



**Emergency Operations
Plan**

Approved June 15, 2015

Forward

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 protections 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 familiar with 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.

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EMERGENCY OPERATIONS PLAN

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Arlington. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and national security emergencies pose a potential threat to public health and safety in Arlington. An emergency plan is needed to ensure the protections of the public from the effects of these hazards.

It should be noted, however, that it is impossible to plan for every possible disaster related scenario. Therefore, this plan is simply meant to act as a general guideline for responding to disasters and emergencies. Certain circumstances may warrant deviations as necessary from this plan. That decision can only be made on a case by case basis.

II. PURPOSE OF PLAN

The City of Arlington has many capabilities and resources which 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 Arlington. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property
- B. Ensure the continuity of government
- C. Sustain Survivors
- D. Repair essential facilities and utilities
- E. Return to Normalcy

III. LEGAL BASIS, REFERENCE, AND SUPPORTING PLANS

- A. Public Law 920, as amended. (The general Civil Defense law on which our own local system is based.)
- B. Public Law 99-499. (Superfund Amendments and Reauthorization Act (SARA) of 1986.)
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
- D. Minnesota Statutes, Chapter 299K.01 (The Minnesota Emergency Planning and Community Right to Know Act).
- E. Minnesota Division of Emergency Management BULLETIN No. 85-1 (Local government emergency plan requirements).
- F. Sibley County-Wide Emergency Operations Plan.

IV. ORGANIZATIONS

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. City organization and interrelationships are shown on Chart A.

V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to conducting emergency operations.

In the City of Arlington, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster.

The Arlington Emergency Management Director (AEMD) will serve in a staff capacity to the Mayor, and will coordinate emergency operations. The AEMD will also serve as a liaison with the Sibley County Emergency Management Director.

Direction and control of the city's response to a major disaster will take place from the EMS Building. In the event that the EMS Building is not available, and or the county mobile response unit, the Ridgeview Sibley Medical Center will be used as a direction and control center.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the city's emergency responsibility assignments, by function, is shown on Chart A. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart A. Lastly, city departments and agencies are expected to develop whatever standard operating (SOGs) they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P" or "S."
 1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a function.
 2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.

EMERGENCY RESPONSIBILITY ASSIGNMENTS**Code: P = Primary, S = Support**

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Notification and Warning	P - Police Department P - Sheriff's Office S - Arlington Emergency Management Director (AEMD) S - County Emergency Manager	Police or Fire Department Personnel call city officials & businesses On notification list as necessary upon activation of warning devices. The Sibley County Dispatcher activates the warning devices, the sirens may also be activated manually.
2. Direction and Control	P - Mayor/City Council S - AEMD S - City Administrator	The AEMD is responsible to make sure the Emergency Operations Plan is properly carried out.
3. Emergency Public Information	P - Mayor S - City Administrator	Community Bulletin Board, Radio: KNUJ & KDUZ, School Alert System, Email Chain, City Website/Facebook Page
4. Search and Rescue	P - Fire Department P - Police S - AEMD	Rescue specialists are trained within the Fire Department to operate certain rescue equipment. AEMD would contact other organizations for manpower if needed in a disaster.
5. Health/Medical	P - Ridgeview Sibley Medical Ctr S - Area Regional Hospitals S - County Health Board	
6. Evacuation, Traffic Control, & Security	P - Police Department S - Sheriff's Office	
7. Fire Protection	P - Fire Department	A written county-wide mutual aid agreement exists and it is signed by all county fire departments. Verbal mutual aid agreements exist with nearby out-of-county fire departments
8. Damage Assessment	P - Mayor S - AEMD S - County Assessor's Office S - Red Cross	
9. Congregate Care	P - AEMD S - Red Cross S - County Family Services	
10. Debris Clearance	P - City Streets & Public Utilities S - County Highway Engineer	Local Construction contractors may be called for assistance as needed
11. Utilities Restoration	P - City Streets & Public Utilities S - McLeod Co-op Power	

EMERGENCY OPERATIONS PLAN

VII. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of distress will be the primary goals of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The Arlington Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department, or service of city 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.
- F. In the event of a major disaster, the mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property.

VIII. SUPPORT

A. County Government Support

Information and assistance in securing county government support can be obtained by contacting the county emergency management director.

B. State and Federal Government Support

1. General

Information and assistance in securing state or federal support should be obtained by contacting the county emergency management director. In addition, the Region V Minnesota Division of Emergency Management (DEM) Program Coordinator will provide additional technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance programs is contained in Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. This document is on file with the county emergency management director.

EMERGENCY OPERATIONS PLAN

2. Emergency Assistance

In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the Minnesota Duty Officer may be contacted. Via adoption of Resolution 43-2014, the City of Arlington is a party to the Minnesota Water Agency Response Network (MnWARN). The **Minnesota Duty Officer telephone numbers are 1-800-422-0798; TDD: 1-800-627-3229.**

3. National Guard

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

a. Operation Policies

(1) National Guard Assistance will complement, and not be a substitute for city and/or county participation in emergency operations.

(2) If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

b. Request Procedure

In the case of counties, and all cities that are not of the first class, the sheriff is the only local government official authorized to submit a request for the National Guard assistance.

4. Federal Assistance

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the Minnesota duty officer.

EMERGENCY OPERATIONS PLAN

IX. PLAN UPDATING, TRAINING, AND EXERCISES

- A. For purposes of this plan, the City of Arlington Emergency Management Director shall serve as the planning coordinator. As such, the 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 Arlington Emergency Director will be responsible for ensuring that this updating occurs, and that it is in accordance with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the director may request assistance from the county emergency management director.
- C. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Arlington. A plan distribution list will be maintained by the city emergency management director.
- D. The City of Arlington will comply with Public Law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the Sibley County Emergency Management Office.
- E. An annual meeting will be held the on the 1st Wednesday of March each year or sooner if needed for the purpose of revising the disaster plan and discussing related issues. All persons and departments that deal directly with disaster related will be invited to the meeting.

EMERGENCY OPERATIONS PLAN

Notification and Warning

I. PURPOSE


To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Sibley County Sheriff's Office is the Sibley County Warning Point. The county warning point is responsible for relaying emergency notifications (i.e. severe weather, or manmade emergency) which is relayed to the Arlington Emergency Management Director, Fire Chief, Fire Department, Police Chief, and Police Department personal by way of a paging system.
- B. Business, industries, and members of the general public who need either report an emergency or to request emergency assistance should call 9-1-1. The personnel who answer 9-1-1 calls are responsible for determining the appropriate response agency or agencies to be dispatched to the scene of the emergency. Sibley County Sheriff's office personnel have the capacity of sounding the Arlington outdoor and indoor warning systems.
- C. The city warning officials are responsible for ensuring that all emergency notifications which it receives are handled properly. Specifically, the warning officials will:
1. Notify key local government officials and officials in other affected jurisdiction as needed.
 2. Activate the city's outdoor warning device if it has not been done by Sibley County Sheriff's Office Personnel.
 3. Notify radio stations by calling on telephone.
 4. Carry out route alerting (house to house) with use of the public address systems on emergency vehicles.
 5. Request an emergency activation notification of the EBS station by implementing the procedures in the Operational Area EBS Plan.
 6. Notify affected private and/or public facilities including medical clinics, schools, businesses, etc.

III. AUTHENTICATION

6-22-15
Date


Arlington Emergency Manager

I. PURPOSE

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

II. RESPONSIBILITIES

A. Mayor

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

Mayor
Vice Mayor

B. City Emergency Management Director

The Arlington Emergency Management Director will serve in a staff capacity to the mayor, will carry out his/her policies and directives, and will coordinate emergency operations. Line of succession to the Arlington Emergency Management Director is as follows:

Director
Fire Chief
 First Assistant Fire Chief
 Second Assistant Fire Chief
Police Chief
Ambulance Manager

III. LOCATION OF THE DIRECTION AND CONTROL FACILITY

A. For Emergencies/Limited Scope Disasters

An incident management system (MIMS) may be established to direct the initial response by city forces to the event. (If MIMS is implemented, the first arriving senior official will serve as the incident commander, until he/she is properly relieved.) However, if organizational control of the incident escalates beyond the capability of field command, the city emergency operations center (EOC) will be activated to provide overall coordination of the incident. This will become necessary when the incident covers a large area, multiple locations, and /or when multiple responding agencies are involved.

B. For Disasters

Direction and control of the City of Arlington response to a disaster will be carried out at the City of Arlington EOC. The EOC is located at the Arlington EMS Building. If for some reason, the EOC is not usable at the time of disaster, Arlington Community Center will serve as the alternate EOC. The county mobile command center will also be considered if available.

C. Criteria for Activation

The degree of 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, (e.g. tornado, flooding, blizzard); hazardous materials incident/accident (including a controlled release of a (SARA Title III) reportable product that is beyond the capabilities of field operations.)
2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown or flooding which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies, (including county, state, and federal as well as surrounding municipalities) or enemy attack.

D. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the city emergency manager director is responsible for ensuring that the EOC is activated according to the previously-described criteria.

E. Staffing of the EOC

Staffing of the EOC will normally consist of the mayor, city administrator, emergency manager director, police chief, fire chief, city streets, and public utilities staff, and anyone else requested by the mayor. EOC staff members are responsible for the operations of their particular service or assignment.

Each department/agency which is represented in the EOC is responsible for ensuring that its representatives are familiar with the duties which they are expected to perform at the EOC.

If determined necessary, the city will activate a mobile command post to serve as a on-scene command post. The police or fire chief will be responsible for coordinating the activities at the scene of all city of Arlington forces. However, all major decisions will be agreed upon by the EOC Operations Chief or the Mayor. The EOC will be kept informed, on a timely basis, of the response efforts.

F. Communications Capability

1. EOC Communications Capability

Communication links are established between the city and the following organizations:

- a. Arlington EOC to other municipalities within the County: Telephone and Portable Radio
- b. Arlington EOC to the Sibley County, Regional, and State EOC's : Telephone and Portable Radio
- c. Arlington EOC to city department (field) units: Telephone to department base station; (or hand held radio if available)

G. Emergency Power


The Arlington EOC has back-up generators for a power source.

H. EOC Equipment/Supplies

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

IV. AUTHENTICATION

6-22-15
Date


Arlington Emergency Director

EMERGENCY OPERATIONS PLAN

Emergency Public Information

I. PURPOSE

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

II. SPOKESPERSON(S)

The only official authorized to serve as the public information officer (PIO) for the City of Arlington is the Mayor or his designee. If the Mayor is unavailable, Mayor's designee will serve as the alternate PIO. These individuals will be given access to all information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated, should that be necessary, and for reviewing and approving all information releases before they are disseminated.

IV. POLICIES AND PROCEDURES

A. If it becomes necessary to establish a news briefing room, the Council Chambers will be used for this purpose. News media personnel will be asked to report to this facility.

B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.

C. Public information will be disseminated through area and regional radio and/or TV stations.

V. SUPPORTING DOCUMENTS

Prepared sample public information supplements for release to radio, TV, and newspapers, are on file with the Arlington Emergency Management Director. Sample EAS announcements are attached to the end of this plan.

VI. AUTHENTICATION

6/15/2015
Date


Mayor of Arlington

I. PURPOSE

To describe how search and rescue will be accomplished in the City of Arlington following a disaster.

II. RESPONSIBILITY

Within the City of Arlington, the primary responsibility for search and rescue belongs to the Fire and Police Department.

III. SUPPORTING AGENCIES/ORGANIZATIONS

The following government and volunteer organization(s) may be available to assist with a major search and rescue operation:

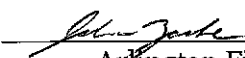
State Patrol and Department of Natural Resources planes, when available, may be used in search and rescue activities.
Sibley County Sheriff's Posse may also be available to assist in a major search and rescue operation.

IV. SUPPORTING STANDARD OPERATING GUIDELINES (SOG's)

Fire and Law Enforcement Departments, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines (SOG's) they may need. Such SOG's should include guidance and instructions for performing search and rescue following an accident/incident involving hazardous materials. SOG's are on file at each individual agency.

V. AUTHENTICATION

6-22-15
Date


Arlington Fire Chief

6-18-15
Date


Arlington Police Chief

I. PURPOSE

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

II. PRIMARY RESPONSIBILITIES

A. Hospital Care

Injured victims will be transported to the nearest appropriate Hospital.

Note: The facilities of local churches would also be used to provide additional beds under certain circumstances

B. Ambulance Services

Arlington Ambulance Service will be used to transport disaster victims. If additional ambulances are needed, they will be dispatched based on existing mutual aid agreements.

C. Pre-Hospital Emergency Medical Care

Pre-Hospital Emergency Medical Care will be available to provide immediate medical care to disaster victims suffering minor/major injuries.

D. Emergency Mortuary Operations

These operations will be the responsibility of the Arlington Health/Medical Officer in conjunction with the Sibley County-Sheriff's Department.

E. Health Threats

Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the Arlington Health Officer and the Sibley County Board of Health. Support is available from the Minnesota Department of Health

F. Inquiry and Referral Service

Inquiry and referral will be the responsibility of the Red Cross.

III. COORDINATION

If a serious disaster occurs, resulting in multiple casualties in the City of

Arlington, overall coordination of the various health/medical organizations response to the disaster will take place at the Arlington EOC.

All area Hospitals and the Arlington Ambulance Service are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. LOCAL SUPPORTING PLANS/PROCEDURES AND PERSONNEL

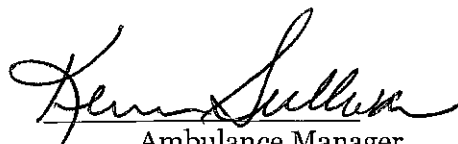
- A. Sibley County maintains a disaster plan
- B. Arlington Fire Department maintains a chemical emergency plan/procedure.
- C. Arlington Ambulance Service has established procedures regarding which hospital and where injured victims should be transported.
- D. A listing of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services, and other health support services are located in the Sibley County Resource Manual.
- E. Arlington Ambulance Service and other medical service agencies/organizations which report to the scene of a serious accident/incident are responsible for developing and maintaining whatever standard operating guidelines (SOG's) they may need. Such SOG's should include guidance and instructions for operating in an environment in which hazardous materials are present. SOG's have been developed, and are on file with the ambulance service.

V. STATE SUPPORT

- A. Support is available from the Minnesota Department of Health and from Sibley County in responding to serious radiation incidents, as well as other major health threats. (See the Radiological/Hazardous Materials Protection Annex for more detailed information)
- B. Assistance is available from the Pollution Control Agency and the Department of Agriculture, Health, Public Safety and Transportation in the event of a catastrophic hazardous materials incident through the Minnesota Duty Officer. (See the Radiological/Hazardous Materials Protection Annex for more detailed information.)

VI. AUTHENTICATION

6/18/2015
Date


Ambulance Manager

I. PURPOSE

To outline how evacuation, traffic control, and security will be carried out if emergency personnel are required due to a disaster in the City of Arlington.

II. RATIONALE AND RESPONSIBILITIES

The rationale for evacuation, whether for a large or small-scale emergency, is that hazardous conditions or potentially hazardous conditions can be best mitigated by moving the affected population to an area of lesser risk. Prior to recommending evacuation due to an actual/potential hazardous materials related threat, city officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors (both internal and to the outside), windows, and fire place dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and [in buildings] (minimizing the use of elevators.)

A. The following official(s) will be responsible for recommending evacuation:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Police Chief	Any life threatening incident
Fire Chief	Any life threatening incident

Back-up assistance for evacuation and traffic control would be available from the Sibley County Sheriff's Office.

B. Within Arlington, the Police Department will be responsible for coordinating an evacuation effort and has primary responsibility for traffic control and security.

II. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by door-to-door notification. Local radio and TV stations will be used as a secondary means of notifications if circumstances allow.

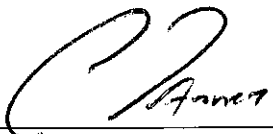
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors. The traffic arteries that will/can be used for evacuating all/part of the city are as follows:
 - 1. North/South Roads: MN Highway # 5 and County Road # 17
 - 2. East/West Roads: County Road # 12, 34 (Main Street), 166
- C. Depending upon which highways are used for evacuation, traffic control points will be established at that time.
- D. Mobility-impaired and other individuals unable to evacuate themselves can obtain assistance by calling the Arlington Ambulance.
- E. Facilities at risk (medical clinic, schools, etc.) may have developed their own SOGs for evacuation, and such SOGs would be available at the facility.

IV. RESOURCES AVAILABLE

- A. Arlington Ambulance Service vehicles that may be available, if needed, to evacuate non-ambulatory individuals.
- B. Sibley East Public Schools could provide buses, if needed, to assist in the evacuation process.
- C. Assistance for traffic control and security may be available from Sibley County Sheriff's Office.

V. AUTHENTICATION

6-18-15
Date


Arlington Police Chief

I. PURPOSE

To summarize how fire protection is provided in the City of Arlington

II. RESPONSIBILITY

Fire protection is provided by Arlington Fire Department. This is a volunteer department, which has approximately 30 members. The department's level of hazardous materials incident response training is Level I, Awareness.

III. MUTUAL AID AGREEMENTS

The Arlington Fire Department participates in a written county-wide mutual aid agreement that involve(s) the following other fire departments: Gaylord, Gibbon, Green Isle, Henderson, New Auburn, Winthrop, and Sibley County Fire Chief's Assn.

It also has mutual aid agreements with: Brownnton, LeSueur, and Hamburg. Written mutual aid agreements exist, and are on file with the Arlington Fire Chief.

IV. COMMUNICATIONS CAPABILITY

Arlington Fire Department vehicles are equipped with the radio communications equipment and communicate on State and local Fire frequencies and can also communicate with the Police and Ambulance Services. Fire Department personnel are notified by a pager system for responding to an emergency.

V. SUPPORTING DOCUMENTS

The Arlington Fire Department is responsible for developing and maintaining whatever standard operating guidelines (SOGs) it may need in order to carry out its fire protection responsibilities. Such SOG(s) should include guidance and instructions for responding to a fire scene which involves hazardous materials. Refer also to the Radiological/Hazardous Materials Protection Annex to this plan.

VI. AUTHENTICATION

6-22-15
Date


Arlington Fire Chief

I. PURPOSE

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

II. RESPONSIBILITIES

A. The Arlington Emergency Management Director (AEMD) is responsible for:

1. Developing and maintaining a damage assessment “team” composed of municipal and/or private sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the city’s damage assessment effort following the occurrence of a disaster.

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

1. Mayor
2. Administrator

C. County government officials who will participate in a damage assessment effort:

1. County Emergency Management Director
2. County Highway Engineer
3. County Assessor
4. County Human Services Director

D. Private Sector Agencies

Private Sector Agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. Red Cross
2. Realtors
3. Hazardous Materials Clean-up Contractors (See the Sibley County Resource Manual for a listing of contractors.)

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 will be taken of damaged areas, and city maps will be used to show the location of damage sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the AEMD will contact the Sibley County Emergency Management Director, who will coordinate with the Minnesota Division of Emergency Management (DEM).
- D. When possible, the AEMD and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to:

Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. (Available from the Sibley County Emergency Management Director.)

V. AUTHENTICATION

6/15/2015
Date

Richard Nagel
Arlington Dam. Assessment Officer

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of the City of Arlington residents (as well as incoming evacuees from other communities) will be met in the event of a disaster.

II. RESPONSIBILITIES

A. Primary Needs

The following primary congregate care needs of disaster victims will be met by the city and/or county government departments/private sector agencies indicated:

1. Emergency housing - Red Cross; Arlington Emergency Management Director (AEMD)
2. Emergency feeding - Red Cross; AEMD
3. Emergency clothing - Red Cross; AEMD
4. Crisis counseling - Sibley County Human Services (can also assist in 1,2, and 3 listed above.)

B. Additional Needs

The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Registration of victims - Red Cross
2. Inquiry and referral (regarding disaster victims) - Red Cross
3. Decontamination of victims - Fire Department

III. COORDINATION OF CONGREGATE CARE

The AEMD will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the Red Cross will provide a representative for the Arlington Emergency Operating Center (EOC).

IV. AVAILABLE RESOURCES/FACILITIES

A. (Potential) Reception Centers

Facilities in Arlington have been identified as being appropriate for use as reception centers for incoming evacuees from other communities. These facilities, and their location can be found in the Sibley County Facilities List.

B. Emergency Housing Facilities

Schools, churches, a meeting hall, stores, etc. have been identified in Arlington as being appropriate for use as emergency housing.

C. Emergency Feeding Providers

A listing of (congregate care) food providers within the city is on file in the Sibley County Resource Manual.

V. SUPPORTING DOCUMENTS

A. No written agreements (between the city and agencies/organizations that have agreed to assume responsibility for meeting (congregate care needs), exist.

B. The government agencies and private sector organizations that have agreed to carry out the congregate care responsibilities listed in this annex are expected to develop whatever standard operating guidelines (SOGs) they may need.

VI. AUTHENTICATION

6-22-15
Date


Arlington Emergency Management Director

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Arlington.

II. RESPONSIBILITIES

The Arlington Streets & Public Utilities will be responsible for debris clearance.

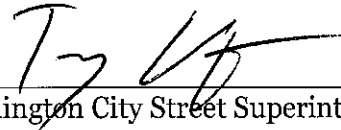
III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris will be disposed of at the appropriate landfill or private demolition landfill. Downed trees will be disposed of at the city dump.
- C. If additional debris clearance-type equipment/assistance is needed, it can be obtained from Sibley County and/or private contractors.

IV. AUTHENTICATION

6-17-15

Date



Arlington City Street Superintendent

I. PURPOSE

To provide an overview of how utility services will be restored as a result of a disaster/emergency.

II. RESPONSIBILITIES

The City of Arlington is responsible for providing the following utility services for the City of Arlington.

- A. Electrical Service
- B. Water Service
- C. Sewer Service

III. SERVICE RESTORATION

In the event of a utility outage due to a disaster, the following office/agencies should be called in order to restore service:

- A. Electrical Service - City of Arlington
- B. Water/Sewer Service - People Services
- C. Telephone Service - Frontier
- D. Arlington Cable TV - MediaCom

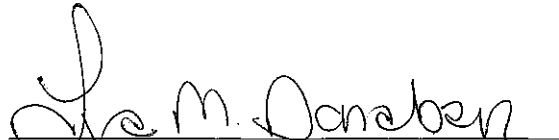
IV. STATE SUPPORT/RESPONSIBILITIES

For the most part, the restoration of utility damages as a result of a disaster/emergency is the responsibility of either a private company or a municipality; whichever owns and operates that utility. However, it is possible that a state agency might become involved in restoration efforts, either because of a state or federal statutory requirement to do so, or because of the consequences associated with the loss/disruption of utility service. Local governments that feel that state government assistance is needed in utilities restoration effort may contact the Minnesota Duty Officer.

V. AUTHENTICATION

6-15-15

Date



Arlington Public Utilities Superintendent

I. PURPOSE

To provide an overview of how the City of Arlington will respond to a radiological/hazardous materials accident/incident.

II. RESPONSE TO RADIOLOGICAL/HAZARDOUS MATERIALS ACCIDENTS/INCIDENTS

A. Radiological Incidents/Accidents

Within the city, the Arlington Fire Department is responsible for developing and maintaining the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident. This capability includes monitoring, reporting, assessment, containment, decontamination, and protective actions. Specific responsibilities are as follows:

1. Peacetime Accidents/Incidents

In all likelihood, most peacetime accidents/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the city, the Sibley County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the county, the Minnesota Department of Health, Radiation Control Section, has the trained personnel, equipment, and authority to provide assistance. For all accident/incidents, the city will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the **Minnesota Duty Officer (1-800-422-0798) (outside the Minneapolis/St. Paul metro area); TDD 612-297-5353; 1-800-627-3529.**

2. Enemy Attack

Although plans and preparations have been made at the state and federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations such assistance would probably not be available immediately. Therefore, the city (and county) should be prepared to provide for its own radiological monitoring and decontamination needs for the short term.

B. Other Hazardous Materials Incident/Accidents

1. Pre-Identification and Analysis of Risk

In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, as well as other legislation, the following specific risk/potential risk sites/locations within the city have been pre-identified:

- a. "Covered facilities." (Facilities that possess extremely hazardous materials.)
- b. Facilities (schools, medical clinic, etc.) at risk due to their closeness to facilities with extremely hazardous materials.
- c. Transportation routes (roads and highways) for extremely hazardous materials.

2. Determination of a Release of Hazardous Materials

Facilities located within the city that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. This notification will be made to the county warning point by call 9-1-1. Similarly, city government employees who respond to transportation and other accidents/incidents will receive training designed to help them determine if hazardous materials are present.

3. Response to a Release of Hazardous Materials

a. Facilities within the city that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. A copy of a guide to create the procedure, the "Facility Emergency Planning Outline", may be obtained through the county emergency management director. Employee observation is the method for which a release will be determined to have taken place by the facilities in Arlington.

b. The Sibley County Emergency Management Office has conducted a vulnerability analysis to determine potential populations and facilities that might be affected by a hazardous materials emergency. The approaches used to decide the area of the city likely to be affected were the following: the Sibley County Resource Manual, the Technical Guidance for Hazards Analysis,

and U.S.DOT Emergency Response Guidebook.

c. . Local emergency response organizations are responsible for developing methods and procedures for response to a release of hazardous substances.

4. Hazardous Materials Response Capabilities

a. Within the city, the Fire Department has the primary responsibility for responding to a serious hazardous materials accident/incident. The Fire Department is trained and equipped to handle the following type of hazardous materials response: Arlington Fire Department is trained at the Level I, Awareness.

In addition, the police department, ambulance services and first responders will/may participate in the response. These departments will develop whatever standard operating guidelines (SOGs) they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file with each agency.

b. City government emergency responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material(s) involved. For the most part, they will then rely on the following system/approach to decide which area of the city to evacuate: previously conducted vulnerability analysis, and facility input.

c. A description of the HAZMAT training program including schedules for training of local emergency response and medical personnel is on file with each emergency response agency.

5. A listing of the major emergency equipment including the city and fire chief are located in the Sibley County Resource Manual. HAZMAT facilities falling under SARA regulations are required to designate a facility emergency coordinator who shall make determinations, necessary to implement the plan.

III. STATE SUPPORT

A. In the event of a major accident/incident involving radiological materials that is beyond the capabilities of local government, assistance from the Minnesota Department of Health, Radiation Control Section, can be requested. Requests for such assistance should be made to the Minnesota Duty Officer.

B. In the event of other hazardous materials accidents/incidents that are beyond

the capabilities of local government, assistance from other departments of state government can be requested. Such requests should be submitted to the Minnesota Duty Officer.

IV. FEDERAL SUPPORT

A. In the event of a hazardous materials accident/incidents that are beyond the capabilities of local and state government, the national regional response team can be requested. Requests for such assistance should be made to the Minnesota Duty Officer.

B. Reimbursement of costs for a hazardous materials response is available through the U.S. Environmental Protection Agency. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) within 24 hours of the incident and subsequently submit application for reimbursement.

V. SUPPORTING/REFERENCE DOCUMENTS

A. FEMA Civil Preparedness Guide 1-30. (Guide for the Design and Development of a Local Radiological Defense Support System)

B. The Minnesota Division of Emergency Management (DEM) can provide local governments with radiological protection guidance materials designed to assist in the development of a standard operating procedure.

C. The National Response Team's Hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard Analysis

D. U.S. DOT's Emergency Response Guidebook

VI. AUTHENTICATION

6-22-15
Date


Arlington Emergency Management Director

CONTACT LIST

Emergency Management Director

Tim Haggemiller Cell: 507-381-1463

Fire Chief John Zaske Cell: 507-380-1422

First Assistant Doug Mackenthun Cell: 507-317-8448

Second Assistant: Cory Carpenter Cell: 507-380-3202

Police Chief

Cory Danner Cell: 507-995-8715

Personal: 712-253-8649

Ambulance Manager

Kevin Sullivan Cell: 612-723-3166

Maintenance Supervisor

Tony Voigt Cell: 320-761-5008

Mayor

Rich Nagel Cell: 507-271-1622

Vice Mayor Jim Heiland: 612-889-2100

City Administrator

Liza Donabauer Cell: 320-260-9969

Sibley County Emergency Manager

Bryan Gorman Direct: (507) 237-4109 Cell: (612) 759-1792

Sibley County Sheriff's Office 507-237-4330

Emergency Preparedness Coordinator (Sibley County Public Health & Human Services)

Brittany Farasyn, RN Phone: (507) 237-4326 email: brittanyf@co.sibley.mn.us

Ridgeview Sibley Medical Center 507-964-2271

County Assessor's Office 507-237-4078

Red Cross South Central Chapter 507-387-6664

Minnesota Duty Officer 1-800-422-0798

County Public Works Director

Tim Becker 507-237-4092

McLeod Co-Op Power

Daytime 800-494-6272 Nights/Wknds 800-927-5144

PeopleService

Mike Barthel Cell 320-223-2034

Louis Cell: 320-223-2038

Renville Sibley Sanitation 866-800-6244

Gaylord Sanitation 507-237-2274

**SAMPLE
RESPONSE LEVEL I
EAS ANNOUNCEMENT**

This is _____, for Arlington.

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

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

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

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

**SAMPLE
RESPONSE LEVEL II
EAS ANNOUNCEMENT**

This is _____, for Arlington.

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

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

**SAMPLE
RESPONSE LEVEL III
EAS ANNOUNCEMENT**

This is _____, for Arlington.

A truck carrying toxic materials has rolled over on Highway _____, _____ miles north of _____.

The tank is leaking toxic fumes that may be carried by the southbound winds.

Due to the potential threat to life, the Arlington Police Department has order _____ to be evacuated immediately to _____, located _____.

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