Air Patrol, National Guard, and Air Force Assets may be requested through the MN Duty Officer if the situation is beyond the capability of County and mutual aid resources. ^{MW 45, 14}

- D. The **Emergency Medical Services (EMS) Branch** is responsible for **triage, treatment and transport** of victims during an emergency or disaster. Licensed ambulance services (Remer Area, Leech Lake, and North Memorial ambulance services) will also coordinate injured victim tracking with receiving medical facilities and/or the American Red Cross. Initial EMS response is coordinated among the three licensed ambulance services and seven First Responder Agencies (Hackensack, Longville, Outing, Backus, Pine River, East Gull Lake and Pillager) serving Cass County. The ambulance services have mutual aid agreements as required by Minnesota Statute, with additional resources, if needed by contacting the Minnesota Duty Officer. ^{MW 26, 81}
1. Cass County has one hospital, Cass Lake IHS, located in Cass Lake this is the only hospital within Cass County. Victims of a disaster would be transported or go to seven area hospitals for **care of injuries or medical needs**. The area hospitals have emergency plans to manage an influx of patients during a disaster event and to address **surge capacity needs**, utilizing Health Care Clinics and Nursing Homes located in Cass County. In the event of need for Off-Site Care Facilities (OSCF) to provide patient care for victims of a disaster, plague or terrorist event, Cass County Public Health and Cass County EMS providers will coordinate the staffing to provide victim care and services at OSCF or **Mass Care Centers**. Administration and Staff at Cass County Public Health use MN Trac for hospital patient tracking. ^{MW 55, 58, 59, 61, 62}
 2. The area hospitals are responsible for a **mobile decontamination tent** which will be set up outside the hospital in the event of a hazardous materials emergency or disaster to decontaminate patients arriving at the hospital for treatment. The hospitals have established standard operating guidelines for patient decontamination in their individual Emergency/Disaster Plans. The Cass County Fire Departments have been trained to assist in setting up tents for gross decontamination. Currently local fire departments could provide only gross decontamination by flushing with cold water or mist of contaminated persons before transport to the hospital. ^{MW 57, 66}
 3. **Mass fatality management and emergency mortuary service** during a disaster event in Cass County will be coordinated by the Ramsey County Medical Examiner, who is designated as the Cass County Medical Examiner. He/she will work in cooperation with Funeral Homes in Cass County. Coordination of Mass Fatality Mortuary and Funeral Services, including Disaster Medical Response Teams and the Mobile Disaster Mortuary may be coordinated by the Cass

County Funeral Directors and the Cass County Medical Examiner^{MW 60, 64} Next of kin notification will be done by the Sheriff's Office or City Police officers.

- E. The **Public Health Branch** will coordinate any response to the **public health needs of victims of disaster**. The **Cass County Public Health Department** will coordinate with the MN Department of Health (MDH), Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) to facilitate early **detection, reporting, mitigation and evaluation** of public health conditions,^{MW 47} including response to **air and water quality concerns**, and **biological, chemical and radioactive agents**,^{MW 50} as described in the Cass County Public Health Plan.
1. During emergency **medical emergencies or disasters**, **Cass County Public Health** will plan to initiate and maintain a **mobile surge capacity**.^{MW 49} This response may include mass immunization clinics, information on quarantine orders, providing pharmaceuticals for mass distribution, mass health care and off-site care facilities. Cass County Public Health has a **Pandemic Flu Plan**, and works closely with the MN Department of Health for hospital, behavioral health, mass casualty, and other medical services. They can directly request the aid of **Minnesota Responds** volunteer Medical Reserve Corps, as well as **state resources** such as the Mobile Medical Unit.^{MW 58, MW 65}
 2. The **Cass County Public Health Department** will have responsibility to coordinate the health and medical care, transportation, and other related support to Cass County's **special needs population**. This will be accomplished through coordination and cooperation with **Cass County Social Services, Cass County Emergency Management, Cass County Ambulance Services, First Responder Groups, Clinics and Cass County Law Enforcement**.^{MW 16, MW 56, MW 78}
 3. The primary **congregate care and sheltering** needs of disaster victims including supplies for emergency sheltering, registration and feeding of victims, will be coordinated through the **Cass County Public Health and Social Services Departments**.^{MW 63} Supporting agencies to address mass care needs such as registration, feeding, clothing, inquiry and referral and emergency housing may include the Northland Chapter of the **American Red Cross, Salvation Army**, along with **Cass County Emergency Management, MN Responds Medical Reserve Corps and Community Emergency Response Teams (CERT)**.^{MW 67} A list of shelters is maintained by Cass County Public Health, Red Cross, and Emergency Management and is listed in ESF Annex 8: Health and Medical.^{MW 16}
 4. The **mental health counseling** for both responders and victims of the disaster will be coordinated through the **Cass County Social Services Department**. Coordination will be in cooperation with Minnesota Critical Incident Stress Management Teams, Cass County Chaplaincy Program and local clinics.^{MW 51}
 5. Responsibilities of the **Cass County Public Health**, in cooperation with the MN Departments of Health and Agriculture, will include inspection and disposal of **contaminated food**,^{MW 48} coordination of food and **agricultural safety services and events**,^{MW 70} **vector (insect and rodent) control** services,^{MW 69} and other health care measures for agriculture.^{MW 72}
- F. The **Evacuation and Traffic Control Branch** will be responsible for the **evacuation, security and traffic control** in the affected area. The **Cass County Sheriff** will have primary control of this branch and will coordinate with **City Police Departments** and the **State Highway Patrol**.^{MW 77}
1. The **Cass County Sheriff** (alternate: Chief Deputy) is responsible for **recommending an evacuation**, based upon the risk to the population, effectiveness of evacuation, and consideration of the benefits of **sheltering in place**.^{MW 15} Whether sheltering in place or

evacuating, the Cass County Sheriff's Office or Emergency Management Director will provide **instructions to the public** through a Cass County Public Information Officer (PIO) using warning systems listed in Planning Section, II, page 24. ^{MW16}

2. The Cass County Sheriff's Office / City Police Department is responsible for designating primary and backup **evacuation routes** and establishing and staffing necessary **traffic control points**.^{MW 79} This will include identification of staging areas and **pick-up points** for evacuees without private vehicles or other means of transportation, and coordination of **public and private transportation resources** during an evacuation.^{MW 76, 80} The Cass County Highway Engineer and City Public Works Departments will prioritize **debris removal** from the designated evacuation routes. Pre-planned routes for each city and along State Highways are listed in the ESF Annex 2: Transportation. ^{MW 16}
 3. Cass County Public Health and Social Services will coordinate transportation with **nursing homes** for evacuation of handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves. They will also arrange for ambulance services, school buses, etc. for transportation of those **private parties** unable to evacuate themselves. ^{MW 56}
 4. The Cass County Sheriff's Office / City Police Department will be responsible for **maintaining access control and security** for the evacuated areas and removal of stalled vehicles from the evacuation routes. Citizens with necessary access will be determined by the Sheriff, identified by dashboard placards, and signed in/out of evacuated areas by checkpoint security. ^{MW 16}
 5. The Cass County Sheriff's Office / City Police Department will determine at what point evacuees will be allowed to return to their homes, and when general access will be allowed, and how to notify each through warning systems listed in Planning Section, II, page 24 or other means. If structure damage is involved, the Sheriff's will consult with Cass County Assessor to assure structures are safe, sanitary and functional. ^{MW16}
- G. The **Animal Services Branch** will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners.

The owner and local volunteer agencies including fire, first responders and CERT Teams will be used 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. ^{MW 71}

Cass County Public Health, Social Services and Emergency Management will coordinate household pet sheltering during evacuations, in cooperation with the American Red Cross, local veterinarians or other shelter providers. Shelter and care will be provided for service animals, pets and livestock. ^{MW 73}

Cass County Public Health, Highway, Environmental Services and Emergency Management will coordinate with the Board of Animal Health and Department of Agriculture for an animal disease outbreak. ^{MW 37}

- H. The **Debris Clearance Branch** will be responsible for opening of Cass County roads blocked by debris and coordinating with City, Township and Minnesota Road Maintenance Departments for safe and rapid **opening of roads** in areas affected by a disaster.
1. The Cass County Highway Department will have primary responsibility for **debris clearance** on County property. The City Public Works Departments will be responsible for debris

clearance within their cities. The Cass County Highway Department may assist a City or Township with debris clearance if the requesting jurisdiction has expended all of its resources or if a **delay in cleanup** would cause danger to life or property. Cass County may contract, through established contract Guidelines, with private contractors for debris removal and hauling.^{MW 84}

2. Removal of debris from **private property**, except in unusual circumstances, is the responsibility of the property owner. In the case of spilled or leaked **hazardous materials**, the MN Duty Officer and MPCA will be contacted. Cleanup and disposal will be the responsibility of the responsible party (facility, company or person) for the release or spill.^{MW 85}
 3. The Cass County Environmental Services Office will coordinate with Cass County Highway Department/City Public Works Departments on the establishment of **temporary and final debris disposal sites**, and determine types of debris acceptable at the temporary and final disposal sites, including Standard Operating Guidelines.^{MW86} The Environmental Services Office will also coordinate with the local waste haulers to establish a **debris pickup system**.^{MW 85}
 4. Debris will generally be disposed of at the **Cass County Landfill** under the direction of the Cass County Environmental Services Office. The 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 Cass County with disposal of **animal carcasses, farm chemicals, hazardous and infectious waste**.^{MW 85, 86, 87}
- I. The **Utilities Restoration Branch** includes management of **water and sanitary sewer, electricity, gas, and communications**.
1. If access to an area is blocked, these entities will coordinate with the Cass County Highway Department or City Public Works Departments to open routes.
 2. Restoration of City water supplies and sewage facilities, and/or providing temporary water and sewer systems, will be the responsibility of the facility operator.^{MW 53} It may become necessary to bring in potable water and/or sewage disposal facilities to affected areas. **Public information** regarding safe drinking water, limited water supplies or malfunctioning sewer systems will be disseminated through the Cass County PIO.
 3. Utility restoration, including safety inspections^{MW54} will be accomplished by the municipal or private owners of each utility or facility for electric, water, natural gas or telephone that serves Cass County and its Cities. Contact information for utilities is located in the Emergency Contacts Supplement to this plan, found in the EOC kits in the Emergency Management office.^{MW 52}
 4. The repair and restoration of vital services will be prioritized and coordinated at the Emergency Operations Center (EOC) by the EOC Staff and the private sector partners. They will establish recovery timelines based upon the Capability Targets listed in the Cass County Threat and Hazard Identification and Risk Assessment (THIRA) document.^{MW54}

III. HAZARDOUS MATERIALS PLANNING / NOTIFICATION / RESPONSE

Cass County Officials and Response Agencies recognize that emergency situations may develop in which Cass County residents would be exposed to an accidental or intentional release of hazardous

materials. Planning ensures a coordinated response to **all types of hazardous material incidents** at a fixed facility or as a result of a transportation incident. This Section describes the planning for potential hazardous material releases or incidents and how Cass County will respond to provide for the protection of life and property, according to this plan.

A. Fixed Facilities Assessment

Assessment of fixed facilities in Cass County is ongoing for hazardous material release, notification of release or incident, response and protection. Cass County assesses hazardous material risks and potential through the following methods:

1. Through the **Emergency Management Report** received from the MN Department of Public Safety Emergency Response Commission, which lists information on **302/312 Facilities and 312 Chemicals** in Cass County. The current Cass County 302/312 facility listing is located in the Cass County EOP, ESF 10: Hazardous Materials and with each local Fire Department. The 302/312 facility listing gives 24 hour contact names and numbers, equipment and facility supplies to aid in managing a release or incident. ^{MW 17, 18}
2. **Review of Fixed Facilities Hazardous Materials Response Plans** that are submitted to the Cass County Emergency Management Office, including facility personnel who are responsible for making determinations to implement facility plans. ^{MW 17} This review may be accomplished by **meetings with the contact person** of SARA Title III 302/312 facilities.

B. Listed Hazardous Materials

The Cass County Listing of 302/312 current status shows **29 Active facilities**. A summary of hazardous materials stored and used at identified SARA Title III 302/312 fixed facilities within Cass County includes: Sulfuric acid; Gasoline; Propane; Fuel oil; Diesel fuel; Chlorine; Anhydrous ammonia; Ethylene glycol; Caustic soda solution; Liquid PF resin; Hydraulic oil; Industrial oil; Water based paint product; Polymeric MDI; Water based defoamer; Wax emulsion; Zinc borate; Aluminum sulfate; Sodium hydroxide; Carburetor cleaner; Parts cleaner; Refrigerated liquid argon and Refrigerated liquid oxygen.

C. Facilities Contributing; or Subject, to Additional Risk

Facilities such as natural gas facilities, tank farms, etc. that **contribute to additional risk** to hazardous material incidents or releases at SARA Title III 302/312 facilities within Cass County, as well as those **subject to additional risk** due to proximity or large or special population occupancy, are identified in ESF 10: Hazardous Materials of the Cass County EOP. ^{MW 20, MW 21}

D. Facility Release Emergency Response Plans

Emergency Coordinators of facilities located in Cass County that use, store, manufacture, or transport **hazardous materials** are responsible for developing **Emergency Response Plans** and training their employees how to **promptly determine and report** that a release of hazardous materials has occurred. **Facility response plans** are located in the Cass County Emergency Management Office and at each Tier 11 facility office.

Facilities that possess extremely hazardous materials within Cass County are required to develop and maintain **Emergency Response Plans** as specified in 29 CFR 1910.120 or Emergency Action Plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, these plans must: ^{MW 22}

1. Specify how facility personnel will determine if a release has taken place. These Guidelines may involve monitors/meters, alarm systems, regular personnel walk-throughs/inspections, etc.

The methods and Guidelines, along with a brief description of response equipment, facilities, responsible personnel and specialized systems (i.e. monitor/sensor system) shall be described in facility emergency plans. ^{MW 24, MW 27}

2. State that, in the event of an accidental emergency release, the facility shall immediately **notify local authorities** by dialing 911, state authorities by contacting the State Duty Officer at 800-422-0798 and the National Response Center by dialing 800-424-8802. Information given with this notification must include the name and amount (if known) of substance, associated hazards, current and expected weather conditions and expected community impact. ^{MW 13, MW 25}
3. Describe how the **facility Emergency Response Plan** will be implemented by employees, and state that facility operators will coordinate and cooperate with Cass County, State and Federal personnel in responding to the release.

E. Responder Notification and Response

1. When the release information is received, the Cass County Sheriff's Office will **notify the required response agencies** and officials including the Cass County Emergency Management Director, public safety personnel, State Duty Officer, the National Response Center and the public using notification and warning systems outlined in Planning Section, II. ^{MW 14}
2. Response agencies will operate at the facility through established NIMS compliant **Standard Operating Guidelines** for hazardous materials incidents. These are available at each Fire Department and Response Agency.
3. A listing of **publicly and privately owned and available specialized resources** (tools, materials, equipment, facilities and qualified personnel) for use in responding to a hazardous materials incident, along with the location of such specialized resources, title and 24-hour contact numbers of the person authorized to release the resources for use in an emergency incident, is located in the Resource Manual in the Emergency Management office and maintained by the Emergency Management Director. ^{MW 26}

F. Transportation of Hazardous Materials

Assessments and analysis by county and state agencies have determined that large volumes of hazardous materials pass through Cass County on a daily basis. Most of the hazardous materials are **transported by truck** on the major highways and roads in Cass County. Maps of these primary transportation routes are available in ESF Annex 10: Hazardous Materials at the Cass County Emergency Management office. ^{MW 19} Cass County has the following **plans to manage and respond** to transportation incidents.

1. **Notification of incidents** involving hazardous materials transportation will generally be received through the **Emergency 911 system** at the Cass County Sheriff's Dispatch.
2. The Cass County Sheriff's Dispatch will **notify the appropriate response personnel** (Law Enforcement, Fire, Rescue, EMS) for initial response to a transportation related incident, including, if possible, information on the type of hazardous material involved.
3. All responding agencies will work together under a NIMS Incident Command System. Generally, the Fire Chief of the primary responding fire department will **assume Incident Command** at the scene of the hazardous material incident.

4. Responding agencies and Personnel will operate under each response agency's **standard operating guidelines** for hazardous material incidents.

5. **Additional resources** needed for a response, including mutual aid, state resources (including the Chemical Assessment Team) or federal agencies and their personnel, equipment and supplies are available through Cass County Sheriff's Dispatch or the MN Duty Officer.

G. Pipelines Carrying Hazardous Materials

In the event of a pipeline release or incident, Cass County Emergency Management will coordinate the response with local Fire Departments and the Minnesota Department of Public Safety which will be contacted through the Minnesota Duty Officer. A **map of all pipelines** within Cass County is maintained in ESF 10: Hazardous Materials of the Cass County EOP.^{MW 46}

H. Hazardous Materials Release Evacuation Guidelines

1. Upon notification of a hazardous material release, the On-scene Incident Commander will advise the Cass County Sheriff on **evacuation or sheltering in place**. The use of the **initial evacuation guidelines** listed in the Emergency Response Guidebook or Hazard Mitigation Response Software (such as WISER or Marplot) and/or technical advice from the material manufacturer, along with current and expected weather conditions, will help determine the need and the area of evacuation or sheltering in place during a hazardous material release or incident. Generally, **initial evacuation** of residents, buildings, schools, day-care centers, and medical facilities within a **1/8 mile radius** of the hazardous material release or incident is recommended.
MW 25
2. **Predetermined evacuation zones** for fixed facilities, along with routes and alternate routes,^{MW16} including information and specifics on potential populations and facilities subject to additional risk due to their proximity, are located in ESF Annex 10: Hazardous Materials.^{MW 21} Evacuation will be carried out in accordance with evacuation guidelines listed in Operations Section II. F of this plan, except if changes are required by the circumstances of the hazardous materials.
3. **Specific routes** that hazardous materials are transported on are mapped out and contained in ESF 10: Hazardous Materials of the Cass County EOP. Additional designated routes are planned if necessary to move **extremely hazardous substances** into or through Cass County. The routes are planned to provide minimal risk to population concentrations and the environment in the event of a release or incident.

I. Clean up, Disposal and Facility/Site

Generally, the responsibility for clean up, disposal and facility/site restoration falls to the party responsible for the release.

1. The On-Scene Incident Commander shall attempt to identify the **responsible party**. When, in the opinion of local, state or federal technical personnel, the substance must be cleaned up according to appropriate statutes or regulations, the responsible party or their representative must arrange with a **licensed hazardous waste handler** listed in ESF 10 for clean up and disposal services.
2. In the event the responsible party refuses to cooperate or **cannot be found**, the Incident Commander will contact the MN Pollution Control Agency to **arrange for clean up** and removal of any chemical, hazardous material and/or waste released or deposited upon any property with Cass County limits.
3. Cass County/City response personnel may stand by at the scene for as long as necessary to **ensure the safety of the public** and shall oversee the clean up in an advisory capacity. However, **Cass County/City shall bear no responsibility** for the removal or clean up of any hazardous material.

IV. RADIOLOGICAL EMERGENCIES

Cass County has limited resources and training to respond to radiological emergencies and would immediately **contact State and/or Federal resources** for response through the Minnesota Duty Officer.
MW 82

V. TERRORISM RESPONSE

The risk assessment completed by the Cass County Office of Emergency Management shows that large scale terrorist events are unlikely in Cass County. **Chemical, biological, radiological, nuclear or explosive (CBRNE) weapons** and threats are the choice of some terrorist groups or individuals both inside and outside of the United States. While the risk is low, consequences are high; therefore, Cass County continues to prepare for potential terrorist threats or attacks. **Cass County/City Law Enforcement** agencies will have responsibility to **coordinate the response and investigation** of terrorist threats or events. Cass County will also coordinate with state and federal agencies in responding to a terrorist threat or event. ^{MW 82}

PLANNING SECTION

I. PURPOSE

The **Planning Section** describes the planned Notification and Public Alert and Warning System (PAWS) process within Cass County. It also shows the organizational structure and process used by the Planning Section should the Emergency Operations Center (EOC) be activated in response to an emergency or disaster.

II. NOTIFICATION AND PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

A. **Notification:** The Cass County Sheriff's Office (Dispatch Center) is the designated **Warning Point** for Cass County and is responsible for the **receipt and proper dissemination of all emergency notifications.** ^{MW 31} Upon receiving notification of an alert, warning, wide-spread incident or threat, the Cass County Sheriff's Dispatch is responsible to determine the **level of notification of responders and alert/warning of the public**, including the following:

1. Notify **Sheriff and Emergency Management Director** by radio or phone.
2. Notify any **volunteer emergency response agencies** through VHF pager system.
3. Notify key **Cass County officials and departments** as appropriate to the incident or threat, either by phone, email or most appropriate method.
4. Notify the **Warning Officers in the Cities and Townships** within Cass County that may be affected, by phone or most appropriate method. Warning Officers are responsible for relaying notification to their **public officials and residents**. Designated Warning Officers for the Cities within Cass County are:
 - Pine River – Police Chief
 - Lake Shore – Police Chief
 - Pillager – Police Chief
 - Walker – Police Chief
5. Make notifications to **Special Facilities** – Schools, clinics and Nursing Homes by phone or most appropriate method.

B. **Public Alert and Warning** ^{MW 32, 17}

Cass County has standard operating Guidelines for the Integrated Public Alert and Warning System (IPAWS) listed in ESF 15: External Affairs Annex. These Guidelines will be used whenever there is a need to notify the public of an **emergency or urgent message** including severe weather, fire, hazardous materials release, road closure, etc. Warning systems are ranked by most immediate or timely.

The **decision to activate this system** may be made by any of the following:

- Cass County Board Chairperson or Administrator
- Cass County Sheriff or Chief Deputy
- Cass County Emergency Management Director
- City Mayor or Administrator of Walker, Cass Lake, Remer, Bena, Federal Dam, Longville, Outing, Hackensack, Backus, Pine River, East Gull Lake, Lake Shore or Pillager in cooperation with one of the above: County Board Chairperson or Administrator, Sheriff or Chief Deputy or Emergency Management Director.
- Township Supervisor Chairperson or Vice-Chairperson in cooperation with one of the above: County Board Chairperson or Administrator, Sheriff or Chief Deputy or Emergency Management Director.

1. **IPAWS (Wireless Emergency Alerts WEA, Emergency Alert System EAS, NOAA Radios**

IPAWS will be activated by the Cass County Sheriff or Emergency Management Director using computer, phone, fax or email. Residents should immediately respond as warning recommends. See instructions under Emergency Operations Plan, Annex 15: Public Warning/ EAS.^{MW 33, 17}

2. **Nixle wireless text messaging to subscriber cell phones and emails**
Nixle mass notification system will be activated by the Cass County Sheriff or Emergency Management Director, using Nixle agency website. Community Alerts, which require no action, may also be sent by Nixle. Nixle will send an alert to any subscriber cell phone in the area, Cass County or non- residents that have subscribed. See instructions under Emergency Operations Plan, Annex 15: Public Warning/ Nixle.
3. **Public School Districts** have phone alert capabilities to most family residences within their district. Request for community alert or warning will be made by Cass County Sheriff/City Police or Emergency Management Director to all or the appropriate School District delegate, who will decide on the use of the system. Community Alerts, which require no action, may also be sent by phone alert. See contact information under Emergency Operations Plan, Annex 15: Public Warning.
4. **Media releases to television and radio** by phone, email or fax
Media release will be developed by Cass County Sheriff/City Police or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contact Supplement.
5. **Media releases by email to newspaper, ECHO non-English emergency services**
Media release will be developed by Cass County Sheriff/City Police or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contact Supplement.
6. **Mobile warning on loudspeakers** by Law Enforcement and Rescue vehicles as needed
Warning message will be developed by Cass County Sheriff/City Police or Emergency Management Director, and approved by the Sheriff. Locations for mobile warning may include parks, shopping areas, playgrounds, athletic fields, public events and other gathering places. The cities of Cass Lake, Federal Dam, Bena, Remer, Longville, East Gull Lake, Lake Shore, Pillager, Backus, and Hackensack, all have sirens that can have a manual message broadcast our 16 predetermined messages can be broadcast over them. The system does cover many of the Tribal areas also. See instructions under Emergency Operations Plan, Annex 15 Public Warning/Sirens
7. **Door to door notification** by Law Enforcement, volunteer Emergency Responders, Public Works department personnel or others as designated.
Warning message will be developed by Cass County Sheriff/City Police or Emergency Management Director or by the On Scene Incident Commander, if time is critical. This method is generally used for evacuation and/or local area threats such as potential hazardous material releases. In the case of actual hazardous material release, only responders in personal protective equipment (Fire Department personnel) will enter the contaminated zones to relay evacuation notices. In many cities the warning sirens have predetermined Hazardous Material messages that can be broadcast. See Annex 15: Public Warning
8. **Cass County Website and Sheriff's Office Facebook Page at <https://www.facebook.com/casscountysheriffmn>**
Warning message will be developed by Cass County Sheriff/City Police or Emergency Management Director, and implemented by Cass County Information Services Dept. or Sheriff's

Office Administrative Staff. Community Alerts, which require no action, may also be posted on Facebook. The Facebook entry will be linked to Cass County Website Homepage.

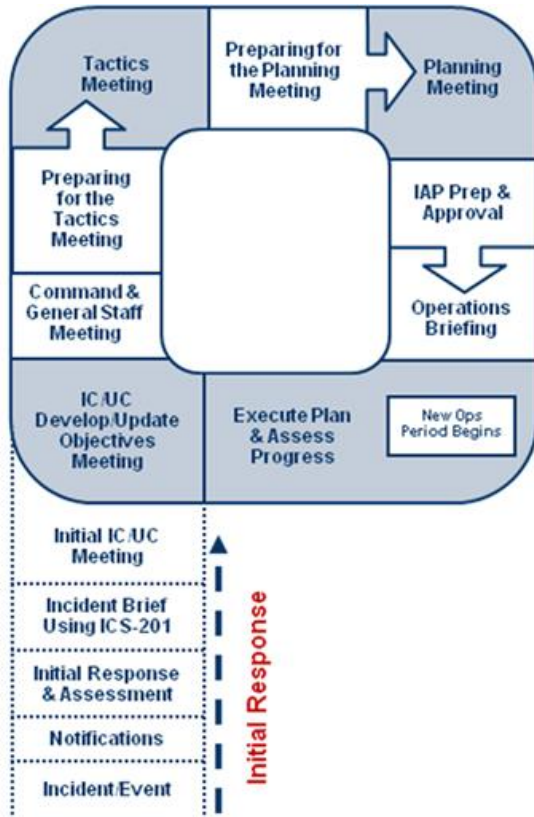
9.

Cass County has a relatively small population of **people with special needs**, including persons with physical, developmental or behavioral disabilities and non-English speaking populations. Warning of these population groups takes place through the standard public warning systems when possible, as well as the **Emergency and Community Health Outreach (ECHO)** system for non-English speaking persons. Phone calls and door to door warnings may be used as needed. Coordination and cooperation with Cass County Emergency Management, Cass County Public Health and with Community Partners will be able to identify **senior citizens living at home** who need special services for health care or evacuation.

III. **PLANNING SECTION ORGANIZATIONAL STRUCTURE**

Upon activation of the EOC, the Planning Section Chief may assign any of the following units to help organize and document the incident response.

- A. **Situation Status Unit** will maintain current information on the incident conditions and response activities as they progress, including future contingency information and plan to advise the Incident/Unified Command.
- B. **Resources Status Unit** will work with the Operations Section Chief and Logistics Section to maintain records of resources that are requested, available, assigned or out of service.
- C. **Documentation Unit** will develop Incident Action Plans (IAPs) for the Incident/Unified Command to consider and approve based upon current objectives and resources.
- D. **Demobilization Unit** will develop and implement Guidelines regarding demobilization of personnel and resources, and determining the priority and order of resource release, including federal, state, mutual aid, volunteer and professional personnel. Local paid public safety personnel will be maintained on active duty throughout the incident.
- E. **Technical Experts** may be added to the EOC staff as determined necessary by the Planning Section Chief. These may include the National Weather Service, Information Services personnel, Intelligence and Information Gathering, etc.



III. PLANNING PROCESS

- A. After initial response, and when the EOC is activated or an Incident Commander/Unified Command (IC/UC) or Incident Management Team (IMT) is given a Delegation of Authority to manage the incident, the Planning Section Chief will meet with the IC/UC to develop Incident Objectives and Tactics to stabilize the incident.
- B. At that point a Planning Meeting will be scheduled to gather input from General Staff and approve the Incident Action Plan (IAP).
- C. Finally, an Operation Briefing will be scheduled at the beginning of each Operational Period to give all supervisory staff a common operating picture of conditions, objectives and assignments.
- D. During this time, standard ICS Forms will be used and distributed as needed.

LOGISTICS SECTION

I. PURPOSE

The Logistics Section is responsible to coordinate and provide necessary equipment and supplies to support the emergency or disaster response and to accomplish the objectives set by the Incident Commander/Unified Command. During Initial Response, Incident Commanders will request, allocate, and track local and mutual aid resources at their ICP until those resources are depleted and/or EOC is activated. The Logistics Units at the Incident Command Post (ICP) may include **Communications, Medical response, Food, Facilities, Supplies and Transport.**

The Cass County EOC will be activated (partially or fully) based upon IC request or EOP triggers. The ICP will then provide a Resource Status Report to the EOC, which will then track resource requests and allocations. The EOC will prioritize, request, and allocate resources for the incident(s).

The EOC Logistics Section may cooperate with the Multi-Agency Coordinating (MAC) group of the Planning Section to coordinate resources. They will also work closely with the Finance Section to ensure all purchases are authorized and are within the Cass County Board's Emergency Expense Guidelines. At the EOC, the Logistics Section may be divided into units by ESF Function.

II. RESOURCE TRACKING GUIDELINES

Resource requests will be tracked through the EOC using the D-Lan System available in the EOC as follows:

ICS Form 213 RR may be used if available.

1. [At ICP]: Ops request to Logistics and, if approved by IC, ICP Logistics will forward request to EOC Logistics (by ESF if assigned).
2. [At EOC]: Logistics (by ESF) fills request, unless there is a shortage or conflict.
3. Once the request is filled, Logistics will submit it to Finance for cost tracking and reply to the requester (ICP Logistics) on the resource status.
4. If there is a shortage or conflict, EOC Logistics will check with EOC Planning Section Chief (with approval of EOC Manager) to prioritize, then **allocate, deny or refer** the request to the State EOC.
5. **Allocated resources** will be submitted to Planning (Resource Unit Leader) for tracking, they will submit it to Finance (Cost Unit) and respond to requester (ICP Logistics) with status.
6. **Denied resources** will be reported by EOC Logistics back to ICP Logistics (to report to ICP Ops requester).
7. **Referred resources** request will be sent to SEOC and status reported by EOC Logistics to ICP Logistics.

III. EOC LOGISTICS RESPONSIBILITIES

- A. **Logistics Section Chief:** As part of **ESF 7: Logistics Management and Resource Support**, the Logistics Section Chief will be responsible to coordinate and provide resources as requested and available to the Incident(s). This will include procurement, contracting and tracking of services, equipment and supplies from local government, private sources and other jurisdictions. This will include any facilities resources needed in the EOC, which will be the responsibility of Cass County Maintenance Department.^{MW 42}

- B. **ESF 1: Transportation Unit:** The Transportation Unit will provide whatever transport is necessary for responders to carry out their duties. This may include highway vehicles, off road vehicles such as snowmobiles and all terrain vehicles (ATVs), etc. They will also coordinate with the Air Operations Branch of the Operations Section for air transport. Additional resources may be requested from the State Duty Officer, as needed. This will be the responsibility of Cass County Sheriff's Office.^{MW 42}
- C. **ESF 2: Communications:** Standard public safety communications for the incident will have already been established during the initial response phase. As the incident grows and the Emergency Operations Center (EOC) is activated, Cass County Sheriff's Office will be responsible for developing a **communications plan** and providing the **radio equipment**, along with service and maintenance Guidelines necessary to accomplish the objectives established by the Incident Commander/Unified Command.
1. The Sheriff's Office/City Police will coordinate with the Emergency Management Director to consider use of the **Arrowhead Region Mobile Command Vehicle or Cass County Trailer Command Center**, as needed. The communications plan will include public safety radios as the primary means of communication and may include secondary and back-up options of landline or cellular phones, amateur radio, internet, video conference, etc.^{MW 28, 30}
 2. The Information Services Department may be requested to coordinate and **manage internet access** and capability in the EOC. This will include a process to secure sensitive information and communicate with the Minnesota Joint Analysis Center (JAC).^{MW 29}
- D. **Medical Unit:** The Medical Unit will provide for medical care of those responding to the disaster. This unit will normally make use of standard Cass County EMS services, but may also request additional resources from the State Duty Officer. This will be the responsibility of Cass County Responder Groups and/or Cass County Ambulance Services.
- E. **Food Unit:** The Food Unit will coordinate feeding of those organizations and individuals responding to the disaster. This will be the responsibility of Cass County Public Health and Human Services.^{MW 42}
- F. **Facilities Unit:** The Facilities Unit will assure that adequate mobile or temporary facilities are available to address the needs of responders. These may include, but are not limited to food prep and delivery facilities, housing, showers and sanitary facilities, office facilities, etc. This will be the responsibility of Cass County Emergency Management.^{MW 42}
- G. **Resource/Supply Unit:** The Resource/Supply Unit will be responsible for providing whatever resources and supplies are needed to respond to the incident, including office supplies, field equipment, fuel, etc. For EOC supplies, this will be the responsibility of EOC Manager in cooperation with County/City Maintenance Department and Information Services Department. For field resources, it will be the responsibility of the appropriate operations section branch to recommend sources.^{MW 42}

IV. MANAGEMENT OF VOLUNTEERS

It is recognized that large numbers of **requested or unrequested volunteers may arrive** at an area in preparation for an impending disaster, such as filling sandbags for flood control, or after a disaster to help with cleanup.

- A. It is preferred to request volunteers from **Volunteer Organizations Active in Disasters (VOADs)** which have members already trained and registered. These will be coordinated and contacted through the **Emergency Management Director**. Cass County requires that all volunteers register before beginning any activities related to a disaster or emergency. Registration will be coordinated by **Cass County Public Health in cooperation with Cass County CERT Teams** utilizing attachments C3 and C4 (which can be found under supplement 2). ^{MW 83}
- B. Clear information will be disseminated by the **Emergency Management Director** through the Integrated Public Alert and Warning Systems (IPAWS) and through the **Public Information Officer (PIO)** stating whether or not **unaffiliated volunteers** are needed and for what purpose. Information must include the type of volunteers needed, the work that needs to be performed and recommendations on dress, health considerations and personal needs based on the working conditions.
- C. If volunteers are requested, **Community Emergency Response Team (CERT)** members or other staff or volunteers will be assigned to **support the volunteers**, including staging and registration areas, mass transportation (to control entry and exit of affected areas), sanitary facilities, feeding facilities, etc. Additionally, required work **equipment** (gloves, shovels, rakes, bags, etc.) must be available. Staffing must be available to provide **medical care** for injuries or medical situations that may occur during volunteer activities.

V. MANAGEMENT OF DONATIONS

- D.
 1. It is common to receive unrequested donations of goods during a disaster. Storage, dispersal and disposal may then become a problem. **Donations Management** will be coordinated by the **Emergency Management Director** with the help of **Community Emergency Response Team (CERT)** members, and other first responder organizations or affiliated volunteers as needed. If large amounts of donations are expected, a request to **Volunteer Organizations Active in Disasters (VOADs)** for volunteers will be made to assist in the collection and redistribution process. Requests for assistance will also be made to city, county, township and other first responder organizations or affiliated volunteers as needed. Assistance will be needed in collecting, inventorying, storage and redistribution of the donations. A volunteer management group will be established under the **Logistics** section in the EOC to include: **Donations & Volunteer Team Director, Safety Officer, Unsolicited Goods & Undesignated Funds Group Supervisor, Unaffiliated Volunteer Group Supervisor, and Unit Leaders** as necessary. Initial documentation of donation collection, inventory, storage, and redistribution will be done utilizing attachments C1 and C2 (which can be found under supplement 2).
 2. Information will be developed for the public explaining what donations are needed and/or accepted, and how and where to deliver them. In general, **cash donations** are preferred and are easy to track and use. This information, upon approval of the **Incident Commander/Unified Command**, will be made available to the public through the **Public Information Officer**. In most cases county and/or city buildings and lots will be used for donation storage as a predetermined site, such as **County Highway Shops/City Buildings and Recreation sheds**. These buildings are available in different areas of the county and are gated for security. ^{MW 93, 96, 97}
- E. If **solicited or unsolicited** cash donations are requested and/or received, the **Cass County Auditor/Treasurer** will be consulted regarding retention, tracking, and expenditure of funds.

ADMINISTRATION AND FINANCE SECTION

I. PURPOSE

The purpose of the Finance Section is to provide an overview of how **Damage Assessment, Management of Emergency Spending** and **State and Federal Reimbursement** will be coordinated during and following a disaster in Cass County.

II. RESPONSIBILITIES AND GUIDELINES

A. Declaration of Local Emergency

1. If emergency conditions warrant, the **Cass County Board Chairperson or a City Mayor** can declare a **Local State of Emergency** for up to 72 hours, after which time, the Cass County Board or City Council may extend the Emergency Declaration for up to 30 days. These declarations shall be filed in the office of the County Administrator and conspicuously posted for the public.
2. These **resolutions shall be in writing** and may forgo normal regulations respecting the conduct of persons and the use of property during emergencies; the maintenance of essential public services, and other matters required to **protect public safety, health and welfare** in declared emergencies. The County may be empowered to **enter into contracts** and incur obligations without compliance with time-consuming Guidelines and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, and the appropriation and expenditure of public funds.
3. The **Cass County Board Chair, Vice Chair and Administrator** are authorized by the Cass County Board of Commissioners to **order and expend funds** for resources on the County's behalf upon a County Declaration of Emergency. A designation of authorized personnel is required by the MN Division of Homeland Security and Emergency Management in the case of any request for state resources during an emergency. **The City Mayor or Council are authorized to order and expend funds for resources on the City's behalf.**

B. Damage Assessment

A **damage assessment effort**, using guidelines presented in the Minnesota Disaster Response Handbook, will begin as soon as possible following the occurrence of a disaster. Still digital photos will be taken of the damaged areas and GIS layers on county maps will be used to plot the location of the damaged sites. The Cass County **Emergency Management Director** will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM) when damage assessment is carried out in conjunction with a request for State or Federal assistance or reimbursement.^{MW 91} HSEM will be contacted through the **Regional Coordinator** or **State Duty Officer** as soon as possible to address damage assessment needs and requirements.^{MW 92}

1. The Cass County **Emergency Management Director** is responsible for organizing and maintaining a **damage assessment team** composed of **County, City, Township and Private Sector** personnel. A list of the damage assessment team members will be kept in ESF 5: Emergency Management/Finances and Administration of the Cass County EOP. The **Emergency Management Director** will also maintain the Guidelines for damage assessment and **coordinate the damage assessment process** following the occurrence of a disaster.^{MW 89}

2. The **Cass County Assessor** is responsible for assessing and **documenting the damage of private property** following the occurrence of a disaster, and declaring any private structure to be uninhabitable or a safety hazard to the public. ^{MW88}The Assessor may contract with available building inspectors to assist with this process.
3. The **Cass County/City Engineer** is responsible for assessing and documenting the **damage of public/government property** and infrastructure following a disaster. The **Cass County Auditor, Cass County Planning and Zoning Staff, Cass County Land Department, and Information Services GIS analysts** may be called upon as needed to help with the damage assessment efforts, both public/government and private. ^{MW90}
4. **City and Township government officials** will locate and **report damage in their jurisdictions** to the County Emergency Management Director as soon as possible following a disaster. The **Mayors of the Cities** covered under this plan will be responsible for assigning and organizing a **damage assessment team for their city**. It is vital that damage assessment be a coordinated effort between Cass County and the Cities covered under this Emergency Operations Plan. Townships in Cass County will fall under Cass County's damage assessment team process.

III. PURCHASING OF MATERIALS AND SUPPLIES

Purchasing will be coordinated through the **Cass County Auditor's Office and/or the Cass County Highway Department/City Public Works Department** depending on the nature of the items needed. **Purchase of materials or supplies** needed to manage the disaster event will be coordinated through the **Cass County Emergency Management Director** or appointed designee.