



# *City of Paynesville*

## **EMERGENCY OPERATIONS PLAN**

Adopted by the Public Safety Committee and by the City Council on: 08/12/2009

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# CITY OF PAYNESVILLE

## EMERGENCY OPERATIONS PLAN

### FOREWORD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements. In the event of an actual emergency, consult the EOP and Resource manual. These are on file at:

Emergency Services Director – Denise Czech-Schwandt	Hospital – Dennis Miley, CEO
Police Department – Paul Wagner	Ambulance – Dennis Miley, CEO
Fire Department – Bob Liestman	Washburne Court – Dennis Miley, CEO
Mayor – Jeff Thompson	High School – Bob Hvot
City Administrator – Renee Eckerly	Middle School – Bob Hvot
Council Members*	Elementary School – Bob Hout
Public Works Director-Ron Mergen	Lake Koronis Ministries – Mike McArthur
City Hall	AMPI- Jerry Quade

\*Council Members: Kay McDaniel, Donavan Mayer, Jean Soine, Gene Beavers

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**SUPPORT DOCUMENTS**

Standard Operating Procedures (SOPs)  
County Resource Manual

## **I. REASON FOR PLAN**

Tornadoes, floods, blizzards, homeland security threats, and other natural disasters can affect the City of Paynesville (City). In addition, major disasters such as fires, transportation accidents, explosions, hazardous material releases, emergency levee failures, pipeline leaks, and national security emergencies pose a potential threat to public health and safety in the City. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

## **II. PURPOSE OF PLAN**

The City has many capabilities and resources that could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in the City. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Provide support to all areas and political subdivisions in the City, which require assistance.
- B. Answer the questions, during emergencies, "Who's in charge?" and "What should I do?"
- C. Make sure that necessary jobs get done during emergencies.
- D. Provide for the continuity of government during emergencies.
- E. Help others understand the City's emergency organization.
- F. Provide guidance for disaster education and training.
- G. Provide references to more detailed information.

This plan will delegate authority and responsibility, and set forth certain procedures to be followed in the event it becomes necessary to respond to a disaster or impending disaster. Emergency powers will also be granted, subject to limitations stated in this plan. The plan will also show a breakdown of resources available from various City agencies, and also from other support groups that can be called upon to assist local agencies. All agencies and groups will be under the direction of the person or persons responsible for administering this plan.

## **III. LEGAL BASIS AND REFERENCE**

- A. Public Law 920, as amended.
- B. Public Law 99-499 of 1986 (SARA).
- C. Minnesota Statutes, Chapter 12, as amended. Copyrighted as of 2007 – MN Emergency Management Act of 1996.
- D. Minnesota Statutes, Section 299J, as amended. (The Minnesota Pipeline Safety Act)
- E. City of Paynesville Ordinance No. 2, Dated March 1, 1975.
- F. Minnesota Division of Emergency Management BULLETIN No. 88.2.
- G. Stearns County-Wide Emergency Operations Plan.
- H. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning and Community Right-to-Know Act).
- I. Hospital plan(s) on file at the Paynesville Community Hospital and City Hall.

- J. Facility hazardous materials plans on file with the following: Fire Dept, Police Dept, Emergency Services Director, and City Hall.

#### **IV. ACTIVATION**

This plan may be activated under any of the following conditions:

- A. On the order of the Emergency Management Director provided the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.
- B. When the Emergency Operations Center is activated.
- C. When the Governor has proclaimed a STATE OF EMERGENCY in an area that includes the City of Paynesville.
- D. By a Presidential Declaration of a NATIONAL EMERGENCY.
- E. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

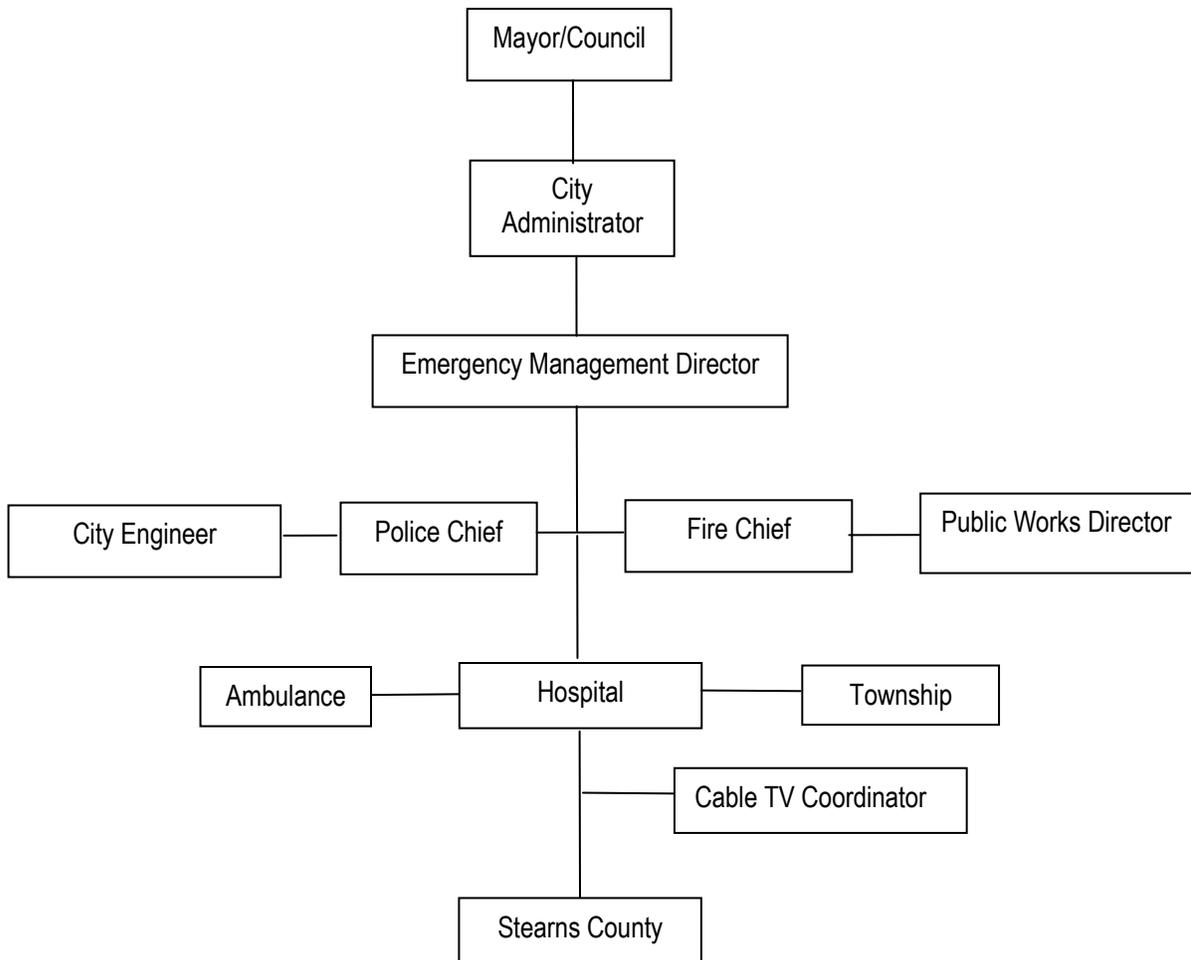
The County also has an emergency plan and procedures separate from this plan. If this plan is activated, it should be used as the primary plan and the County's plan should be used as an enhancement. In the event of any conflict between the revisions of this plan and any supplemental plan prepared by the County, this plan takes precedence.

#### **V. ORGANIZATION**

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. County organization and interrelationships are shown on Chart A.

## Chart A

# City Organization and Interrelationships



**GOVERNING BODY**

<b><u>Position</u></b>	<b><u>Name &amp; Address</u></b>	<b><u>Telephone</u></b>
Mayor	Jeff Thompson	320-243-8500 (W) 320-243-3180 (H) 320-293-4420 (C)
Council Member	Gene Beavers	320-243-1515 (H) 320-293-4363 (C)
Council Member	Donavan Mayer	320-243-4928 (H) 612-578-8717 (C)
Council Member	Kay McDaniel	320-243-7850 (H) 320-241-7505 (C)
Council Member	Jean Soine	320-243-5082 (W) 320-243-7194 (H) 320-217-4553(C)
City Administrator	Renee Eckerly	320-243-3714 (W) 612-716-8534 (C) 320-248-2128 (C) 612-716-8564 (C) alternate

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**DISASTER CALL LIST**

**City, County, and State Agencies**

1. Chief of Police Paul Wagner ..... 320-243-7346 (W)  
..... 320-249-6309 (C)
3. Fire Chief – Bob Liestman ..... 320-248-4530 (C)
4. Ambulance Coordinator – Steve Stang ..... 320-250-2284 (C)
5. Public Works Director - Ron Mergen ..... 320-243-4871 (H)  
..... 320-250-6349 (C)
7. Public Works On-Call Cell ..... 320-250-5951
8. Water/Wastewater Supervisor - Ron Mergen ..... 320-243-4871(H)
9. Mayor - Jeff Thompson ..... 320-243-3180 (H)
10. City Administrator - Renee Eckerly ..... 612-716-8534 (H)
11. Hospital ..... 320-243-3767
12. Minnesota Duty Officer ..... 800-422-0798
13. Sheriff – Dispatch ..... 320-243-3434  
..... 320-259-3740
14. Sheriff – Administration ..... 320-259-3700
15. Stearns County Emergency Management Director (Erin Hausauer) .....  
After Hours ..... 320-251-4240  
..... 320-259-3942 (W)  
..... 320-260-7389 (C)
16. Stearns County Emergency Management Planner ..... 320-260-7389 (C)
17. Highway Patrol ..... 651-582-1292
18. County Highway Department ..... 320-255-6180

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19. State Highway Maintenance .....	
MNDOT- St. Cloud (3).....	320-223-6500
.....	800-657-3961
MNDOT-Willmar (8).....	320-231-5195
.....	800-657-3792
20. Central MN Chapter Red Cross.....	320-251-7641
21. Governor (For National Guard).....	651-296-3391
22. Paynesville Emergency Management Director – Denise Czech-Schwandt.....	
.....	

NOTE: For Paynesville personnel, each of the above will be responsible for notifying those under their supervision.

Any of the above may be eliminated, depending on circumstances.

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**DISASTER CALL LIST**

**Miscellaneous Numbers**

1. CenterPoint Energy/Minnegasco.....800-296-9815
2. Windstream Communications.....320-243-2053
- Naomi Koechele .....762-260-4181(C)
3. Stearns Electric Association .....320-256-4241
4. Mediacom.....800-221-2603 Ext 2603  
Fred Crowell.....320-630-5145  
Customer Service.....800-245-0245
5. Northern Natural Gas (Willmar Office).....320-235-2558, press 1
6. WWJO Radio (St. Cloud).....320-252-9897
7. KMSR Radio (Sauk Centre) .....320-351-6594
8. State Hazardous Materials Assistance .....800-422-0798
9. CHEMTREC (Hazardous Materials).....800-424-9300
11. Xcel (Electrical Transmission) .....800-393-3900
11. MN DOT .....800-657-3774
12. MN Dot District 3B.....800-657-3961
13. Paynesville Press .....320-243-3772

## DISASTER CALL LIST

### CITY PERSONNEL

Police Department		ADMINISTRATION	
Chief, Paul Wagner 7101	320-243-7346	Administration Office	320-243-3714
	320-249-6309 (C)	Renee Eckerly, Administrator	320-248-2128 (C)
Bruce Elfering 7102	320-248-2111 (C)		
Kelsey Thompson 7103	320-249-9943 (C)		
Charles Buggs 7104	320-248-2107 (C)	Jennifer Welling	320-243-0550 (H)
James Gulbranson 7105	320-282-8134 (C)		320-212-9501 (C)
Public Works Department		Alice McColley	320-243-4878 (H)
After Hours Emergency	320-250-5951		320-894-2021 (C)
Director's Office	320-243-3714 ext230	Belinda Ludwig	320-248-7792 (C)
Ron Mergen, Director	320-250-6349 (C)		
Bob Wander	320-243-3746 (H)		
	320-248-2828 (C)	Fire Department	
Brad Mehlhop	320-243-7051 (H)	Bob Liestman, Chief 227	320-248-4530 (C)
	320-333-1102 (C)	Fire Dept. Truck Command Post	320-250-3473 (C)
Lee Schleper	320-243-2164 (H)	City Attorney	
	320-333-1130 (C)	William Spooner	320-243-3748
Water/Wastewater Department		Liquor Store	
Ron Mergen, Supervisor	320-250-6349 (C)	Liquor Store	320-243-3874
Street/Parks Department		Bill Ludwig	320-248-7791
Ron Mergen, Supervisor	320-250-6349 (C)		

## Radio Call Numbers

### OTHER CITIES (Chiefs)

CALL NUMBERS	CITY	CHIEF	OFFICE PHONE	CELL PHONE
6601	ALBANY		320-845-2200	
6101	AVON	COREY NELLIS	320-356-7575	
7401	BELGRADE	OSVALDO (OZZIE) CARDAJAL	320-254-8282	320-333-6652
6301	BROOTEN	CONTACT BELGRADE	320-346-2200	
6401	COLD SPRING	PHIL JONES	320-685-8666	320-251-4240
6501	EDEN VALLEY	ERNIE JUNKER	320-453-5452	320-282-2677
6801	KIMBALL	JAMES FRILSTAD	320-398-2871	320-217-1214
6903	MELROSE	JOHN JENSEN	320-256-7211	
7101	PAYNESVILLE	PAUL WAGNER	320-243-7346	320-249-6309
7301	RICHMOND	CONTACT COLD SPRING	320-597-2070	
7701	ST. JOSEPH		320-363-8250	320-333-1533
7901	SARTELL	JIM HUGHES	320-251-8186	
7801	SAUK CENTRE	BRYON FRIEDRICHS	320-351-7022	320-333-7560
2301	WAITE PARK	DAVID BENTRUD	320-251-3281	
7601	ST. JOHN	SHAWN VIEZBA ST. JOHN'S SECURITY	320-363-2144	

## **VI. DIRECTION AND CONTROL**

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. This has been provided for as follows:

In the City of Paynesville, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director will serve in a staff capacity to the mayor, and will coordinate all aspects of this plan. The Police Chief will also serve as a liaison with the Stearns County Emergency Management Director.

The County/City Emergency Management Director will serve in a staff capacity to the Mayor and will coordinate all aspects of this plan. He will also serve in a liaison role with respect to obtaining state and federal level resources.

Direction and control of the City's response to a major disaster will take place from the Paynesville Police Department located at 221 Washburne Ave, Paynesville, MN 56362. An alternate site for the Police Department will be the Public Works Building located at 316 Railroad St. The Fire Station, located at 417 Washburne Ave would be the third alternate site.

The Emergency Operations Plan is on file at the Paynesville Police Department, City Hall, the Fire Station, the Hospital and other health facilities, the Paynesville School systems, the Mayor and Council members, Lake Koronis Ministries, and AMPI.

There is hereby created within the City an Emergency Disaster Agency, which shall be under the supervision and control of the Emergency Management Director. The Emergency Management Director shall have direct responsibility for the organization, administration and operation of the Emergency Disaster Agency. The Emergency Disaster Agency shall be organized into such divisions and bureaus as the Emergency Management Director deems necessary to provide for the efficient performance of local disaster functions within the City and, in addition, may conduct such functions outside the City as may be required.

The Emergency Management Director shall direct and control the general operations of all local forces during a disaster emergency. The heads of all departments and agencies shall be governed by the Emergency Management Director's orders in respect thereto.

Consistent with the Emergency Disaster Plan, the Emergency Management Director shall provide and equip, at some suitable place in the City, an Emergency Operating Center, hereafter referred to as a Command Post, and any auxiliary centers as may be necessary, as headquarters for direction and control of emergency forces. The Emergency Management Director shall arrange for representation at the Command Post by Municipal departments and agencies, public utilities and other agencies as may be necessary. He shall arrange for the installation at the Command Post of the necessary facilities for communications with and between heads of emergency divisions, the stations and operating units of municipal services, and all other agencies concerned with rescue

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operations, and for communications with other communities and Emergency Operating Centers within the surrounding area.

Whenever necessary to meet a disaster emergency, or to prepare for such an emergency for which adequate regulations may not have been adopted by the Council, the Mayor and City Administrator may by proclamation promulgate regulations respecting the sounding of emergency warning sirens; the conduct of persons; the use of property during emergencies; the repair, maintenance and safeguarding of essential public services; emergency health, fire and safety regulations, trial drills, or other practice periods required for preliminary training; and all other matters which are required to protect public safety, health and welfare in disaster emergencies.

Every proclamation of emergency regulations shall be in writing and signed by the Mayor and City Administrator and shall be dated. It shall refer to the particular disaster to which it pertains, is so limited, and shall be filed in the City Administration Office, where a copy shall be kept posted and available for public inspection during regular business hours. Notice of the existence of such regulations and availability for inspection at the Administration Office shall be conspicuously posted in the City Center, or other headquarters of the City, and at such other place in the affected area as the Mayor and City Administrator shall designate in the proclamation. By like proclamation, the Mayor and City Administrator may modify or rescind any such regulation.

## **VII. MINNESOTA INCIDENT MANAGEMENT SYSTEMS (MIMS) EMERGENCY RESPONSIBILITY ASSIGNMENTS**

### **Emergency Management Director**

The Emergency Management Director is filled by the City of Paynesville or their designated representative and is responsible for the overall implementation of emergency response, recovery, and mitigation operations.

### **Command Staff**

**Public Information Officer** - The Public Information Officer has the responsibility for the rapid dissemination of accurate instructions and information to the public and state using available public information systems.

**Liaison** - It is the responsibility of the Liaison to be the contact person for outside agency representatives (other government agencies, Red Cross, schools, amateur radio, hospitals, etc.).

**Legal Advisor** - The responsibility of the Legal Advisor is to advise the Emergency Management Director during an emergency on the legal requirements of the City. Especially important are the legal requirements for a declaration of local emergency and for applying for financial aid.

**Safety Officer** - The responsibility of the Safety Officer is to monitor and access hazardous and unsafe conditions, and develop measures to assure personal safety during emergencies.

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## Operations Section

Coordinate emergency operation units: Fire, Police, etc. Activate operations element of action guide.

Note: This position can be filled by more than one person, in which case it is called a “joint command.”

**Operations Section Chief** – The responsibility of the Operations Section Chief is to coordinate Emergency Operations Units - Fire & Rescue/Radiological, Law Enforcement, Medical, Utilities, Public Works, Care & Shelter, and Construction and Engineering; activate the operations element of the action guide.

**Fire and Rescue/Radiological** – The role of the Fire and Rescue/Radiological Coordinator is to provide for the rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of disasters. The Fire and Rescue Coordinator acts as an advocate on behalf of the fire and rescue services in interagency/interdisciplinary activities, and provides a regional perspective in requesting aid and in establishing response priorities.

**Law Enforcement** – The responsibility of the Law Enforcement Coordinator is to preserve life and property by ensuring the maintenance of law and order and providing for timely and coordinated evacuation of populations. Acts as an advocate and information channel on behalf of law enforcement services in interagency and interdisciplinary activities, and provides a regional perspective in requesting aid and establishing response priorities.

**Medical** – The responsibility of the Emergency Medical Services Coordinator is to minimize loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical response, treatment, and transportation.

**Utilities** – The purpose of the Utilities Unit is to coordinate the restoration and continued operation of water, wastewater, gas, and electric - including the redirection of services during an emergency.

**Construction and Engineering** – The role of the Construction and Engineering Unit, with respect to functions during an emergency is: Inspection and restoration of arterial, collector and residential streets; repair/restoration of roadways, bridges, overpasses, and tunnels; barricading and signing service to facilitate the safe movement of traffic, pedestrians, and protection of hazardous sites; providing for the safe and legal disposal of solid waste; and emergency support services to other departments.

**Congregate Care** – The purpose of the Congregate Care Unit is to provide food procurement, handling, and distribution to personnel engaged in emergency operations and recovery operations within the City. The Congregate Care Annex describes the organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during natural, technological, and national security hazards.

## **Planning and Intelligence Section**

Collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

**Planning and Intelligence Section Chief** - The responsibility of the Planning and Intelligence Section Chief is to collect, evaluate, disseminate and use information about the development of the incident and the status of resources; coordinate emergency planning units - Situation/Analysis, Resources, Damage Assessment, Recovery, Documentation, and Demobilization.

**Situation Analysis** - The role of the Situation Analysis Unit is to gather and analyze information on the nature, severity, and extent of the disaster and to report this information clearly and correctly. These reports will guide response decisions.

**Resources** - The role of the Resources Unit is to track disaster resources, process resources status changes, prepare and maintain resource charts and lists, and to maintain a master list of resources assigned to the disaster.

**Damage Assessment** - The role of the Damage Assessment Unit is to rapidly assess the damage to public and private property and structures, emphasizing the number and type of facilities affected, and the estimated dollar value of the loss.

**Recovery** - The role of the Recovery Unit is to use data from damage assessment and situation analysis to anticipate the actions to be taken to minimize loss of life and property; and to restore the community to full functioning as rapidly as possible.

**Documentation** - The role of the Documentation Unit is to maintain accurate and complete disaster response files, provide duplication services to EOC staff, and to compile files for legal, analytical and historical purposes.

**Demobilization** - The role of the Demobilization Unit is to prepare the Demobilization Plan and to assist Sections/Units in an orderly return to normal status.

## **Logistics**

The Logistics Section supports emergency operations by providing needed equipment, supplies and personnel.

**Logistics Section Chief** – The responsibility of the Logistics Section Chief is to provide facilities services and materials for incident support; coordinate emergency logistics units - Supply & Procurement, Public Health, Transportation, Communications, and Personnel.

**Supply and Procurement** – The purpose of the Supply and Procurement Unit is to coordinate the allocation of essential supplies - including food, fuel and health supplies.

**Public Health** – The responsibility of the Public Health Unit is to provide preventative public health services, provide food handling and mass feeding, provide sanitation service in mass care facilities and inspection and advisory services related to sanitation matters, coordinate the citywide public health-related activities of the public and private sector agencies during disasters.

**Transportation** – The Transportation Unit coordinates the allocation of transportation resources required to move people, equipment and essential supplies.

**Communications** – The role of the Communications Unit is to develop plans for assuring that the EOC communication system functions adequately. This includes messages, radios, telephones, computers, and television.

**Personnel** – The role of the Personnel Unit is to coordinate available personnel resources, identify emergency personnel requirements, recruit and place needed personnel and recommend priorities to help resolve conflicting needs for personnel.

## **Finance and Administration**

The Finance Section is responsible for all financial and cost analysis aspects of the incident and the supervision of members of the Finance Section.

**Finance Section Chief** – The responsibility of the Finance Section Chief is to manage all financial and cost analysis aspects of the incident, coordinate emergency finance units – Cost, Time, and Claims.

**Cost** – The role of the Cost Unit is to accumulate and report all costs of disaster response and recovery, obtain maximum state and federal reimbursement of eligible costs, and help departments justify budget overruns related to the emergency.

**Time** – Within the Incident Command System, the Time Unit reports to the Finance Section Chief. The role of the Time Unit is to ensure all employees responding to an emergency are advised of how to record all hours worked correctly, accurately and in the right index code, ensure all cost associated with an emergency response are recorded correctly, accurately, and in the right index code, and keep the Finance Section Chief informed of Time Unit activities.

**Claims** – The Claims Unit is responsible for handling all claims related activities, including injury, for the disaster.

## Functional Responsibilities

- A. A summary of the City of Paynesville emergency responsibility assignments, by function, follows. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this list.
- B. Responsibilities have been assigned by a code letter: "P", "S", or "C".

### EMERGENCY RESPONSIBILITY ASSIGNMENTS

- "P" Indicates **primary operational responsibility**, which means the official or agency is in charge of, and responsible to make provision for, that function.
- "S" Indicates **support responsibility**, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
- "C" Indicates **coordination responsibility**, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.

As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

<u>Function</u>	<u>Agency</u>	<u>Assignment</u>
1. Warning and Notifications	Emergency Management Director	P
	Paynesville Police Department	S
2. Direction and Control	Mayor	P
	City Administrator	S
	Emergency Management Director	S
3. Emergency Public Information	Mayor	P
	City Administrator	P & C
4. Search and Rescue	Paynesville Fire Department	P
	Paynesville Police Department	S
	Stearns County Sheriff	S
5. Health/Medical	Paynesville Area Hospital	P
	Paynesville Ambulance	S
	Stearns Co. Comm. Health	S
	Paynesville Rescue	S
6. Evacuation and Traffic Control and Security	Paynesville Police Department	P
	Paynesville Fire Department	P
	MN State Patrol	S
	Stearns County Sheriff	S
7. Fire Protection	Paynesville Fire Department	P
	Area Fire Departments	S
8. Damage Assessment	Red Cross	P
	City Assessor	S
	County Emergency Mgmt. Director	C
9. Congregate Care	Red Cross	C
	Salvation Army	C
	Local Churches	C

10. Debris Clearance	Paynesville Public Works Director	P
	Mutual Aid	C
	Local Excavation Companies	C
	Demolition Landfill	C
11. Utilities Restoration	Paynesville Public Utilities	P
	City Engineer	C
12. Radiological Protection/ Hazardous Materials Response	Stearns County Emergency Mgmt. Director	P
	Paynesville Fire Department	P
	Police Chief	S
	State Duty Officer	S
	MN Dept. of Public Safety	C
	MN Pollution Control Agency	C
13. Transportation	Police Chief	P
	Streets/Parks Department	S
	Fire Department	S
	Ambulance Department	S
14. Mortuary	Medical Examiner	P
	Funeral Service	S
	Police Chief	C
15. Legal	City Attorney	P
	City Administrator	S
16. Economic	City Council	P
	City Administrator	S
	Emergency Management Director	C
17. Food	Emergency Management Director	P

18. Personnel	Emergency Management Director	P
	City Administration Staff	P
	Police Chief	S
	City Administrator	S
	County Emergency Management Director	C
19. Volunteer Resource Management		
20. Animal Rescue	Tri County Human Society	P
	Police Chief	C
21. Public Health Disaster	Stearns County Public Health	C
	Chief of Police	S
	Emergency Management Director	S

## **VIII. OPERATIONS POLICIES**

### **General**

Operational concepts presented in this section are applicable to both peacetime and wartime situations. In cases where similarities in operational concepts exist, these concepts have been combined. Operational concepts particular to either peacetime or wartime situations have been so noted. In some instances, emergencies will be preceded by some sort of build-up or warning period which, if recognized and utilized, can provide sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. However, often an emergency occurs with little or no warning, requiring immediate activation of the Emergency Operating Procedures (EOPs) and commitment of resources. In light of this continuum of possibilities, this guide will be implemented, to the extent possible, in the following three periods and related phases:

### **Pre-Emergency Period**

The Pre-Emergency Period is divided into two phases, as follows:

1. Normal Preparedness Phase – Entities identified in this guide as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resources lists. Personnel should be acquainted with these SOPs and checklists, and periodically be trained in their activation and execution. Keep emergency communications systems, warning systems, and the Emergency Operations Center ready at all times. Resource listings should also be prepared and maintained current.
2. Increased Readiness Phase – This phase will be initiated by the receipt of a warning, or the observation that an emergency situation is imminent, or likely to occur soon. Actions to be accomplished during this phase include, but are not necessarily limited to:
  - a. Review EOPs and SOPs
  - b. Dissemination of accurate, timely, emergency public information
  - c. Accelerated training of permanent and auxiliary staff
  - d. Inspection of critical facilities
  - e. Recruitment of additional staff and Disaster Service Workers
  - f. Mobilization of resources

## **Emergency Period**

The Emergency Period is composed of the following three phases:

1. Pre-Impact Phase

- a. Actions to be accomplished during this phase are precautionary, and emphasize protection of life. Typical responses might be:
- Evacuation of threatened populations to safe areas
  - Advising threatened populations of the emergency and apprising them of safety measures to be implemented
  - Identify the need for Mutual Aid and request such through the appropriate channels
  - Declaration of a LOCAL EMERGENCY by local authorities

2. Immediate Impact Phase

a. During this phase:

- The situation can be controlled without recourse to Mutual Aid from outside the City or County.
- Evacuation of portions of the City or County are required due to uncontrollable immediate and ensuing threats.
- Mutual Aid from outside the City or County is required.
- The City or County is either minimally impacted or not impacted at all, and is requested to provide Mutual Aid to other jurisdictions.
- Priority will be given to the following operations:
  - Dissemination of accurate, timely, emergency public information
  - Situation analysis
  - Resource allocation and control
  - Evacuation and rescue operations
  - Medical care operations
  - Medical Examiner operations
  - Congregate Care operations
  - Access and perimeter control
  - Public health operations
  - Restoration of vital services and utilities

Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment.

The Stearns County Commissioners or the Mayor of Paynesville will issue a disaster declaration, when appropriate, to enable the Stearns County Emergency Management staff to operate under M.S. Chapter 12. This helps reduce the change of litigation. When County or City resources are

committed to the maximum, and additional resources are required, requests for Mutual Aid will be initiated through the proper channels.

If required, Division of Homeland Security and Emergency Management may coordinate the establishment of one or more Disaster Service Areas (DSAs) where resources can be received, stockpiled, allocated, and dispatched.

Additionally, Division of Homeland Security and Emergency Management may activate the State Emergency Operations Center (SEOC) in St. Paul. The mission of the SEOC is coordination and support of operations in affected areas.

The Division of Homeland Security and Emergency Management Director will assist the Governor in direction and coordination of response activities of State agencies, as well as coordinate and support response and recovery activities conducted by local government.

Depending on the severity of the emergency, a LOCAL EMERGENCY may be proclaimed. In this case, the County/CITY EOC will be activated and the Division of Homeland Security and Emergency Management will be advised. The Division of Homeland Security and Emergency Management Director may request a gubernatorial declaration of a STATE OF EMERGENCY. Should a STATE OF EMERGENCY be proclaimed, State agencies will, to the extent possible, respond to requests for assistance.

In the event the Governor requests and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under the provisions of Public Law 93-288, he/she will appoint a State Coordinating Officer (SCO). In conjunction with a Federal Coordinating Officer (FCO), the SCO will coordinate State and Federal support efforts.

3. Sustained Emergency Phase – In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment, operations will be initiated. Disaster Assistance Centers (DACs) providing victims' services addressing immediate emergency or rehabilitation needs, may also be established.

### **Post-Emergency Period (Recovery)**

As soon as possible, the Division of Homeland Security and Emergency Management Director, operating through the SCO, will bring together representatives of Federal, State, County, and City agencies, as well as representatives of the American Red Cross (ARC), for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

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The Post-Emergency Period has at least five prime objectives, which may overlap. These objectives are:

1. Reinstatement of family autonomy
2. Provision of essential public services
3. Permanent restoration of public and private property
4. Identification of residual hazards
5. Plans to mitigate future hazards
6. Recovery of costs associated with response and recovery efforts

### **Peacetime Emergencies**

Generally, the level of involvement in peacetime emergencies will be City, to County, to State to Federal. To facilitate the planning process, Division of Homeland Security and Emergency Management has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources.

1. Level I – A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be proclaimed.
2. Level II – A moderate to severe emergency characterized by a need for Mutual Aid to ensure a favorable resolution of the situation. In most cases, a LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY may be proclaimed.
3. Level III – A major disaster, exemplified by depletion of resources and Mutual Aid response capability area wide, necessitating extensive Statewide and Federal assistance. Generally, a LOCAL EMERGENCY and STATE OF EMERGENCY will be proclaimed. A Presidential declaration may or may not be proclaimed.

### **Wartime Emergencies**

The impact of wartime emergencies may range from minor inconveniences such as food and petroleum shortages to a worst case scenario involving an attack on the United States utilizing nuclear weapons.

Protective measures to be employed in the event of a threatened or actual attack on the United States include:

1. In-place protection utilizing designated fallout shelters.
2. Construction of fallout shelters, given adequate lead time.
3. Upgrading of homes and other buildings to a radiation Protection Factor (PF) of at least 40, given adequate lead time.
4. Spontaneous evacuation by an informed citizenry. Crisis relocation is not considered a viable option within the context of this guide.

## IX. SUPPORT

### A. National Guard

#### 1. Overview

When a natural disaster or other major emergency is beyond the capability of local government, support from National Guard units may be available. Only the governor, commander-in-chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:

- a. National Guard assistance will complement, and not be a substitute for city participation in emergency operations.
- b. If made available, National Guard personnel remain under military command at all times, but will support and assist city forces in the accomplishment of a specific task or tasks.

#### 2. Request Procedure

The sheriff must submit the request for assistance to the governor's office. It is the responsibility of the Police Chief to contact the Sheriff.

### B. State and Federal Agencies

1. Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director.
2. A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook for Local Government. This document was developed by the Minnesota Division of Emergency Management (DEM), and is on file with the Stearns County Emergency Management Director as well as in the office of the Paynesville Police Chief.
3. Federal Assistance – Hazardous Materials Incidents

The following types of assistance can be accessed through the DEM duty officer.

The On-Scene Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities.

When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC will go to the scene and monitor the response of the responsible party of state or local government. If the responsible party is unknown or not taking appropriate action and the response is beyond the capability of appropriate action by state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Control Act Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

The Regional Response Teams (RRT) are composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the national contingency plan, RRTs may be convened by the Chairperson when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs, crosses regional boundaries, or may pose a substantial threat to the public health, welfare, or property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III, if the local emergency planning committee so requests.

## **X. PLAN UPDATING AND DISTRIBUTION**

- A. The Emergency Management Director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, designate a planning coordinator who will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the Emergency Management Director may request assistance from the County Emergency Management Director.
- C. The City of Paynesville is in compliance with the Division of Emergency Management and Federal Emergency Management Agency exercise requirements as published.
- D. This plan will be distributed to all city government departments and agencies that have emergency assignments in the event of a major disaster in the City of Paynesville. A plan distribution list will be maintained by the Paynesville City Emergency Management Director.



**I. PURPOSE**

To provide an overview of the responsibilities and the procedures whereby the notification of the city officials listed at the beginning of this document and the warning of the general public are accomplished.

**II. RESPONSIBILITIES**

- A. The Stearns County Sheriff's Office is the County Warning Point. As stated in the Basic Plan, the County Warning Point is responsible for relaying warnings to the Paynesville Police Department, which will contact the Emergency Management Director. When the Paynesville Police Department receives the same information simultaneously or prior to the County Warning Point, the Police Department may activate a warning with the approval of the Police Chief or an on-duty supervisor.

The Emergency Management Director is responsible for ensuring that all warnings and notifications which it receives are handled properly. Upon receipt of a warning, the Emergency Management Director is responsible for:

- Notifying the appropriate city government officials
- Activating the City's outdoor warning sirens

in accordance with the City of Paynesville's established procedures and policies for a weather emergency, a hazardous materials emergency or other emergency.

**III. SUPPORTING DOCUMENTS**

The Paynesville Warning and Notification Standard Operating Procedures (SOP) detail the specific warning and notification procedures to be followed by the Emergency Management Director. The SOP is on file in the Paynesville Emergency Service Station, located at the Paynesville Police Department.

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**I. PURPOSE**

To describe how direction and control of the City of Paynesville's response to a disaster will be accomplished.

**II. RESPONSIBILITIES**

- A. Mayor: The Mayor of Paynesville will be responsible for providing overall direction and control of city government resources involved in the response of a disaster. The line of succession to the Mayor is as follows:

Pro tem Mayor  
City Council  
Jean Soine  
Kay McDaniel  
Gene Beavers  
Donavan Mayer  
City Administrator

- B. Emergency Management Director: The Paynesville Emergency Management Director will serve in a staff capacity to the Mayor, and will coordinate all aspects of this plan. The line of succession to the Emergency Management Director is as follows:

City Administrator  
Police Chief  
Fire Chief

**III. FUNCTIONS OF THE CITY OF PAYNESVILLE EMERGENCY OPERATING CENTER (EOC)**

Direction and control of Paynesville's response to a disaster will be carried out at the Paynesville EOC. The EOC is located in the Paynesville Police Department at 221 Washburne Ave. If for some reason the EOC is not usable at the time of a disaster, the Public Works Building located at 316 Railroad St will serve as the back-up location or the Fire Station, located at the 417 Washburne Ave would be the third alternate site. The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve the following:

1. Coordinating with the county agencies responding to the disaster.
2. Coordinating with other local governments affected by and/or responding to the disaster.
3. Coordinating with any state and/or federal agencies responding to the disaster.
4. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
5. Coordinating with volunteers during periods of projected or actual flooding.
6. Generating appropriate public information.
7. Monitoring the amount of precipitation falling on the watershed and the rate at which the river stage is rising.
8. Coordinating a public health crisis affecting multiple jurisdictions and channeling the service of volunteers. (Specific task assignments to, and management of volunteers will normally be provided by the applicable service chiefs.)

#### **IV. INCIDENT COMMAND**

- A. The direction and control structure for emergency operations includes an on-scene control system, the Incident Command System (ICS), and a centralized direction and control system, the Emergency Operations Center (EOC). These two systems may be employed individually or in combination, depending on the situation.
- B. Incidents are to be managed by an Incident Commander (IC) using resources from one or two departments or agencies. The EOC will generally not be activated.
- C. During major emergencies and disasters, both an Incident Command Post (ICP) and an EOC will generally be activated. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information and perform other tasks in support of on-scene operations.
- D. The first local emergency responder to arrive at the scene of an emergency situation serves as the IC until relieved in accordance with local procedures. The IC will establish an ICP, provide an assessment of the situation to local officials, identify response resources required and direct the on-scene response from the ICP. The IC should make an assessment of the need for EOC support and request activation, if deemed appropriate.
- E. The IC is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections with those functions.
- F. If the EOC has been activated, the IC shall provide periodic situation updates to the EOC. The EOC staff, in turn, shall keep the IC informed of issues and events that may impact on-scene operations, as well as actions taken in response to IC requests.
- G. In emergency situation where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command System (UCS). This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

## V. ACTIVATION

### A. Operational Readiness

The Emergency Management Director is responsible for maintaining the operational readiness of the EOC. This involves ensuring that the EOC has the necessary communications equipment, maps, displays, tables and chairs, message logs, etc.

### B. Criteria for EOC Activation

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

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, a hazardous materials incident/accident, or a pipeline leak.
2. The EOC would be fully activated in response to an emergency resulting in a threat to life and property. This would include, but is not limited to:
  - a. homeland security threat (Severe Risk of Terrorist Attack)
  - b. tornado touchdown causing loss of property and life
  - c. regional flooding
  - d. pipeline leak which causes damage to the public and private sector and requiring a coordinated response effort
  - e. a hazardous materials/radiological incident/accident involving the response of several agencies, including federal and state, as well as surrounding counties and municipalities
  - f. a public health crisis

### C. Responsibility for EOC Activation

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

## VI. STAFFING OF THE EOC

A. The staffing list for the Paynesville EOC is on file with the Emergency Management Director at each of the EOC's. Each department which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

B. If determined necessary, the city will activate a communications van/mobile command post to serve as an on-scene command post. The communications van will be identified as such by the on-scene commander. The Emergency Management Director in consultation with the EOC staff and field personnel will be responsible for coordinating the on-scene activities of all City of Paynesville personnel.

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- C. Space will be provided in the EOC for county, state, and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the City and the response to the disaster.

## VII. COMMUNICATIONS CAPABILITY

The Emergency Management Director has been given the responsibility of ensuring all communication systems (primary and alternate) are operational and communication links between response personnel and EOC operations are identified.

### 1. EOC Communication Capability

Communication capabilities exist between the EOC and the following organizations:

- City Departments Radio/Telephone/Computer
- Stearns County EOC Radio
- Paynesville Area Hospital Telephone
- St. Cloud Hospital Telephone
- A network of area amateur radio operators – their responsibility is to provide an accurate weather spotter system and alternate communications during a disaster.

### 2. Communication Van

A communication van located at the Stearns County Maintenance Building in St. Cloud may be available for use by the city. This vehicle is jointly owned by and available to all law enforcement agencies in the county. A Stearns County Sheriff's Deputy may deliver the van to the agency in need. Upon arrival it is staffed by a supervisor from the local agency. Alternates to this van include: Fire Department Rescue Truck.

The State-Wide Police Mutual Aid channel (MNSEF) allows communication with virtually every law enforcement agency in the state. The state-wide fire mutual aid and county channels provide access to all area fire departments.

Primary ambulance provider has police and mutual aid channels. A standard desk set phone can be linked to phone service if available. In remote locations the cellular phones can be used.

### 3. Mobile Command Center.

The first radio vehicle on site will serve as the mobile command center.

- F. The Paynesville EOC has an emergency (back-up) power source. It is a 45,000 KW generator natural gas fueled and serves the Fire Station as well. The natural gas generator is automatically activated.

#### **IV. Supporting Documentation**

The following support materials are kept on file in the Police Chief's office:

- EOC Standard Operating Procedures
- Resource Manual for lists of equipment and supplies

**I. PURPOSE**

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

**II. SPOKESPERSON(S)**

When a disaster strikes the City of Paynesville, the only official authorized to serve as the Public Information Officer (PIO) for the City is the Mayor. If the Mayor is unavailable, the Mayor Pro-Tem would serve as the alternate PIO. These individuals would be given access to all information necessary to carry out their role as PIO for the City.

**III. POLICIES AND PROCEDURES**

- A. If it becomes necessary to establish a news briefing room, the Paynesville Area Center would be used for this purpose. News media personnel would be asked to report to this facility or a designated alternate. An alternate briefing room may be chosen at the discretion of the PIO.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis. The PIO will be responsible for disseminating information and instructions to the public on a timely basis, and will coordinate all news releases.
- C. The PIO will be responsible for ensuring that a system exists for responding to the inquiries of families regarding the status of relatives. (See the Congregate Care Annex).
- D. Public information would be disseminated through the following radio and TV stations and newspapers. Information would also be made available to the public through the City web site, Facebook, and Twitter.

1.	<b>Newspapers</b>	<b>Phone</b>	<b>Fax</b>
a.	Paynesville Press	320-243-3772	320-243-4492
b.	West Central Tribune	320-235-1150	online@wctrib.com
c.	St. Cloud Times	800-759-7653	320-255-8773
2.	<b>Television Stations</b>	<b>Phone</b>	<b>Fax</b>
a.	WCCO (Ch. 4)	612-339-4444	
b.	KSTP (Ch. 5)	651-646-5555	651-642-4409
c.	KMSP (Ch. 9)	952-944-9999	952-942-0286
d.	KARE (Ch. 11)	763-797-7215	
e.	Mediacom (Ch. 8)	800-633-4226	

<b>3. Radio Stations</b>	<b>Phone</b>	<b>Fax</b>
a. KASM (1150 AM)	320-845-2184	320-845-2187
b. WCCO (830 AM)	612-370-0611	612-370-0159
c. KSTP (1500 AM)	651-646-8255	651-649-1515
(94.5 FM)	651-642-4141	651-659-9500
d. KLFJ (1410 AM)	320-693-3281	320-693-3287
e. MN Public Radio	651-290-1212	651-290-1243
f. Lakeland Broadcasting	320-214-6630	320-235-9111
g. Leighton Broadcasting	320-251-1450	
h. Regent Broadcasting	320-251-4422	

#### **IV. Support**

Prepared emergency public information (EPI) supplements for release to radio, TV, and newspapers are found in the standard operating procedures for this annex.

**I. PURPOSE**

The purpose of this standard operating procedure (SOP) is to spell out the specific tasks to be performed by the public information officer (PIO) and his/her staff.

**II. RESPONSIBILITY**

The responsibility of the PIO is the rapid dissemination of accurate instructions and information to the public and state using available public information systems.

**A. Before an Emergency**

1. Develop and become familiar with all forms and procedures related to Emergency Operations.
2. Be prepared to provide forms (with instructions) to the Emergency Response Organization.
3. Maintain an updated media contact list.
4. Check Emergency Operations Center supplies.

**B. During an Emergency**

1. Inform the Incident Commander that the EOC has established a PIO.
2. Obtain an update from the on-scene PIO who will now act as the field intelligence officer.
3. Obtain briefing from the Emergency Management Director.
4. Establish contact with appropriate agency coordinators.
5. Prioritize releases as necessary.
6. Review emergency public information priorities.
7. Release emergency status information:
  - a. Media hotline number. Public hotline number.
  - b. Description of the emergency situation, including number of deaths and injuries, property damage, persons displaced.
  - c. Description of government and private response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
  - d. Status of local and Governor's Proclamation, Presidential Declaration.
  - e. Where people should report or call to volunteer.
  - f. How people in other areas can obtain information about relatives/friends in the area, and how disaster victims can locate family members (work with Red Cross).
  - g. Damage assessment figures when available.
8. Maintain an activities log.
9. Follow Emergency Broadcast System procedures if system is activated.
10. Attend periodic Emergency Operations Center briefings and policy meetings.
11. Arrange media briefings and press conferences on a regular or "as needed" basis. Arrange for an official spokesperson. Announce briefings times. Arrange media tours/filming (one crew at a time) of Emergency Operations Center and interview

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- with Emergency Operations Center spokesperson(s), if such action will not hinder response efforts.
12. If the State Office of Emergency Services is involved, make situation reports to the Region Public Information Officer (three times per day) and provide hard copy of news releases (telecopy) for relay to State Office of Emergency Services Headquarters.
  13. Provide emergency public information in foreign languages as required.
  14. Inform the DES of your needs and capabilities.
- C. After an Emergency
1. Release information on restoration of utilities and any travel restrictions still in effect.
  2. Release other useful information:
    - a. State/Federal assistance available
    - b. Disaster Assistance Center opening dates/times
    - c. Historical events of this nature
    - d. Charts/photographs/statistics from past events
    - e. Human interest stories
    - f. Acts of heroism
    - g. Historical value of property damages/destroyed
    - h. Prominence of those killed/injured
  3. Submit final reports to the DES
  4. Ensure "after" checklists are complete to submit to the DES
  5. Complete "Lessons Learned" to submit to the DES for improving future emergency operations.
- D. Contact other public information staff members and review the situation.

### III. LISTING OF ALL AVAILABLE MEDIA SOURCES

#### A. Newspapers

<u>Newspaper</u>	<u>City</u>	<u>Phone Number</u>
Paynesville Press	Paynesville	320-243-3772 W 320-243-4492 Fax
West Central Tribune	Willmar	320-214-1150 W online@wctrib.com
St. Cloud Times	St. Cloud	320-255-8700 W 320-255-8704 Fax
Star Tribune	Minneapolis	612-673-4414 612-673-4359 Fax
Pioneer Press	St. Paul	651-228-5491 651-228-5500 Fax

B. Radio Stations

<u>Radio Station</u>	<u>City</u>	<u>Phone Number</u>
KASM Radio Steve Gretch, News Director	Albany	320-845-2184 320-45-2187 Fax
WJON/WWJO Radio Jim Maurice, News Director	St. Cloud	320-251-4422 320-251-1855 Fax
WVAL/WHMH Bob Weber	Sauk Rapids	320-252-6200 320-252-9367 Fax
KCLD/KNSI	St. Cloud	320-252-6200 320-252-9367 Fax
KSJR	Collegeville	320-363-7702 320-363-4948 Fax
WCCO	Minneapolis	612-370-0611 612-370-0159 Fax
KXSS Radio	St. Cloud	320-251-1037 320-251-5129 Fax
KVSC Radio Jo McMullen, News Director	St. Cloud	320-255-3066 320-255-3126 Fax

C. Television Stations

<u>Television Station</u>	<u>City</u>	<u>Phone Number</u>
KARE Television Assignment Desk	St. Cloud	320-259-8809 320-541-8015 320-541-8018 320-541-8002 Fax
KCCO Television Jackie Getty	Alexandria	302-763-2726
KSAX Television Mark Vanderwerf, News Dir.	Alexandria	320-763-5729 320-763-4627 Fax
WCCO Television	Minneapolis	612-330-2502
KARE Television	Minneapolis	612-797-7215
KSTP Television	Minneapolis	612-642-4412 612-642-4428
KTCA Television	St. Paul	651-222-1717

D. CATV and Cable Television Stations

<u>Station</u>	<u>Serves</u>	<u>Phone Number</u>
Mediacom	Paynesville, Sauk Centre, Albany	800-633-4226
Cable TV Coordinator	Paynesville	320-243-3714 Ext 245
Rudy Virgil		320-231-0594 W 320-905-4205 C

**I. PURPOSE**

To describe how search and rescue would be accomplished in the City following a disaster.

**II. RESPONSIBILITY**

Within the City, the primary responsibility for search and rescue belongs to the Paynesville Fire Department. Assistance for the Fire Department suppression and rescue would be available from the Police Department, Public Works, Streets/Parks Department and through Mutual Aid.

The Stearns County Sheriff's Office is responsible for performing search and rescue outside the City limits.

**III. SUPPORTING AGENCIES/ORGANIZATIONS**

- A. The Civil Air Patrol may be available to assist in looking for missing persons.
- B. The National Guard may be available to assist in rescuing snowbound travelers.
- C. KARE-11 helicopter
- D. WCCO-TV helicopter
- E. Minnesota State Patrol Helicopter with FLIR
- F. Sheriff's Explorers

**IV. SUPPORTING STANDARD OPERATING PROCEDURES**

Police, Fire, and Ambulance Department SOPs.

Refer to the Standard Operating Procedure available from the Stearns County Emergency Management Director for detailed procedures.

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**I. PURPOSE**

To provide an overview of how the health/medical care needs of the residents of Paynesville would be met in the event of a major disaster.

**II. PRIMARY RESPONSIBILITIES**

A. **First Aid:** Simple First Aid Kits and triage tags would be available from the Fire and Ambulance Departments to provide immediate first aid to disaster victims suffering minor injuries.

B. **Ambulance Service:** The Paynesville Ambulance Service is responsible for scene triage, medical care, and transportation of disaster victims. They are also responsible for assessing the resources they need and make requests for additional resources when needed. The following ambulance services will be used to transport disaster victims. Ambulances will be dispatched via 911 emergency response system based upon the primary service area and the location of the disaster. Additional ambulance services will be used, depending upon the size of the disaster.

- Sauk Centre Ambulance 320-352-2125
- Melrose Ambulance 320-256-4389
- Gold Cross Ambulance 320-251-8505
- Watkins Ambulance 320-764-7200
- Glacial Ridge Ambulance (Brooten) 320-634-4521
- Life Link Air Ambulance Coordinator 800-328-1377

C. **Hospital Care:** Hospitals will take the lead role of assessing their capability and triage needs related to the disaster. Injured victims will be transported to the nearest appropriate hospital.

- **Paynesville Area Hospital**  
200 First St  
Paynesville  
320-243-3767
- **Albany Area Hospital**  
300 Third Ave  
Albany  
320-845-2121
- **Meeker County Memorial Hospital**  
612 S Sibley Ave  
Litchfield  
320-693-3242

- 
- **St. Michael's Hospital**  
425 N Elm St  
Sauk Centre  
320-352-2221
  
  - **St. Cloud Hospital**  
1406 Sixth Ave N  
St. Cloud  
320-251-2700
  
  - **Rice Memorial Hospital**  
301 Becker Ave  
Willmar  
320-235-4543
  
  - **Melrose Hospital**  
11 N Fifth Ave W  
Melrose  
320-256-4231

If the number of victims requires use of additional hospitals, the following hospitals would be utilized.

- St. Gabriel's Hospital – Little Falls, MN
- Buffalo Hospital – Buffalo, MN
- Glacial Ridge Hospital – Glenwood, MN
- Monticello-Big Lake Hospital – Monticello, MN
- Long Prairie Memorial Hospital – Long Prairie, MN
- St. Michael's Hospital – Sauk Centre, MN
- Selected Twin Cities Facilities

- D. **Emergency Mortuary Operations:** It is the responsibility of the Stearns County Medical Examiner to establish control of the mass fatalities incident to include security of the scene and its victims, to coordinate the identification of victims, notification of next of kin in a manner that will preclude abnormal time delays, prepare and find death certificates and facilitate ways for preparing, processing and releasing victim remains.
- E. **Public and Environmental Health Responsibilities:** In a disaster serious potential or actual health problems, including injury prevention, food and water safety, surveillance for deaths, illness and injuries, monitoring the immediate and long-term affects of a hazardous chemical release and the disposal of dead and diseased animals would be the

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responsibility of the Public Health Division and Environmental Services Department who can be contacted through the Stearns County Emergency Management Director.

- F. **Public Inquiry and Referral Services for Families:** The Red Cross coordinates all inquiry and referrals for family well being in a disaster. The Paynesville Public Information Officer will coordinate the flow of information for the public through the appropriate media outlets.
- G. **Hazardous Materials/Radiological Decontamination:** The Paynesville Fire Department and/or private contractors are responsible to contain, plug, patch, or mitigate releases of hazardous chemicals. The Stearns County Environmental Services Department does not provide a first response emergency team for this. They will provide the following services in a disaster:
- Maintain a list of available resources
  - Provide direction and public information on household hazardous waste
  - Make available a mobile unit for clean up of household hazardous waste, business waste or other hazardous materials as needed
  - Coordination with the MPCA and the Tri-County Solid Waste Management Commission for business and household hazardous waste clean up.

The following hospitals provide Hazardous Materials/Radiological decontamination:

- St. Cloud Hazmat Team
- St. Cloud Hospital
- National Guard

### III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City, overall management of the various health/medical organizations response to the disaster would take place at the Paynesville EOC. Depending on which hospitals and ambulance services are involved, radio communications equipment may be available and communications among themselves with the EOC would be possible. The Ambulance Department and Fire Department will have the capability of radio communications with the EOC.

### IV. LOCAL SUPPORTING PLANS AND PERSONNEL

- A. Paynesville Area Hospital maintains a disaster plan.
- B. Paynesville Area Hospital maintains a chemical emergency plan.
- C. Paynesville Ambulance Service has entered into a mutual aid agreement with the Sauk Centre Ambulance Service.

**V. STATE SUPPORTING PERSONNEL**

- A. Support is available from the Minnesota Department of Health (and from Stearns County) in responding to all disasters affecting health.
  
- B. In instances where a Public Health Emergency is occurring, see Public Health Disaster Annex, which outlines state support for these types of incidents.

**I. PURPOSE**

To outline how evacuation and traffic control would be carried out if they are required due to a disaster in the City of Paynesville.

**II. RATIONALE AND RESPONSIBILITIES**

In Paynesville, the following official(s) recommend evacuation:

<u>Official</u>	<u>Type of Incident</u>
◆ Police Chief	Severe Storm
◆ Police Chief	Level I Emergency
◆ Mayor	Level II and III Emergency

**III. PROCEDURES**

- A. Appropriate City Officials are notified of the need to evacuate an area of the City.
- B. Residents to be evacuated may be notified of an emergency situation through the following means:
  - ◆ Activation of one or a group of warning sirens
  - ◆ Announcements will be posted on Paynesville City Website, Facebook, and on Twitter
  - ◆ Public address system in each squad car
  - ◆ Door-to-door contact by police reserves and other available volunteers
- C. Destination of evacuees will be determined depending on the nature of the incident. Congregate care and mass transportation may be necessary. (See *Annex I for Congregate Care information.*)

**IV. RESOURCES AVAILABLE**

- A. Paynesville Ambulance Service vehicles would be available, if needed, to evacuate non-ambulatory individuals. Gold Cross, Brooten, Paynesville, Sauk Centre, and Watkins Ambulance Service vehicles may be available if need to evacuate non-ambulatory individuals.
- B. Paynesville Motor & Transfer company could provide buses, if needed, to assist in the evacuation process. New London and Eden Valley Schools could provide busses, if needed. **See page 72 for phone numbers.**

- C. Peterson Bus Service, Spanier Bus, St. Cloud Transit, Dist. 74, Larson Bus, Trobec Bus, Meyer Charter & Richmond Bus are also available resources.
- D. Assistance for traffic control and security may be available from the Stearns County Sheriff's Explorers Unit and any auxiliary police personnel.

**I. PURPOSE**

To described how fire protection is accomplished in the City of Paynesville.

**II. RESPONSIBILITY/DESCRIPTION**

- A. Fire protection in Paynesville is provided by the Paynesville Fire Department. This is a volunteer department, which has approximately 25 members.
- B. In addition to their primary responsibility of providing fire protection, the Fire Department will have other responsibilities in the event of a disaster. This generally includes:
  - 1. Assisting in the dissemination of warning.
  - 2. Coordination or assisting with an evacuation within their community.
  - 3. Coordinating or assisting with a search and rescue effort within their community.
  - 4. Informing other local government personnel of the risks associated with a hazardous materials incident/accident that has occurred within their community.
  - 5. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc.) to the EOC during emergency operations.
  - 6. Responding to hazardous materials incidents, within the limits of hazmat response training received.
  - 7. Providing heavy and light rescue services.
  - 8. Providing first responder/EMS services.

**III. MUTUAL AID AGREEMENTS**

The Paynesville Fire Department participates in mutual aid agreements that include the following fire departments:

- ◆ All cities within Stearns County

Written mutual aid agreements exist, and are on file with the Paynesville City Administrator.

**IV. COMMUNICATIONS CAPABILITY**

Paynesville Fire Department vehicles are equipped with the following radio communication equipment and frequencies:

\_\_\_\_\_ Mobiles and \_\_\_\_\_ Handhelds

Fire Dept Radio Frequencies:

PVLG-COM	Channel 4	Mhz 800
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Police Dept Radio Frequencies:

PVLG-COM	Channel 4	Mhz 800
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**I. PURPOSE**

To provide an overview of how damage assessment would be accomplished following a disaster in the City of Paynesville.

**II. RESPONSIBILITIES**

A. The Paynesville Emergency Management Director is responsible for:

1. Appointing a damage assessment "team" composed of municipal and/or private sector agency representatives which will be under authority of the City Building Official.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Developing damage assessment procedures with the damage assessment team.
4. Coordinating the damage assessment process (following the occurrence of a disaster).

B. City government officials who, depending upon the nature of the disaster, may participate in a damage assessment effort:

- City Building Inspector - Inspection
- City Assessor/County Assessor
- Community Development Director
- City Engineer - Button
- City Administrator

D. County government officials who (potentially) would participate in a damage assessment effort:

- County Emergency Management Director
- County Engineer
- County Assessor
- Red Cross

D. Private Sector Agencies

Private sector agencies that might be available and appropriate participants in a damage assessment effort:

- Realtors, Appraisers, Building Contractors
- Hazardous Materials Clean-Up Contractors (*See the Resource Manual*)
- Red Cross

**III. POLICIES AND PROCEDURES**

A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

- 
- B. Where possible and when appropriate, pictures/video will be taken of damaged areas by the Damage Assessment Team. City maps will be used to show the location of damage sites. Minnesota State Patrol helicopter may also be utilized for assessment and photography.
  - C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Emergency Management Director will contact the County Emergency Management Director, who will coordinate with the Minnesota Division of Emergency Management (DEM).
  - D. When possible, appropriate local government officials will participate in damage assessment procedure training.

#### IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to the following resources available at the Paynesville Police Department, 221 Washburne Ave:

- ◆ **2008 Emergency Response Guidebook** (pub. 2008)
  - A guidebook for first responders during the initial phase of a dangerous goods/hazardous materials transportation incident.
- ◆ **Stearns County Wide Emergency Operations Plan** (rev. 2007)
  - An emergency plan produced by Stearns County to ensure the protection of the public.
- ◆ **Stearns County/City of St. Cloud Emergency Operations Plan** (rev. 2008)
  - An emergency plan produced by Stearns County to ensure the protection of the public.
- ◆ **Pipeline Safety Emergency Response Manual** (pub. 2002)
  - A guide manual to provide effective response to an emergency associated with local pipelines
- ◆ **Emergency Management U.S.A** (pub. 1986)
  - A guidebook provided by the Federal Emergency Management Agency (FEMA), the National Emergency Training Center (NETC) and the Nation Fire Academy (NFA).

**Note: There are other resource materials available at the Paynesville Police Department that are not listed here.**

**I. PURPOSE**

To describe how the congregate care (emergency housing, feeding, clothing, counseling, and other immediate needs) of the City of Paynesville residents would be met in the event of a disaster.

**II. RESPONSIBILITIES**

A. The following Paynesville and/or Stearns County government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:

1. Emergency housing – American Red Cross
2. Emergency feeding – American Red Cross
3. Emergency clothing – Salvation Army
4. Counseling – Stearns County Community Action Teams  
American Red Cross  
Salvation Army

B. Additional Responsibilities – The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Family Wellbeing Inquiry – Will be coordinated by the American Red Cross.
2. Disaster Victim Inquiry & Referral - Will be coordinated by the American Red Cross with assistance from the Public Information Officer.

**III. COORDINATION OF CONGREGATE CARE**

The Central Minnesota American Red Cross, by federal congressional charter, is responsible for providing congregate care services. In order to facilitate this coordination, a Red Cross representative can be contacted at the Central Minnesota Chapter. The 24 hour number is 800-560-7641. Ask for the disaster staff person on call.

**IV. SUPPORTING DOCUMENTS**

A. The following written agreements are on file: Mutual Aid Agreements and coordinated operating procedures for the Paynesville Area Ambulance Service.

B. Complete listing of medical services and shelter facilities are to be found in the Resource Manual.

Draft Date: 05/27/2009

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This standard operating procedure is to provide for the protection and needs of both evacuees and area residents, including reception, lodging, feeding, minor health care, and other family services.

**I. GENERAL**

- A. The Incident Commander (IC) at the Emergency Operations Center (EOC) is responsible for coordinating all operations during a disaster. The IC will determine when evacuation should be initiated and when to activate the Congregate Care Plan.
- B. The congregate care response will be determined at the time of the emergency, based on the type and location of the incident, the estimated longevity of the incident and long term needs of the evacuees.

**II. OPERATIONAL GUIDELINES**

- A. In the event of an emergency that displaces residents or causes entry of evacuees in the community, the American Red Cross Central Minnesota Chapter is responsible for coordinating congregate care utilizing other response agencies that provide emergency congregate care needs.
- B. The Salvation Army St. Cloud Corps. Will assist the American Red Cross in feeding shelter victims. When there is a need to feed emergency responders and volunteers, the American Red Cross will direct the Salvation Army to coordinate that mission.
- C. The Red Cross will appoint a Job Director for the operation and assign personnel to the EOC as necessary.
- D. The Red Cross will activate the Central Minnesota Chapter's Disaster Plan and follow disaster operations protocols as outlined in the ARC 3000 series. The plan and series are available for review at the Red Cross Chapter.
- E. The IC will be responsible for providing security and safety measures for the congregate care sites, transportation to the sites, and if necessary decontamination prior to entering the shelter sites.
- F. The Volunteer Resources Team (VRT) will coordinate local disaster volunteers, in-kind contributions receipt and distribution, and public financial contributions receipts and distribution not designated to specific agencies.

Draft Date: 05/27/2009

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**III. ATTACHMENTS**

1. Checklist for the Incident Commander at the Emergency Operations Center.

**Checklist for the Incident Commander at the  
Emergency Operations Center**

- Determine if the congregate care plan should be activated.
- Determine the type and location of the incident and estimate the longevity of needs and provide this information to the **Central MN Chapter Red Cross (1-800-560-7641 or 320-251-7641)**.
- Activate the Volunteer Resource Team.
- Provide transportation to shelters, family service centers, and feeding sites when identified by the Red Cross if necessary.
- Provide for security and safety of the shelter, family service centers, and feeding sites when identified by the Red Cross.
- Assign a public information officer.
- Determine location and schedule operational meetings that include all responders and providers of services as necessary.

**I. PURPOSE**

To describe how debris clearance would be accomplished following a disaster in the City of Paynesville.

**II. RESPONSIBILITIES**

A. Outside City Limits – the Stearns County Engineer would be responsible for debris clearance.

B. Inside City Limits – the Public Works Department would be responsible for debris clearance.

**III. POLICIES AND PROCEDURES**

A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.

B. Debris would be disposed of at the appropriate landfill or demolition site.

C. If additional debris clearance-type equipment is needed, it could be obtained from Stearns County, from neighboring municipalities and private industry.

**IV. PRIVATE CONTRACTORS**

A. Information regarding construction contractors which have debris removal-type equipment and those located in the City are available from the City of Paynesville Streets/Parks Supervisor.

B. A listing of hazardous materials clean-up contractors is located in the Resource Manual.

**I. PURPOSE**

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

**II. RESPONSIBILITIES**

The following government agencies/private sector organizations are responsible for providing utility services for the City of Paynesville in liaison with the Public Works Director.

A. Electrical Service

1. City of Paynesville Public Utilities
2. Stearns Electric Association
3. Xcel Energy

B. Water/Sanitary Sewer Service

1. City of Paynesville Public Utilities

C. Gas Service

1. Reliant Energy/Minnegasco

D. Telephone Service

1. Lakedale Telephone Company

E. Fiber Optic Network

**III. RESTORATION COORDINATION**

The Public Works Director will be responsible for the overall coordination of public and private utilities during a disaster.

**I. PURPOSE**

It is recognized that emergency situations could develop in which Paynesville residents could be exposed to hazardous and/or radiological materials. Plans are needed to coordinate the response and recovery efforts of emergency services personnel under the direction of the County Emergency Management Director to potential transportation accidents, nuclear power plant incidents, industrial accidents, laboratory radiation incidents, military accidents, or nuclear attack. This annex is intended to describe how the city will protect its residents from these occurrences or threats.

**II. RADIOLOGICAL PROTECTION ORGANIZATION**

The head of Stearns County's radiological protection organization is the county emergency management director. In addition, the Emergency Management Director/Paynesville Police Chief is also included.

The Paynesville Emergency Management Director reports to the Dakota County Emergency Management Director (in the event of an emergency posing a potential radiological materials threat, the Stearns County Emergency Management Director shall activate the Hazardous materials organization.

**III. RESPONSIBILITIES**

The county emergency management director has the responsibility to assure that skills and knowledge, data and information (i.e. radiation readings, damage reports, response requirements, chemical properties, exposure estimates), and materials needed to minimize the effects of all radiological accidents or threats are available and utilized in time of emergency.

**A. Radiation Incidents**

Normally, the Paynesville Emergency Management Director will call upon the Stearns County Emergency Management Director, or if needed, the Radiological Control Section of the Minnesota Department of Health for radiological expertise, instrumentation, guidance, decontamination, and medical evaluation. However, if this is not possible, such as in time of widespread emergency, the State Duty Officer is to be called at the 24-hour number 651-649-5451. Radiological Material Protection Organization will respond, as necessary, to fulfill this responsibility.

**B. Other Hazardous Materials Incidents**

There are three response levels to hazardous materials incidents. See Attachment 1 and the Warning and Notification Standard Operating Procedures for a description of each level, and the appropriate contact agencies.

**IV. OVERVIEW OF PAYNESVILLE'S RADIOLOGICAL MATERIALS PROTECTION RESPONSIBILITIES:**

- A. The Paynesville Police and Fire Department are responsible for:
  - 1. Supporting emergency operations during radiological materials incidents.
  - 2. Assisting in the decontamination of facilities, thoroughfares and public areas.
- B. The Stearns County Radiological Materials Protection Organization is responsible for:
  - 1. The municipality's overall radiological materials preparedness and mitigation efforts including planning, training, exercising, and developing radiological materials resources.
  - 2. The municipality's overall radiological materials response and recovery efforts including monitoring, reporting, assessment, containment, decontamination, and protective actions.
  - 3. The Stearns County Emergency Management Director is responsible for the radiological protection system development and maintenance. FEMA Civil Preparedness Guide 1-30, "Guide for the Design and Development of a Local Radiological Defense Support System" describes this process in detail. Basically, CPG 1-30 sets forth the requirements, procedures, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazards.
  - 4. The Stearns County Emergency Management Director is responsible for the hazardous materials response system development and maintenance. The National Response Team's "Hazardous Materials Emergency Planning Guide" sets the requirements and planning elements established by Title III of the Superfund Amendments and Reauthorization Act of 1986. The Department of Transportation's "Emergency Response Guidebook" contains initial identification and response procedures for first responders. The National Fire Protection Association's Recommended Practice for Responding to Hazardous Material Incidents describes incident management. The Environmental Protection Agency, Federal Emergency Management Agency, and the Department of Transportation have jointly prepared "Site Specific Technical Guidance for Hazardous Analysis: Emergency Planning for Extremely Hazardous Substances" to help emergency planners conduct a hazards analysis for airborne releases of extremely hazardous substances.
- C. The Paynesville Police Department is responsible for supporting radiological monitoring and decontamination operations in the municipality.
- D. The Stearns County Emergency Management Director is responsible for organizing and conducting an annual exercise of the county's hazardous materials response capabilities.

**V. OPERATIONS POLICY**

**A. Radiological Protection**

1. Radiological protection operations will be directed and controlled at the scene during small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the municipal EOC.
2. During period of widespread radiological emergency caused by nuclear detonations, each department of local government must be prepared to do expedient radiological training within its department and provide for its own radiological monitoring and decontamination needs in order to carry out its assigned emergency functions. The Stearns County Radiation Officer will coordinate will all municipal and county departments and agencies to ensure maximum safety for operations personnel.
3. Radiological intelligence will be obtained from shelter monitors, self-support monitors, and state and regional EOCs when adequate communication exists. The primary center of radiological operation shall be the direction and control staff and advisors operating from the county EOC.

**B. Hazardous Materials Protection**

1. A hazard analysis must be conducted by the county as the first step in planning for hazardous materials incidents. See the Radiological Materials Protection SOPs for guidance on performing this hazard analysis.
2. Hazardous Materials incident operations will be directed and controlled by the on scene commander (OSC), and coordinated through the local EOC if the situation warrants, depending on the level of response necessary to stabilize and control the incident.
3. Upon determination that the incident exceeds the capability and resources of local responders, state and federal assistance can be requested. The following federal resources can be requested, as deemed necessary: the Environmental Protection Agency, the Regional Response Team, and the Federal Emergency Management Agency. The state EOC will be activated to coordinate the activities of these agencies.

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### **EMERGENCY – RESPONSE LEVEL I**

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

**Contact:**

- Fire Department
- Ambulance Department
- Police Department
- Partial EOC Staff
- Public Information Office
- CHEMTREC

### **LIMITED EMERGENCY – RESPONSE LEVEL II**

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

**Contact:**

- All agencies in Level I
- HAZMAT Teams
- EOC Staff
- Public Works Department
- Health Department
- Red Cross
- County Emergency Management Agency
- Minnesota State Patrol
- Public Utilities

### **FULL EMERGENCY – RESPONSE LEVEL III**

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise of resources of County, State, Federal, or private agencies/organizations.

**Contact:**

- All agencies in Levels I and II
- Mutual Aid Fire, Police, Ambulance
- State Emergency Management Agency
- EPA
- US Coast Guard
- ATSDR
- FEMA
- On-Scene Commander/Regional Response Team

## **BLIZZARD EMERGENCY**

It is difficult to forecast Minnesota weather. Therefore it is desirable to develop a contingency plan for heavy snow and blizzards. This weather hampers the ability of personnel and equipment to respond to emergency scenes. Preparation must be made to ensure emergency response during these times. It is only through combined efforts and cooperation of the City's public safety departments and public works department that this can be done.

Each department is aware of the limitation of their personnel and equipment. They may not be aware of the special needs, idiosyncrasies and limitations of personnel and the equipment of other departments.

Line personnel will not direct the activities of another department. A request for the resources of another department(s) will be requested by the supervisor making the request to another supervisor. The assisting department will determine how equipment and/or personnel will be used.

A three-stage approach, based upon the severity of the weather will be used. These stages will be updated as weather progresses in severity.

### **Stage One Alert**

Definition: Four to six inches of snow accumulation forecasted by the Minneapolis National Weather Bureau.

1. The on-duty Police Officer will ensure that four-wheel drive vehicles are available.
2. The on-duty Police Officer will ensure that all vehicles are fueled, have emergency first-aid equipment and radios capable of communicating with the Stearns County Dispatch Center.

### **Stage Two Alert**

Definition: Six inches or more of snow accumulation eminent.

1. All preparations for a Stage One Alert will be made.
2. The Public Works Director will assign an on-call plow operator with a snowplow for emergency rescue plowing only. The location of the plow and driver will be determined by the Public Works Director. If the plow is being operated, radio contact with the Police Officer will be maintained. If the plow is not being operated, the operator will be available to the dispatcher by telephone and pager. The operator will have a portable radio and will maintain radio contact with the Police Officer while in route to the location of the snowplow.

### **Stage Three Alert**

Definition: Six inches or more of unplowed snow accumulated or winds of sufficient speed as to cause arterial roads and secondary feeder streets to drift to the point of closure to four-wheel drive vehicles.

1. The Police Chief shall contact the Public Works Director, Fire Chief and Ambulance Coordinator. Contact will be made regardless of time of day.
2. During a Stage Three Alert, Police Officers may respond to emergency calls only using four-wheel drive vehicles at the direction of the Police Chief.
3. The Fire Chief may choose to station personnel at the Fire and Ambulance Station.
4. The Public Works Director may elect to station a snowplow and operator at the Fire and Ambulance Station when conditions are such that snow removal is not practical and the need may arise to move emergency vehicles to and from emergency locations.
5. If an emergency should arise during a Stage Three Alert, the plow operator may be contacted to plow access, for emergency vehicles only, to and from the scene of an emergency.
6. In the event of stranded travelers, Police Officers may contact K-12 School personnel to arrange for necessary emergency lodging.
7. In the event of a sustained blizzard, Police Officers shall arrange for volunteers with snowmobiles to transport necessary food, medical and other supplies. Any such volunteers, or other personnel, shall always be in pairs and carry a portable radio when traveling in such weather.

### **Authority to Call Stage Alerts**

1. The Police Chief may call stage Alerts.
2. If no Police Officer is on duty, then the Police Chief will issue appropriate directives or respond to the police station as conditions dictate.
3. In a Stage Two or Stage Three Alert, the Police Chief will respond to the police station unless conditions are such that response is not safe.
4. The Police Chief will coordinate activities with other City Departments as necessary. The Police Chief will remain on duty until a Stage Two or Three Alert is no longer necessary.
5. The Police Chief may call essential police employees in for duty and send home non-essential employees as weather and work conditions dictate.

The authority to call a Stage One, Two, or Three Alert shall be the responsibility of the Police Chief. Upon calling a Stage Two or Three Alert, the Police Chief shall notify the City Administrator of the calling of a Stage Three Alert.

When a stage Two or Three Alert is called, the Police Chief shall contact the Public Works Director and the Fire Chief to advise them of the Alert. This contact will be made regardless of the time of day. The Public Works Director and Fire Chief shall direct their department's personnel and equipment as circumstances warrant.

**Contact Roster**

Unforeseen circumstances may arise that will make it impossible to contact specific individuals specified in this plan. If this should occur, then their designate will be contacted and this individual shall hold the same authority and responsibility as the Department Head.

It is the responsibility of the Fire Chief and Public Works Director to furnish the Emergency Management Director with an updated roster of designates during January of each year and whenever personnel changes affect the contact roster.

## CONTACT ROSTER

### Paynesville Public Works

Public Works Director	Ron Mergen	320-243-4871 (H) 320-243-3714(W)Ext. 230 320-250-6349 (C)
Streets/Parks Department	Ron Mergen	320-243-4871 (H) 320-243-3714(W)Ext. 230 320-250-6349 (C)
Water/Wastewater Department	Ron Mergen	320-243-4871 (H) 320-243-3714(W)Ext. 230 320-250-6349 (C)

### Paynesville Fire Department

Fire Chief Bob Liestman		320-248-4530 (C)
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**EMERGENCY OPERATIONS CENTER NOTIFICATION LIST OF CITY OFFICIALS**

		<i>Home</i>	<i>Office</i>	<i>Cellular</i>
<b>EMD</b>				
Paul Wagner	Police Chief		320-243-7346	320-249-6309
Bob Liestman	Fire Chief			320-248-4530
Renee Eckerly	City Administrator		320-243-3714 Ext. 227	612-716-8534
Ron Mergen	Public Works Director	320-243-4871	320-243-3714 ext.230	320-250-6349

The Mayor and City Council Members phone numbers are provided for information only. They are not on the initial call list. The Emergency Management Director, in consultation with the City Administrator will determine if they should be notified.

		<i>Home</i>	<i>Office</i>	<i>Cellular</i>
Jeff Thompson	Mayor	320-243-3180	320-243-8500	320-293-4420
Gene Beavers	Council Member	320-243-1515		320-293-4363
Donavan Mayer	Council Member	320-243-4928		612-578-8717
Kay McDaniel	Council Member	320-243-7850		320-241-7505
Jean Soine	Council Member	320-243-7194	320-243-5082	320-217-4553

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## TORNADO WATCH

### I. PURPOSE

To govern the actions of all City personnel in the event that Paynesville is included in a "Tornado Watch" area.

### II. RESPONSIBILITIES

It shall be the policy of all City personnel to be aware of threatening weather conditions and be prepared to respond to a call for assistance, if needed.

### III. PROCEDURES

#### 1. Emergency Management Director

- A. Shall take up a position in the Civil Defense Station to monitor current weather conditions from information resources available.
- B. Shall forward all pertinent information to the Police Officer on duty.

#### 2. On Duty Police Officer(s)

- A. Shall take up a position in a location where it is possible to have the best site to observe the present weather conditions.
- B. Shall forward all pertinent information to the Chief, Sergeant, or Senior Officer.
- C. If deemed advisable, may request additional assistance to watch. (If no Police Officer is scheduled on duty at the time, the Officer responsible for call shall come on duty, or if the situation does not seem severe, shall then make frequent checks on the existing weather conditions.)
- D. If conditions appear threatening, even though a tornado has not been sighted, the on duty Police Officer may order the sounding of the warning sirens. (If possible, the Chief or Sergeant should be consulted first.) At the same time, Stearns County Dispatch will be instructed to activate the Fire Department pagers and advise them of the existing conditions. Stearns County Dispatch shall also notify the Hospital. Dispatch will activate the ambulance pagers and advise their personnel of conditions. **THIS IS A JUDGEMENT SITUATION!** While the City does not want to unnecessarily cause concern among the general public, neither does the City want to take unnecessary chances.

#### 3. Fire Department

- A. Upon receiving the page call and being advised of conditions, members may choose to report to the Fire and Ambulance Station and move equipment to various locations throughout the City so as to lessen the chance of equipment being lost if a tornado should develop.
- B. All other Fire Department members shall remain on standby.

4. **Ambulance Department**

- A. Upon receiving the page call and being advised of conditions, members may choose to report to the Fire and Ambulance Station and remove equipment to various locations throughout the City so as to lessen the chance of equipment being lost if a tornado should develop.
- B. All other members shall remain on standby.

5. **All Other City Departments**

- A. If possible, try to observe the existing weather conditions and be prepared to respond, if called.
- B. If the sirens sound, take cover, stand by and await instructions. If at a location other than your home, try to advise Stearns County Dispatch of your location and phone number.
- C. **DO NOT REPORT TO YOUR RESPECTIVE STATIONS.** If necessary, you will be contacted to report to the Command Post.

*NOTE: If it is deemed advisable to move Fire and Ambulance equipment, only those personnel so designated should report to do so. Other members should seek cover at their present locations. Personnel moving said equipment should advise Stearns County Dispatch of their location while waiting out the existing conditions. After the situation clears, all moved equipment shall be returned to its respective assigned location.*

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## TORNADO WARNING

### I. PURPOSE

To govern the actions of all City personnel in the event that Paynesville is included in a "Tornado Warning" area.

### II. RESPONSIBILITIES

It shall be the policy of all City personnel to be as prepared as possible to deal with any impending danger, and to give as much warning as possible to the citizens of the community.

### III. PROCEDURES

#### 1. Stearns County Dispatch

- A. Upon receiving notification that the City is in a "Warning" area, shall immediately notify the Police Officer on duty, the Chief of Police, Fire Chief and Emergency Management Director.
- B. Should call in back-up personnel to man the communications room so that it will not be unattended.

#### 2. Emergency Management Director

- A. Shall take up a position in the Civil Defense Station to monitor current weather conditions from information resources available.
- B. Shall call in and coordinate weather spotters.

#### 3. On Duty Police Officer(s)

- A. Shall take up a position in a location where it is possible to have the best site to observe the present weather conditions.
- B. Shall act in accordance with the following policies with regard to daytime or nighttime hours:
  - i) **Daytime Hours:** Shall observe the weather conditions and monitor radio traffic from Stearns County and surrounding communities regarding weather conditions. If conditions are severe, shall instruct the Stearns County Dispatch to activate the warning sirens.
  - ii) **Nighttime Hours:** Because of the difficulty in observing weather conditions in darkness, anytime the City is included in a Tornado Warning after dark, the Officer shall instruct the Stearns County Dispatch to activate the warning sirens.

#### 4. All Other City Personnel

- A. Take shelter and be prepared to respond if a tornado strikes.
- B. Fire and Ambulance personnel may choose to respond as prescribed with regard to moving the equipment to different locations throughout the City.

## SIGHTING OF A TORNADO

### I. PURPOSE

To govern the actions of all personnel in the event a tornado is sighted in the Paynesville area.

### II. RESPONSIBILITIES

It shall be the policy of the Emergency Management to monitor all sever weather situations and advise the community of impending dangerous weather conditions.

### III. PROCEDURES

#### A. Emergency Management Director

1. Sound the warning sirens.
2. Activate the call list.
3. This Director will make all decisions and gather all possible information.

#### B. On Duty Police Officer(s)

1. Shall take up a position in a location where it is possible to have the best site to observe the present weather conditions.
2. Shall forward all pertinent information to the Emergency Management Director.

#### C. Off-Duty Police Officers

1. Upon hearing the sirens or receiving notification by other means, shall stand by. If at home, take shelter and take your portable radio with you. If away from home, seek shelter and notify the Stearns County Dispatch of your location.

#### D. Stearns County Dispatch Center

1. Upon notification, will activate all warning sirens.
2. Upon notification, will activate the call list.
3. Shall forward all pertinent information to the Emergency Management Director or Chief of Police.

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## TORNADO STRIKING THE CITY – *CITY PERSONNEL*

### I. PURPOSE

To govern the actions of all City personnel, generally, in the event a tornado strikes the City.

### II. RESPONSIBILITIES

It shall be the policy of all City Departments to provide first aid, assistance and protection of life and property at the time of such a disaster.

### III. PROCEDURES

- A. A Command Post will be set up at the Emergency Management Center, located at 221 Washburne Ave. In the event of damage to this facility, an alternate site for the Police Department will be the Public Works Building located at 316 Railroad St. The Fire Station, located at 417 Washburne Ave. would be the third alternate site.
- B. All City personnel shall report to the Command Post as soon as safely possible to do so. If possible, report in uniform.
- C. Department Heads and Supervisors shall make an assessment of the situation at hand.
- D. Contact the Mayor and Council to declare an emergency and put this plan into effect.
- E. Establish a liaison with the Hospital.
- F. Arrange for emergency care and lodging, if needed.
- G. Arrange for ID cards and/or passes, if needed.
- H. Make a list of any reported missing persons and correlate this list with any known deceased or hospitalized.
- I. Assign teams to make block searches in all damaged areas to search for missing, injured or deceased persons.
- J. Priority consideration shall be given to emergency services to assure that they are functional.
- K. No single person or agency shall take the initiative and take any action without approval of their superior, and such action must be coordinated through the Command Post.
- L. If personnel have completed their assigned task in a given area, they shall check with the Command Post before moving on to a different area or task.
- M. All communications shall be directed through the Command Post so that they are kept abreast of what is happening. All requests for assistance, equipment and/or materials shall be made through the Command Post and approved by the Emergency Management Director.

*\*NOTE: In the event that any person is affiliated with more than one group, or in addition to their normal responsibilities is a member of any volunteer organization, that person's primary responsibility is to their place of employment, unless relieved of that responsibility by their supervisor.*

## **TORNADO STRIKING THE CITY – *POLICE DEPARTMENT***

### **I. PURPOSE**

To govern the actions of all Police Department personnel in the event a tornado strikes the City.

### **II. RESPONSIBILITIES**

It shall be the policy of the Department to render first aid, protection from looting, traffic and crowd control and whatever other assistance is necessary during the time of a disaster.

### **III. PROCEDURES**

- A. The Chief, or Senior Officer will activate the call list, if not already done.
- B. Attempt to make an assessment of all damaged areas.
- C. Check for injured persons, focusing on the areas of heaviest damage, but bearing in mind that injured might be found in areas that show no signs of damage. Notify the Command Post if any type of assistance is needed.
- D. Set up road blocks and seal off the City. Allow no unauthorized person to enter the City without first clearing through the Command Post.
- E. Set up a security patrol to prevent looting.
- F. Provide whatever other assistance possible to the citizens of the community and other departments.

## **TORNADO STRIKING THE CITY – *PUBLIC WORKS DEPARTMENT***

### **I. PURPOSE**

To govern the actions of all Public Works Department personnel (Streets/Parks, Electric, and Water/Wastewater) in the event a tornado strikes the City.

### **II. RESPONSIBILITIES**

It shall be the policy of the Department to open any blocked streets, remove debris and to provide any barricades that may be necessary to restrict traffic and to eliminate any hazards caused by downed or broken power lines, water mains and sewer mains, and to restore utility service to the affected areas.

### **III. PROCEDURES**

- A. All personnel will report to the Command Post.
- B. The Public Works Director, Streets/Parks Supervisor, Electrical Supervisor, and Water/Wastewater Supervisor and all Department personnel will make an assessment of damages and evaluate which areas shall receive priority service.
- C. Shall utilize all equipment and personnel available.
- D. Shall provide any other services or assistance possible, as may be necessary under the prevailing conditions.
- E. Shall, if necessary, contact MN DOT District 3B, St. Cloud, Minnesota, for use of a magnet truck (320-233-6500).

## **TORNADO STRIKING THE CITY – *FIRE DEPARTMENT***

### **I. PURPOSE**

To govern the actions of all Fire Department personnel in the event a tornado strikes the City.

### **II. RESPONSIBILITIES**

It shall be the policy of the Department to fight any fires that may result from a disaster and also to provide technical assistance with any secondary hazards that might result from the original disaster.

### **III. PROCEDURES**

- A. All personnel will respond to any situation that may require immediate attention, such as a fire breaking out immediately after a disaster.
- B. As soon as possible thereafter, all personnel shall report to the Command Post and stand by.
- C. The Fire Chief shall make an assessment of the situation, as it applies to the Chief's area of expertise, and shall utilize all fire equipment and personnel under the Chief's control to deal with existing conditions.
- D. Shall provide any other services or assistance possible, as may be necessary under the prevailing conditions.

## **TORNADO STRIKING THE CITY – *AMBULANCE DEPARTMENT***

### **I. PURPOSE**

To govern the actions of all Ambulance Department personnel in the event a tornado strikes the City.

### **II. RESPONSIBILITIES**

It shall be the policy of the Department to provide first aid to the injured and to transport severely injured or incapacitated persons to the hospital or some other location for further medical treatment.

### **III. PROCEDURES**

- A. Personnel on call will respond to any situation that may require immediate attention, such as any injuries that may occur immediately after such a disaster.
- B. All other personnel shall report directly to the Command Post for assignment.
- C. The Ambulance Coordinator will make an assessment of the situation and utilize all ambulance equipment and personnel available in dealing with the situation at hand.
- D. Shall provide any other services or assistance as may be necessary under the prevailing conditions.

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## WHAT THE NEWS MEDIA WILL ASK IN A CRISIS

### 1. **Casualties**

- a. Number killed or wounded
- b. Number who escaped
- c. Nature of injuries
- d. Care given to the injured
- e. Where injured are being cared for or were taken
- f. Disposition of the dead
- g. Prominence of anyone who was killed, injured or escaped
- h. How escape was hindered or prevented

### 2. **Property Damage**

- a. Estimated value of loss
- b. Description (type, kind of building, etc.)
- c. Importance of the property (historic value, environmental value, etc.)
- d. Other property threatened
- e. Insurance protection
- f. Previous emergencies in the area

### 3. **Causes**

- a. Testimony of participants and witnesses
- b. Testimony of key responders (Crisis Management Team, Police, Fire, etc.)
- c. How emergency was discovered
- d. Who sounded the alarm
- e. Who summoned aid
- f. Previous indications of danger

### 4. **Rescue and Relief**

- a. The number engaged in rescue and relief operations
- b. Any prominent persons in the relief crew
- c. Equipment used
- d. Handicaps to rescue
- e. Care of destitute and homeless
- f. How the emergency was prevented from spreading
- g. How property was destroyed
- h. Acts of heroism

5. **Descriptions of the Crisis or Disaster**

- a. Spread of the emergency
- b. Blasts and explosions
- c. Crimes or violence
- d. Attempts at escape or rescue
- e. Duration
- f. Collapse of structures
- g. Color of flames
- h. Extent of spill

6. **Accompanying Incidents**

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

7. **Legal Actions**

- a. Inquests, coroner's reports
- b. Policy follow-up
- c. Insurance company actions
- d. Professional negligence or inaction
- e. Suits stemming from the incident

(Adapted from the book, "Emergency Public Relations Manual" by Alan B. Bernstein. PASE Inc. 1981.)

**NOTE:** *Being available to reporters does not mean being casual. If there is a time conflict, ask the reporter for his/her absolute time deadline. Explain why you cannot respond immediately (i.e. need more time to gather factual information) and promise to call back. Then get the facts, verify them and call back.*

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Below is a partial listing of resources and contact persons in the event of an emergency situation. A comprehensive list is available on-line in the Police Department's record system or on the key-holder list.

1. **Debris Clearance Equipment**

Paynesville Excavating 320-243-3907 (W)  
540 Minnie St 320-276-8357 (H)  
Paynesville, MN 56362

Gabrielson's Excavating 320-243-7696 (W)  
15384 Koronis Rd NW  
Paynesville, MN 56362

Caldwell Asphalt 320-243-4023 (W)  
24060 175 St NE 320-243-7457 (H)  
Hawick, MN 56246

Glenz Gravel 320-243-4727 (W)  
28451 St Hwy 55 Pat: 320-249-6160 (C)  
Paynesville, MN 56362 Mike: 320-243-4727  
320-282-4728 (C)

Dale Klein/David Voss 320-243-3644  
Hwy 23 E  
Paynesville, MN 56362

2. **Fuel**

Casey's General Store 320-243-3152  
220 Hoffman St  
Paynesville, MN 56362

H & L Express 320-243-5020  
907 W Minnesota St  
Paynesville, MN 56362

Paynesville Fleet Supply 320-243-3556  
30055 Hwy 55  
Paynesville, MN 56362

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Paynesville Farmer's Union – Cenex 320-243-3751  
419 E Hoffman St  
Paynesville, MN 56362

Hilltop Stop 320-243-3133  
28518 Hwy 55  
Paynesville, MN 56362

Jim's Standard 320-243-4661  
915 W Mill St  
Paynesville, MN

3. **Hospitals and Ambulance Services**

***Hospitals:***

Paynesville Area Health Care System 320-243-3767  
200 W 1<sup>st</sup> St  
Paynesville, MN 56362

Albany Area Hospital 320-845-2121  
300 3<sup>rd</sup> Ave.  
Albany, MN 56307

Melrose Area Hospital 320-256-4231  
11 N 5<sup>th</sup> Ave W  
Melrose, MN 56352

St. Michael's Hospital & Nursing Home 320-352-2221  
425 N Elm St  
Sauk Centre, MN 56378

St. Cloud Hospital 320-251-2700  
1406 Sixth Ave N  
St. Cloud, MN 56301

Rice Memorial Hospital 320-235-4543  
301 Becker Ave  
Willmar, MN 56201

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***Ambulance Services:***

Paynesville Ambulance Service – 911  
Sauk Centre Ambulance Service – 911  
Melrose Ambulance Service – 911  
Gold Cross Ambulance – 320-251-8505  
Life Link III – 800-328-1377

4. **Transportation**

Paynesville Motor & Transfer Inc. 314 Minnie St Paynesville, MN 56362	320-243-4455
J & M Auto & Towing Inc. 410 Hoffman St E Paynesville, MN 56362	320-243-3330 320-249-3330 (H)
Peterson Bus Service 302 Oak St S New London, MN 56273	320-354-2414
Spanier Bus Service Inc 21984 St Hwy 15 St. Cloud, MN 56301	320-251-3313
Transit Tec Inc 23823 67 <sup>th</sup> Ave St. Cloud, MN 56301	320-253-5940
ACGC District Garage	320-857-2220
Eden Valley Garage	320-453-6215
Meyer Charter 37264 Co Rd 13 Melrose, MN 56352	320-256-4479
Richmond Bus Service 718 E Main St Richmond, MN 56368	320-597-3732

5. **Shelter**

Paynesville School Superintendent  
& District Office  
217 Mill St W  
Paynesville, MN 56362 320-243-3410

Paynesville Area Public Middle High School 320-243-3761  
795 Hwy 23 W  
Paynesville, MN 56362

Paynesville Area Elementary School 320-243-3725  
205 Mill St  
Paynesville, MN 56362

ROSE Center/Community Center 320-243-5144  
1105 Main St W  
Paynesville, MN 56362

Calvary Baptist Church 320-243-3318  
620 Lake Ave  
Paynesville, MN 56362

Grace United Methodist Church 320-243-3601  
500 River St  
Paynesville, MN 56362

Paynesville Lutheran Church 320-243-3624  
657 Maple St  
Paynesville, MN 56362

St. Louis Catholic Church 320-243-4413  
505 Burr St  
Paynesville, MN 56362

St. Stephens Episcopal Church 320-243-2012  
320 Wendell St  
Paynesville, MN 56362

Koronis Ministries 320-243-4544  
15752 Co Rd 181  
Paynesville, MN 56362

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Evangelical Free Church 320-276-8244  
224075 Roseville Rd & Hwy 23  
Paynesville, MN 56362

Paynesville Township/ 320-243-7500  
Hockey Association Arena 320-243-7162  
28780 Koronis Drive  
Paynesville, MN 56362

6. **Food**

Teal's Market 320-243-4506  
970 Hwy 23 W  
Paynesville, MN 56362

A & W 320-243-5020  
907 W Minnesota St  
Paynesville, MN 56362

Dairy Queen 320-243-4676  
823 Minnesota St W  
Paynesville, MN 56362

Subway 320-243-7676  
620 Hwy 23 W  
Paynesville, MN 56362

Tuck's Café 320-243-3681  
120 Washburne Ave  
Paynesville, MN 56362

Wishin Well Café & Floral 320-243-3735  
112 Washburne Ave  
Paynesville, MN 56362

Hilltop Restaurant 320-243-4578  
28518 Hwy 55  
Paynesville, MN 56362

American Legion 320-243-4982  
770 St Hwy 23 W

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Paynesville, MN 56362	
Queen Bee's Bar & Grill 121 James St W Paynesville, MN 56362	320-243-3975
Ron & Judy's 28603 St Hwy 55 Paynesville, MN 56362	320-243-2469
Sweet Nook 124 E James St Paynesville, MN 56362	320-243-7888
Schupp's Meat 216 James St W Paynesville, MN 56362	320-243-3793
Jimmy's Pizza 108 Hoffman St W Paynesville, MN 56362	320-243-7555
Cenex 419 E Hoffman St Paynesville, MN 56362	320-243-3751
Casey's General Store 220 E Hoffman St Paynesville, MN 56362	320-243-3850

7. **Emergency Radio Communications**

8. **Hazmat Clean-Up/Containment**

CHEMTREC		800-424-9300
Central Minnesota EMS Region Administration Center 705 Courthouse Square St. Cloud, MN 56303	Scott Miller	320-656-6122

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	State Duty Officer	800-422-0798
9.	<b><u>Utilities Restoration</u></b>	
	City of Paynesville Public Works	320-243-8903
	CenterPoint Energy Minnegasco	800-722-9326
	Stearns Electric Association	320-256-4241
	Xcel Energy	Electric Emergency 800-895-1999 Gas Emergency 800-895-4999
10.	<b><u>Tree Service</u></b>	
	Jo's Tree Service 30576 Cemetery Rd Paynesville, MN 56362	320-243-3891
	Richard Felling 19749 253 <sup>rd</sup> Ave Paynesville, MN 56362	320-243-4164
	Western Tree Service 14907 TTT Rd Paynesville, MN 56362	320-980-1106
11.	<b><u>Construction Equipment and Contractors</u></b>	
	Mike Arnold Construction, Inc 38824 532 <sup>nd</sup> Ave Paynesville, MN 56362	320-243-7545
	J & J Builders Inc 32957 Cartway Dr Paynesville, MN 56362	320-243-2434
	Jack Dahl Remodeling PO Box 297 Paynesville, MN 56362	320-243-4655

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C & D Corp, Inc/DBA Cyrilla Beach Homes, Inc 28502 E Hwy 55 Paynesville, MN 56362	320-243-3386
Curt Lieser Construction 31235 St Hwy 55 Paynesville, MN 56362	320-243-4281
D C Construction 119 Washburne Ave Paynesville, MN 56362	320-243-8088
James Sogge Construction 21600 190 <sup>th</sup> St NE Paynesville, MN 56362	320-276-8400
Jeff Evans 15118 King Bee Dr Paynesville, MN 56362	320-243-3893
Kerzman Siding & Construction 21745 Co Rd 34 Eden Valley, MN 55329	320-453-8761
Mike Arnold Construction 38824 532 <sup>nd</sup> Ave Paynesville, MN 56362	320-243-7545
Koronis Builders 928 Maple St Paynesville, MN 56362	320-243-7074
Lang Building & Design, Inc 18947 225 <sup>th</sup> St Richmond, MN 56368	320-597-2576
Randy Linz Construction 24612 Cty Rd 48 Richmond, MN 56368	320-597-3196
Dave Liestman 26812 Hwy 55 Paynesville, MN 56362	320-243-3804 <a href="tel:320-309-3095">320-309-3095 (C)</a>

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Dennis Spaulding Construction, Inc 16632 Golfview Ct Paynesville, MN 56362	320-243-7344
Donald Jansen Construction 25028 150 <sup>th</sup> St Paynesville, MN 56362	320-243-4096
Ron Mehr Construction 15909 NE 231 <sup>st</sup> Ave Hawick, MN 56246	320-243-2323
Gary Schlangen 38104 Co Rd 19 Belgrade, MN 56312	320-254-3207
George Dingmann Construction 305 14 <sup>th</sup> Ave N Cold Spring, MN 56320	320-685-8586
Statz Construction PO Box 519 Richmond, MN 56368	320-597-2311
Vossen Brothers Construction 37002 CSAH 2 Watkins, MN 55389	320-292-0070 320-764-5317
Harold Sand Construction 29491 306 <sup>th</sup> Ave Freeport, MN 56331	320-837-5897
Jason Yutzy 110 S 3 <sup>rd</sup> St Grove City, MN 56243	320-857-2238 320-699-1717
Wensmann Construction Inc 624 Hudson St Paynesville, MN 56362	320-243-9569
Young Brothers Construction, Inc 33055 CSAH #2 Watkins, MN 55389	320-398-2519

12. **Bulk Trucks**

Viessman Cliff Inc 320-243-3831  
541 Minnie St  
Paynesville, MN 56362

13. **Refrigeration Trucks**

Viessman Cliff Inc 320-243-3831  
541 Minnie St  
Paynesville, MN 56362

Voss H D Trucking 320-243-6206  
300 Hoffman St E  
Paynesville, MN 56362

Ramler Truck & Trailer 320-845-7877  
400 13<sup>th</sup> St  
Albany, MN 56307

14. **Funeral Homes**

Daniel-Anderson Funeral Home 320-243-3722  
115 James St E  
Paynesville, MN 56362

Johnson Funeral Home 320-243-3618  
308 Hudson St  
Paynesville, MN 56362

**I. PURPOSE**

To provide an overview of how economic issues arising during a major emergency will be resolved.

**II. RESPONSIBILITIES**

- A. During a disaster emergency, the Police Chief is authorized to contract, on behalf of the City, for services or for the purchase of merchandise or materials where the amount of the contract or purchase does not exceed a maximum of \$10,000.
- B. In any single disaster, the total of any such contracts for services or materials may not exceed \$20,000 without approval of the Mayor and City Administrator and may not exceed \$50,000 without approval of the Council.
- C. The Chief and Mayor and City Administrator may take such action without prior approval of the Council, and without compliance with regular purchasing and bidding procedures, but all claims resulting there from shall be audited and approved by the Council as in the case of other purchases and contracts.
- D. It is the responsibility of the City Administrator to assist in the authorized utilization of City funds during an emergency.

**III. PROCEDURES**

- F. Establish accounting procedures for the tracking of all disaster related expenditures
- G. Coordinate the tracking of all disaster related expenditures
- H. Present bills to the Council for payment
- I. Present bills to State and Federal governments for disaster relief payments
- J. Be familiar with the procedures for applying for disaster financial assistance

**IV. RESOURCES AVAILABLE**

The resources available to the City Administrator shall be those materials and staff available to the City Administration Office during the execution of routine City business.

**V. STAFF**

Renee Eckerly	City Administrator	243-3714 Ext 227
	Clerk	243-3714 Ext 222
Belinda Ludwig	Account Specialist Sr	243-3714 Ext 228
Alice McColley	Deputy Registrar	243-3714 Ext 236
Jennifer Welling	Administrative Assistant	243-3714 Ext 221

**I. PURPOSE**

To provide an overview of how legal issues arising during a major emergency will be systematically analyzed, discussed and generally addressed.

**II. RESPONSIBILITY**

It is the responsibility of the City Attorney to provide legal guidance to members of the City Emergency Staff during times of major emergency.

**III. PROCEDURES**

- A. Following the declaration of emergency, the City Attorney or his/her designee will report to the Emergency Operations Center.
- B. The City Attorney or his/her designee shall act as legal counsel to other members of the Emergency Staff as necessary.
- C. The City Attorney or his/her designee shall possess upon arrival or arrange for any and all necessary documents required to execute the City Attorney's responsibilities.

**IV. RESOURCES AVAILABLE**

The resources available to the City Attorney shall be those materials and staff available to the City Administration Office and the County Attorney's Office during the execution of routine City and County business.

**I. PURPOSE**

This procedure will be in effect whenever it may be necessary to handle any person(s) who has died as a result of a disaster.

**II. RESPONSIBILITY**

It shall be the policy of all City personnel to show respect for the deceased and to provide care and concern for the relatives of the deceased.

**III. PROCEDURES**

**A. Police Chief**

1. In the event of multiple deaths, shall designate an area away from the scene of the disaster as a temporary holding area.
2. Designate one person to keep a record of all bodies brought in and toe tag all bodies, specifying the location the body was found. Number and check off all identified bodies.
  - i. This person should obtain a list from the Command Post of all reported missing persons to assist in this process.
3. In the event of multiple deaths, the person keeping record should notify the funeral home as soon as possible so they can assist in setting up a temporary morgue.

**B. Transportation**

1. The Police Chief will designate the method of transportation of bodies.

**C. Notification**

1. The Police Chief will assign someone to notify relatives of the deceased but, whenever possible, a priest or pastor should be called to accompany whomever is assigned to this duty. **IN NO CASE SHOULD NOTIFICATION BE MADE DIRECTLY BY TELEPHONE.**
2. If the deceased is from outside the City, the person responsible for this duty will contact the proper agency to make the notification of death.

**IV. RESOURCES AVAILABLE**

The resources available to the City Attorney shall be those materials and staff available to the City Administration Office and the County Attorney's Office during the execution of routine City and County business.

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**TRANSPORTATION ROUTES OF EXTREMELY HAZARDOUS MATERIALS**

1. C.P. Rail **Emergency # 800-716-9132**
2. State Highway 23
3. State Highway 55

**PIPELINES - GENERAL INFORMATION**

<u>Company</u>	<u>Address</u>	<u>Contact Person</u>	<u>Emergency Phone No.</u>
1. Northern Natural Gas	605 23 <sup>rd</sup> St SW Willmar, MN 56201	No Contact	general 320-235-2558 emergency 888-367-6671

**PIPELINES - PRODUCT INFORMATION**

<u>Company</u>	<u>Product(s)</u>	<u>DOT Em Response Guide No.</u>
1. Northern Natural Gas	Natural Gas	UN 1971

**BUSINESS THAT STORE HAZARDOUS SUBSTANCES**

<b><u>BUSINESS</u></b>		<b><u>PERSON(S) TO BE CALLED</u></b>	<b><u>NUMBER</u></b>
AMPI	200 Railroad	Steve Vaske	320-243-3794(W) 320-243-4599(H) 320-293-5291 (C)
Farmers Union	State Hwy 23 E	Paul Evans L.P./Fuels	320-243-3714 320-333-6364 (C)
Farmers Union	Railroad and Garfield	John VanderBeek Agronomy	320-243-3494 (W) 320-249-0740 (C)
Master Mark Plastics	Ampe Drive Industrial Park	Jim Schumacher Plant Manager	320-243-7318 (W) 320-232-7447 (C) 320-761-4082
H&L Express	907 W. Minnesota	Dave Lange Store Manager	320-243-5020 (W) 320-243-7788 (H)
		Darren Lange President Lange Oil	800-924-2312 (W) supplier
Parks LP Gas	30110 St Hwy 55	Val Parks	320-243-4393 (W) 320-243-3968 (H)

**OTHER BUSINESSES OF HAZARDOUS CONCERN**

Jim's Standard Service 915 W. Mill Street Paynesville, MN 56362	Jim Guenther	320-243-3525
H&L Express 907 W. Minnesota Paynesville, MN 56362	Dave Lange	320-243-5020
AT&T Highway 23 (2.7 mi. NE-City) Paynesville, MN 56362	Jim Urquhart 2125 22nd Street St. Cloud, MN 56301	320-252-5662

Paynesville Middle/ Elementary School 100 W. Mill Street Paynesville, MN 56362	Building Grounds Supervisor	320-243-3410 Ext 1164 320-309-3921(C)
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**FACILITIES At RISK**

(Schools, Hospitals, Nursing Homes, Day Care Centers, etc.)

<b><u>Facility</u></b>	<b><u>Location</u></b>	<b><u>Contact Person</u></b>	<b><u>Tel. No(s)</u></b>
<b>Paynesville High School</b>	Highway 23 W.	Lorie Floura	320-243-3761 Ext 3153
<b>Paynesville Middle School</b>	Highway 23 W.	Lorie Floura	320-243-3761 Ext 3153
<b>Paynesville Elem. School</b>	100 W. Mill St.	David Oehrlein Bob Hvot Superintendent	320-243-3410 Ext 1137 320-243-3410 Ext 1149
<b>Paynesville Area Hospital</b>	200 W. 1st St.	Bev Mueller	320-243-3767 320-243-3662 (H) 320-249-2513 (C)
<b>Koronis Manor</b>	200 W. 1st St.	Cyndi Feldhege	320-243-4212
<b>Washburne Court</b>	311 Washburne Ave	Mari Louis	320-243-7451
<b>700 Stearns</b>	701 Stearns Ave	Sue Brick	320-243-7100
<b>Punkin Patch Day Care</b>	410 Mill St.	Barb & Lee Lund	320-243-7226
<b>Koronis Ministries</b>	15752 Co Rd 181	Mark Netz	320-243-4544
<b>Bugbee Resort</b>	29659 Queen Bee Ln	Paul Bugbee	320-250-8794 (C) 320-243-4448
<b>American Legion</b>	770 Hwy 23 W	Henry Tabrizi	320-295-6698 (C) 320-243-4982

<b>Koronis Hills Golf Club</b>	29757 Hwy 23 W	Cindy Fuchs	320-243-4111
<b>Lake Koronis Regional Park</b>	51625 CSAH 20		320-276-8843
<b>Life Guards</b>			320-248-2126
<b>Paynesville Area Center</b>	1105 Main St W		320-243-4799
<b>Paynesville Inn &amp; Suites</b>	700 Hwy 23 W		320-243-4146
<b>Stone Gate</b>	14835 Old Lake Rd		320-243-4039