



Owatonna Fire Department

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Owatonna, Minnesota 55060-2913

Ed Hoffman
Fire Chief
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September 27, 2021

To: Honorable Mayor, City Council and Kris M. Busse, City Administrator
From: Ed Hoffman, Fire Chief
Subject: County Emergency Operations Plan

Purpose:

Approval of Resolution 96-21 approving adoption of the Steele County Emergency Operations Plan.

Background:

Rather than developing and maintaining a separate Emergency Operation Plan (EOP) for the City of Owatonna, we participate with and are included in the Steele County Plan along with all the other communities in the county.

This year, the County EOP begins the first of a four year cycle.

- Year 1 (This year): City Council and Mayor and/or County Board review and approve
- Year 2: Regional Review Committee (RRC) review
- Year 3: Peer review group, such as a neighboring jurisdiction's emergency manager, CAER, LEPC, PAC or other review group
- Year 4: Minnesota Department of Homeland Security and Emergency Management Regional Program Coordinator review.

Budget Impact:

none

Staff Recommendation:

Recommend approval of Resolution 96-21.

If you have any questions or concerns regarding this, please contact me.

Sincerely,

Ed Hoffman

Fire Chief

RESOLUTION NO. 96-21
AUTHORIZING EXECUTION OF THE
STEELE COUNTY EMERGENCY OPERATIONS PLAN

BE IT RESOLVED that the City of Owatonna, Minnesota enter an agreement with the Steele County Emergency & Risk Management for the adoption and implementation of the Countywide Emergency Operations Plan to be used during a disaster, and

Kris M. Busse, City Administrator (or her successor) is hereby authorized to execute and sign such an agreement and any amendments hereto as are necessary to implement the Steele County Emergency Operations Plan on behalf of the City of Owatonna, Minnesota.

Passed and adopted this ___ day of _____ 2021, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this __ day of _____ 2021.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

Steele County
Emergency Operations Plan Outline
2021

- 1 Executive Summary
 - 1.01 Main Sections
- 2 Purpose
 - 2.01 Operations Policy
 - 2.02 State & Federal Support
 - 2.03 Plan Development, Implementation, Maintenance & Training
 - 2.04 Plan Access
- 3 Planning
 - 3.01 County Maps
 - 3.02 Hazard Vulnerability
 - 3.03 Demographics
- 4 Legal Basis
 - 4.01 Policies
 - 4.02 Laws, Statutes & Ordinance
 - 4.03 Letter of Promulgation
 - 4.04 Signature Page
 - 4.05 Transfer of Office
 - 4.06 Emergency Operations Plan Revision History
 - 4.07 The Basic Plan
 - 4.07.1 Priorities
 - 4.07.2 Phases of Emergency Management
 - 4.07.3 Organization
 - 4.07.4 Concept of Operations
 - 4.07.5 Implementation of the EOP
- 5 Emergency Support Functions
 - 5.01 Direction & Control
 - 5.01.1 Emergency Notification of Community Leaders
 - 5.01.2 Elected Leadership Training & Responsibility
 - 5.02 Communications & Warnings
 - 5.03 Infrastructure
 - 5.04 Firefighting
 - 5.05 Information & Planning
 - 5.06 Mass Care, Sheltering & Evacuation
 - 5.07 Resource Support
 - 5.08 Health & Medical Services
 - 5.08.1 Purpose
 - 5.08.2 Definitions
 - 5.08.3 Responsibilities
 - 5.08.4 Standard Operating Procedures

- 5.08.5 Scene Responsibilities
- 5.08.6 Activation of the Mass Casualty Incident (MCI) Plan
- 5.08.7 Communications
- 5.08.8 Transportation
- 5.08.9 Deceased Persons
- 5.08.10 Triage
- 5.08.11 Additional Responsibilities
- 5.08.12 Coordination
- 5.08.13 Supporting Plans
- 5.08.14 Checklists
- 5.08.15 Annex F, Health and Medical Annex
- 5.09 Search & Rescue
 - 5.09.1 Purpose
 - 5.09.2 Responsibilities
 - 5.09.3 Supporting Agencies & Organizations
 - 5.09.4 Supporting Standard Operating Guidelines (SOGS)
 - 5.09.4.1 Levels of Responsibility
 - 5.09.4.2 Mission Types
 - 5.09.4.3 Activation, Call Out Procedures & Reporting
 - 5.09.4.4 Incident Management
 - 5.09.4.5 Mission Procedures
 - 5.09.4.6 Ground/Air Access Restrictions
 - 5.09.4.7 Managing External Influences
 - 5.09.4.8 Mission Suspension & Termination
 - 5.09.4.9 Mission Urgency Rating System
 - 5.09.5 Search & Rescue (SAR) Resource Definition
 - 5.09.6 SAR Checklist
- 5.10 Hazardous Materials (HazMat)
 - 5.10.1 Purpose
 - 5.10.2 HazMat Incident Response Responsibilities
 - 5.10.3 Response to HazMat Incidents
 - 5.10.4 Supporting Plans
 - 5.10.5 HazMat Classification Systems
 - 5.10.5.1 NFPA 704 HazMat Rating System
 - 5.10.5.2 HazMat Labels
 - 5.10.5.3 HazMat Placards
 - 5.10.5.4 Labeling Guidelines
 - 5.10.5.5 Safety Data Sheets (SDS)
- 5.11 Food & Water
- 5.12 Energy
- 5.13 Public Information
- 5.14 Volunteers & Donated Goods

- 5.15 Law Enforcement & Security
- 5.16 Animal Care
- 5.17 Transportation
- 5.18 Debris Management
- 5.19 Terrorism Response
 - 5.19.1 Purpose
 - 5.19.2 The Hazard
 - 5.19.3 Situation & Assumptions
 - 5.19.4 Concept of Operations
 - 5.19.5 Organization & Assignment of Responsibilities
 - 5.19.6 Administration & Logistics
 - 5.19.7 Hotlines & Online Resources
 - 5.19.8 Incident Indications & First Responder Concerns
 - 5.19.9 Definitions
 - 5.19.10 Acronyms

- 6 Checklists, Forms & Templates
 - 6.01 Contact Information
 - 6.02 Maps
 - 6.03 Communications
 - 6.03.1 ARMER Zone Maps
 - 6.03.2 Steele County RACES/ARES Communications Plan
(Amateur Radio)
 - 6.04 ICS Forms
 - 6.05 IPAWS Message Templates
 - 6.05.1 IPAWS Message Form
 - 6.05.2 IPAWS Message Templates
 - 6.05.3 AWS Best Practices
 - 6.06 Bomb Threat Worksheet
 - 6.07– 6.12 Future Use
 - 6.13 Transportation
 - 6.14 Environmental Health
- 7 Specific Incident Response
 - 7.01 Improvised Explosive Device (IED)
 - 7.02 Transmission Pipeline Emergency
 - 7.03 Water and Wastewater Emergency
 - 7.04 Epidemic Response
 - 7.05 Radiological Emergency
 - 7.06 Radiological Ingestion
 - 7.07 Agriculture and Animal Items
 - 7.08 Unsafe Buildings
- 8 Specific plans, SOP's and SOG's
 - 8.01 Standard Operating Procedure (SOP)
 - 8.01.1 State of Emergency Declaration

8.01.2 State Public Assistance Program

8.01.3 NWS Outdoor Event Weather Support

8.02 Standard Operating Guidelines (SOG)

8.03 Miscellaneous Specific Handbooks, Manuals, and Plans