City of Vergas

Emergency Operations Plan

2014

**FORWARD**

The primary purpose of this plan is to provide a guide for emergency operations within the City of Vergas. It is intended to assist key city officials and emergency organizations in carrying 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 it 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 serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

**TRANSFER OF OFFICE**

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his/her successor or to the Mayor, the City of Vergas’s Designated Emergency Management Director.

Copy No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENT APPROVAL FOR THE BASIC PLAN AND ANNEXES**

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Approved by:

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(Date) Dean Haarstick, Mayor, City of Vergas

 City of Vergas

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(Date) Julie Lammers

 City Clerk/Treasurer, City of Vergas

**RECORD OF REVISION**

This is a new plan for the City of Vergas.

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| **Date Revised** | **Page** | **Section** | **Revision** |
| 5/05/2013 |  |  | 2013 |
| 05/12/2014 |  |  | 2014 |
| 04/11/2019 |  |  | 2019 |
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**PLAN DISTRIBUTION**

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| **Number** | **Organization** | **Number** | **Organization** |
| 1 | Mayor |  |  |
| 2 | Council Member Bruhn |  |  |
| 3 | Council Member Dahlgren |  |  |
| 4 | Council Member Stall |  |  |
| 5 | Council Member Smith |  |  |
| 6 | Utilities Superintendent Michael DuFrane |  |  |
| 7 |  |  |  |
| 8 | Fire Chief Jeff Zitzow |  |  |
| 9 | Rescue Chief Theresa Harthun |  |  |
| 10 | Vergas Emergency Manger John Bruhn |  |  |
| 11 |  |  |  |
| 12 | Emergency Planning Member Diane Menz |  |  |
| 13 | Emergency Planning Member Scot Vigen |  |  |
| 14 | Emergency Planning Member Louann Vigen |  |  |
|  15 | Otter Tail County EOP Patrick Waletzko |  |  |
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1. **REASON FOR PLAN**

Listed by priority are the hazards that could potentially affect the City of Vergas. Blizzards, tornados, train derailment, pipeline leaks, hazardous material spills/ releases, disease outbreak, explosions, power outage, national security emergencies, plane crashes, etc. and other major disasters can pose a threat to public health and safety in the City of Vergas. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

1. **PURPOSE, FORMAT AND SUMMARY OF PLAN**

The City of Vergas has, or has access to, 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 professionals and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

* + 1. Maximize the protection of life and property.
		2. Ensure the continuity of government.
		3. Provide support to all areas that require assistance.
1. **LEGAL BASIS AND REFERENCES**
	1. Federal Public Law 920, as amended.
	2. Federal Public Law 99-499, Superfund Amendments and Reauthorization Act, (SARA) of 1986
	3. Minnesota Statutes, Chapter 12. Minnesota Emergency Management Act
	4. Minnesota Statues, Section 299K.01. Minnesota Emergency Planning Act and Community-Right –To-Know Act
	5. Minnesota Statutes, Section 299J. Minnesota Pipeline Safety Act
	6. Minnesota Division of Emergency Management (DEM) Bulletin No.87-1. Local government emergency operations plan requirements.
	7. Otter Tail County Emergency Management Ordinance, dated March 18, 1997.
	8. Otter Tail County Resolution dated December 30, 2003, and all succeeding adoptions of the Otter Tail County Emergency Operations Plan
	9. Mutual Aid Agreements
2. **ORGANIZATION**

City departments and agencies will perform emergency activities related to those functions they perform on a day-to-day basis.

1. **CONTINUITY OF GOVERNMENT**

The Mayor and City Council, in cooperation with the City Attorney, plan for continuity of government in the City of Vergas.

1. **RECORDS SAFEGUARDING POLICY**

City of Vergas computer systems are backed up on a regular basis, and back-up copies are stored off site at Vergas State Bank. This includes all data handled through the main server. Other records are the individual responsibility of the department heads and their employees.

1. **DIRECTION AND CONTROL**
	1. The mayor of the City of Vergas is responsible for providing overall direction and control of the city government’s resources involved in response to a disaster.
	2. John Bruhn, the city’s designated Emergency Management Director, will serve in a staff capacity to the Mayor and City Council to implement this plan and coordinate emergency operations.
2. **EMERGENCY RESPONSIBILITY ASSIGNMENTS**
	1. The heads of various city government departments and other agencies will be responsible for carrying out the assignments shown on the following chart. Further information about these assignments is detailed throughout this plan.
	2. Each department/agency is required to develop standard operating procedures/guidelines necessary to carry out these responsibilities.

**EMERGENCY RESPONSIBILITY ASSIGNMENTS**

Responsibilities have been assigned by a code letter: P or S.

1. “P” indicates primary operational responsibility. The official or agency is in charge of, and responsible for this function.
2. “S” indicates support responsibility and coordination. The agency so assigned shall assist the official or agency that has primary responsibility for the function.

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| **COMMAND SECTION** |
| Direction and Control | P | City of Vergas Mayor and City Council |
| Emergency Public Information | PS | City Clerk/TreasurerCity Attorney |
| Search and Rescue  | PS | Vergas Fire DepartmentCounty Sheriff’s Office |
| Evacuation and Traffic Control | PSS | County Sheriff’s OfficeMinnesota State PatrolCounty Highway Department |
| Fire Protection | P | Vergas Fire Department |
| Emergency Medical Services | P | Vergas Rescue Squad |
| Debris Management | PSSS | Utilities SuperintendentCounty Highway DepartmentCounty Solid Waste DepartmentCounty Land & Resource Management |
| Utilities Restoration | PPSS | Vergas Utilities SuperintendentUtility ProvidersCounty Highway DepartmentMN Warn |
| Notification and Warning | PSS | County Sheriff’s Office CommunicationsCity Emergency Management DirectorCounty Emergency Management Director |
| Radiological/HAZMAT | PSSS | Vergas Fire DepartmentCounty Sheriff’s OfficeMinnesota Division of HSEM/State TeamsCounty Emergency Management Director |
| Congregate Care | PSS | County Human ServicesAmerican Red CrossSalvation Army |
| Public Health/Medical | PSS | County Public HealthHospitals and ClinicsAmbulance Services |
| Purchasing | P | City Clerk/Treasurer |
| Volunteer Management | PPS | County Public HealthCounty Human ServicesUnited Way |
| Donations Management | PSS | County Human ServicesVoluntary AgenciesArea Churches |
| Animal Sheltering | PSSSSS | OTC Humane SocietyJane Christianson - DogsVal Schultz - DogsTodd Bunkowski - DogsSandy – CatsScott Vigen-other family pets |
| Damage Assessment | PSSS | Vergas Fire DepartmentCounty AssessorCounty AuditorCounty Emergency Management Director |

1. **OPERATIONS POLICIES**
	1. In the event of a major disaster, the Mayor may declare a local emergency pursuant to Minnesota Statutes 12.29. Such a declaration will invoke necessary portions of this plan and will permit the city to take such action as may be necessary to protect lives and property within the city. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide public safety.
	2. Protection of life and property is the primary goal of city government.
	3. Local government resources must be utilized before county, state, or federal assistance will be made available. Mutual aid agreements exist between fire departments within the county and are on file with those fire departments. The county also has a mutual aid agreement with area law enforcement.
	4. City government will provide for the maintenance of records during an emergency including those records essential for continuing governmental operations. Records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
2. **COUNTY, STATE, AND FEDERAL SUPPORT**
	1. General – The City Emergency Management Director will be responsible for assisting the city in obtaining, county, state or federal government resources that may be available as a result of a disaster. In carrying out this responsibility, the City Emergency Management Director will contact the County Emergency Management Director who can provide technical information and assistance.
	2. Emergency Assistance –The State Duty Officer will be contacted in the event of an emergency or disaster. Contact will be made through the Sheriff’s Office Dispatch Center.
	3. National Guard – When a disaster or emergency is beyond the capability of local government, support from the National Guard *may* be available. Only the Governor has the authority to activate the National Guard.
		1. Request Procedures

 The Sheriff is the only governmental official authorized to submit a request for National Guard assistance. Such requests are to be submitted to the State Duty Officer.

* + 1. Operational Policies
			1. National Guard assistance will complement, *and not be a substitute*, for city and county participation in emergency operations.
			2. National Guard personnel will remain under military command at all times and will support and assist county or city authority in the accomplishment of specific tasks.
1. **PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES**
	1. The City Emergency Management Director will serve as the planning coordinator and will have overall authority and responsibility for both the development and maintenance of the plan.
	2. The City Emergency Management Director will be responsible for updating this plan annually or as needed.
	3. This plan will be distributed to all city government departments, the county, and agencies that have emergency assignments in the event of a major incident in the city. A list of plan recipients can be found at the beginning of this plan.
	4. Exercises will be coordinated with other local, county and state response agencies. The Emergency Management Director shall maintain training and exercise records. Other participating agencies shall be responsible for maintaining their own records.

**Annex A: Direction and Control**

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

|  |
| --- |
|  |

Fire Jeff Zitzow 841-8643

EMS Theresa Harthun 342-2401

Sherriff Dept. 218-998-8555

City Maintenance Mike DuFrane 234-5110

City Clerk Treasurer Julie Lammers 841-0804

1. The designated City Emergency Management Director will serve in a staff capacity to the Mayor and City Council to implement this plan and coordinate emergency operations. The line of succession to the City Emergency Management Director is as follows: Mayor-Clerk-Treasurer-Emergency Management Director
2. The National Incident Management System shall serve as the basis for all emergency response coordination in the City of Vergas.
3. The direction and control of the city’s response to a disaster will be carried out at the Emergency Operations Center (EOC), located at the CDH-Vergas Fire Hall.
	1. Functions of the Emergency Operations Center
		* Coordinate the city government’s response to the incident.
		* Coordinate with other local governments affected by or responding to the incident.
		* Coordinate with businesses/industries directly affected by/responding to the incident.
		* Maintain communication with other response agencies, such as fire, police, sheriff, healthcare facilities, utilities, public officials, etc.
		* Provide appropriate public information.
		* Maintain incident related documentation.
	2. The City Emergency Management Director is responsible for maintaining the operational readiness of the EOC.
	3. Activating and Staffing the EOC
		1. The Emergency Management Director will activate the EOC and the necessary staff in the event of an impending or actual emergency.
		2. Otter Tail County may deploy a liaison from the county to the city EOC to work as a liaison between the county and city.

**Annex B: Warning and Notification**

1. The County Sheriff’s office is the county warning point (dispatch). The Sheriff’s office receives and disseminates all emergency notifications, and is responsible for the activation of emergency systems.
2. Local fire department is responsible for relaying any notification which they receive from the Sheriff’s Office to public officials and residents.
	1. Fire Chief will notify Mayor
	2. Mayor will notify Clerk to warn residents and call for Emergency Management Team.
3. Upon notification of severe weather or other potential incident the Sheriff’s Office shall:
	* 1. Notify the affected communities by media, including radio and television transmission in an attempt to reach special needs population such as hearing impaired, the blind and the non-English speaking. Official notification should encourage neighbor to neighbor contact. ECHO available via phone.
		2. Notify the affected communities and activate the appropriate outdoor warning systems.

NOTE: Otter Tail County is covered by the National Weather Service weather warning radio system. Radio and television will be used to warn both the hearing impaired and blind population.

1. Otter Tail County is part of the West Central Emergency Alert System region which includes the following counties: Benton, Big Stone, Douglas, Grant, Kandiyohi, Meeker, Mille Lacs, Morrison, Otter Tail, Pope, Stearns, Stevens, Swift, Todd, Traverse, Wadena, and Wilkin.
2. Government Officials authorized to initiate an EAS message include:
	1. National Weather Service
	2. Sheriffs via 911 centers
	3. Emergency Manager
	4. Chief elected officials
	5. Any other response agency serving the affected area.
3. Activation Procedure
	1. If the emergency is of a localized nature, or is not life-threatening the City Emergency Management Director will contact the media.
	2. If the emergency is life-threatening or will be wide spread, and will require citizens to take specified actions, the Public Information Officer (PIO) will contact the media by telephone and request that a prepared message be broadcast.
4. Per state policy, state, counties, and municipalitiestest their public warning system at 1300 hours (1:00 P.M.) the first Wednesday of each month.
	* 1. Otter Tail County Dispatch will initiate the test sequence at 1300 hours. The E-911 Dispatch will acknowledge the test message from the state patrol.
		2. Otter Tail County Dispatch will contact by radio the fire chief for the City of Vergas.

**Annex C: Emergency Public Information**

1. The Public Information Officer for the City of Vergas is Clerk-Treasurer.
2. The Public Information Officer (PIO) will be the official spokesman for the City. A designated area will be provided for the media as an information center.
3. City government personnel in the field will be responsible for relaying timely information to the EOC so the PIO can release timely and factual information.
4. In the event of a protracted incident, the PIO will be responsible for disseminating information and instructions to the public on a timely basis and will coordinate all city press releases.
5. The PIO is responsible for public inquiries and rumor control regarding an incident.
6. For limited English populations, the state ECHO system may be available.
(1-888-883-8831 or [www.echominnesota.org](http://www.echominnesota.org)).
7. Media Stations
	* + - 1. The following radio and television stations are available in the City of Vergas.

WDAY TV6 – AM Radio KBRF 1250 – Lakes 99.5

701-241-5302 or 5306, 5307, 5312 218-346-4800

 Prefer call, but can email

KVLY 11 – KXJB 4 gbrady@lakesradio.net

701-237-5211

800-450-5844

KFGO 790 – KVOX 1280 KRCQ – 102 DL

800-880-5346, 701-237-5346 218-847-2001

KDLM 1340 – KBOT 104.1 WDAY – InForum

studio@catchthewave1041.com 701-237-6500

KRCQ@lakesnet.net

studio@1340KDLM.com

rtappe@leightonbroadcasting.com

218-847-5421 (before 8:00 a.m.)

218-847-5624 (after 8:00 a.m.)

800-545-1041

**Annex D: Search and Rescue**

1. Search and Rescue will be the responsibility of the Vergas Fire Department. Additional support may be provided by:
	* + Fire Mutual Aid
		+ Otter Tail County Sheriff’s Office/ Sheriff Posse
		+ Civil Air Patrol/ State Patrol/ DNR Air Wings
		+ National Guard

**Annex E: Health and Medical**

1. Primary responsibility for health and medical services is the responsibility of the CDH-Vergas Rescue Department. The following departments/agencies will provide support.
2. First responder units are available to the City of Vergas. . First responder units provide medical care, and are available throughout Otter Tail County. They can be dispatched through the County Dispatch Center by dialing 911.
3. Emergency medical services/ambulance services will be provided by CDH-Vergas Rescue. Ambulances provide emergency medical care, transportation, and support for special needs populations. They can be dispatched through Otter Tail County Dispatch.
4. Hospital care is provided by Essentia Health St. Mary’s (Detroit Lakes) and Tri County Healthcare (Wadena). Additional hospitals include:

Lake Region Healthcare, Fergus Falls Perham Health / Sanford, Perham

Eleah Medical Center, Elbow Lake Douglas County Hospital, Alexandria

Sanford Medical Center, Fargo ND Essentia Health – 32nd Avenue, Fargo ND

1. Local hospitals and fire departments have the capability for decontamination of biological and chemically contaminated casualties. All radiological casualties will be transported to either Fargo, North Dakota or Minneapolis, Minnesota.
2. The following sites in the City of Vergas may be available to serve mass casualty needs:

Event Center, Sybil Rod and Gun, Dent Community Center, Lakes Area Word Fellowship Church, St. John’s Lutheran Church

1. The Otter Tail County Coroner will be responsible for the coordination of emergency mortuary and mass fatalities, in conjunction with area morticians of these services within the city and county. The Coroner can be contacted through Lake Region Hospital.
2. Minnesota Department of Health is responsible to determine who should be placed in quarantine and do the daily monitoring. OTC Public Health’s role will be responsible for essential services and home visits as needed.
3. Large scale health problems such as epidemics, pandemics, and food or water contamination associated with a disaster will be the responsibility of the County Public Health Department and the Minnesota Department of Health.

**Annex F: Evacuation, Traffic Control and Security**

1. Prior to recommending an evacuation, city officials will evaluate the benefit of sheltering in place. “Shelter-in-Place” information material is available upon request from the County Emergency Management Director. Information will be provided through the Public Information Officer (PIO) to the affected population.
2. The Vergas Fire Department will be responsible for coordinating evacuation efforts within their affected area, in coordination with the Sheriff’s Office.
3. The Sheriff’s Office will coordinate with local law enforcement and state Highway Patrol.
4. The Otter Tail County Sheriff will cooperate with municipal authorities and will be responsible for coordinating evacuations of rural county residents.
5. The City Emergency Management Director, County Sheriff’s Office, and County Emergency Management Director will prepare instructions for people who should be evacuated. Instructions will include methods of public and private transportation, staging areas, and pickup points. Information will be sent through the PIO.
6. The City Emergency Management Director will work with local and county authorities in coordinating the transportation of the handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves. Facilities such as nursing homes, hospitals, and Institutional should have evacuation plans on file to evacuate their patients.
7. The Sheriff’s office will be responsible for designating evacuation routes, traffic control points and establishing precautionary alternate traffic routes. This information will be disseminated through the PIO.
8. The Sheriff will maintain access control and security for the evacuated areas on private and public property.
9. The Utilities Superintendent will prioritize debris removal from the designated evacuation routes.

**Annex G: Fire Protection**

1. Fire protection within the City of Vergas will be the responsibility of the Vergas Fire Department. Department capabilities include:
	1. Fire Suppression-structure and wild land
	2. Extrication-vehicle and machinery
	3. Hazmat OPS
	4. Medical first Responder
	5. Cold water rescue
	6. Airlifting Bags
	7. 4-wheeler
	8. Triage
	9. Manhole Rescue/basic rope rescue
	10. Light & communication support
	11. Wild land search and rescue
	12. communications

1. Fire protection/fire department responsibilities may also include:
* Assist with dissemination of warnings
* Coordinate or assist with an evacuation
* Coordinate or assist with search and rescue effort
* Educate personnel of the risks associated with a hazardous material incident or accident
* Report important disaster status information to the EOC during emergency operations.
* Respond to HAZMAT incidents, within the limits of their training and equipment.
* Provide light and heavy rescue services.
* Provide first responder services.
1. Mutual Aid Agreements
Written mutual aid agreements exist and are on file with the fire department.

**Annex H: Damage Assessment**

1. A damage assessment effort will be initiated as soon as possible following the occurrence of an incident. Documentation will be made of the inspected area.
2. The City Emergency Management Director may put together a damage assessment team of the affected parties to coordinate and compile damage assessment. The team may consist of:
* Loren Menz, Local Contractor
* County Emergency Management Director
* County Assessor’s Office
* County Engineer
* County Auditor’s Office
* County Land and Resource Director
* Minnesota Department of Natural Resources
* Minnesota Department of Agriculture
1. The County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management for damage assessment being carried out in conjunction with a request for state or federal assistance.

**Annex I: Congregate Care**

* + 1. Emergency sheltering, registration, counseling, inquire and referral will be done by the American Red Cross assisted by the Salvation Army.
		2. Feeding and sheltering will be coordinated through, Minn-Kota Chapter of the American Red Cross.
		3. Emergency Counseling of both victims and responders to a disaster will be coordinated through Otter Tail County Human Services.
		4. Otter Tail County Human Services maintains memoranda of understanding with the American Red Cross and Lakeland Mental Health Center to provide congregate care services throughout the county.

**Annex J: Debris Management**

1. Debris management shall be the responsibility of City Utilities Superintendent. Assistance may be provided by the Otter Tail County Highway and Solid Waste departments.
2. General debris management tasks will include:
	* + - Take action to protect government facilities, equipment and supplies
			- Provide heavy equipment support for search and rescue operations
			- Survey damage to public facilities, roads, bridges, and other infrastructure.
			- Inspect damaged structures.
			- Clear debris from streets/roads and make repairs to reopen transportation arteries.
			- Make expedient repairs to essential public facilities to restore them to operation or protect them from further damage.
			- Remove debris from public property and manage disposal of debris from public and private property.
			- Assist in controlling public access to hazardous areas.
3. Following a disaster the top priority will be to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services and damage assessment.
4. In initial roadway debris clearance, debris is normally pushed to the side of the road and no attempt is made to remove or dispose of it.
5. City and county government is responsible for clearing streets and county roads and their rights of way. The Minnesota Department of Transportation (MnDOT) is responsible for clearing state and federal highways and right of ways for such highways and disposing of the debris that result from the clearing process.
6. Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner and the cost may be wholly or partially covered by insurance.
7. If debris on private property is so widespread that public health, safety, or economic recovery is threatened, local government may provide assistance in clearing debris from private property.
	* + 1. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the city/county/state against any claim resulting from the removal.
			2. A proactive public information program will advise the public of the action they can take to facilitate pickup, including:
* Sorting debris into categories – hazardous waste, white goods, soil, mud, sand, garbage, vegetative debris, construction debris, demolition debris, concrete, metal, white goods/appliances, and electronics.
* Placing sorted debris piles at curbside (if appropriate).
* Keeping debris out of the road and a way from fire hydrants and utilities.
* Disposing of household garbage in normal refuse containers or at transfer stations, and landfills.
	+ - 1. Temporary debris storage and reduction facilities may need to be established to coordinate the final sorting of debris, volume reduction, and prepare it for transportation to the most appropriate facility for treatment or disposal. Among the criteria that are pertinent in selecting TDSR facilities are:
* Preferably government owned.
* Large enough to accommodate sorting, volume reduction, and storage areas.
* Reasonable proximity to disaster areas and debris disposal sites
* Good road access and adequate on site turning and backing areas.
* Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of population.
* Not in an environmentally sensitive area, such as wetlands or other environmentally sensitive areas.

The selection of specific sites to be used for such facilities will normally be made by a team of local, state, and where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities.

1. Regulatory Issues and Technical Assistance
	1. Minnesota Pollution Control Agency (MPCA) - regulates the disposal of waste, issues emergency permits for debris management; the advice and assistance of the MPCA should be sought in developing and implementing plans for debris management.
	2. Minnesota Department of Health (MDH) - responsible for ensuring food safety, condemn unsafe foodstuffs; the assistance of MDH should be sought when there are questions regarding safety of foodstuffs in damaged retail stores, warehouses, and processing facilities.
	3. Minnesota Board of Animal Health - can provide advice and assistance regarding the disposition of dead animals and can help identify stray animals so they can be returned to their owners.

**Annex K: Utilities Restoration**

1. The City Utility Superintendent will be responsible for the restoration of public utilities.
2. Utility restoration will be accomplished by each utility. Each utility will prioritize the restoration of services in their own area.
3. Otter Tail County Highway Department may provide assistance in clearing access to utilities.

**Annex L: Radiological Hazardous Materials**

1. The Vergas Fire Department will be responsible for responding to a hazardous materials incident. Additional resources may be available from:
	* State Chemical Assessment Team and Emergency Response Team may be available.
	* Contact these teams by calling the Minnesota State Duty Officer (1-800-422-0798).
2. Emergency personnel that respond to hazardous materials incidents have received proper training as required by medical standards.
3. In the event of a release, the following must be contacted.
	1. Local emergency 911.
	2. The appropriate fire department for first response. If known, advise fire department what chemical or product may be involved.
	3. Minnesota Duty Officer (1-800-422-0798).
	4. National Response Center (1-800-424-8802).
4. The following general guidance applies to all personnel responding to a hazardous materials incident. Responding law enforcement and fire departments have HAZMAT response protocols in place.
	* + - 1. Identify the Conditions Involved
				2. Identify the Hazard Material(s) Involved
				3. Secure the Area and Ensure Personnel Safety
				4. Determine Potential Harm Through Appropriate Reference Materials
				5. Establishment of a Command Post
				6. Establish an Action Plan (Shelter-in-Place or Evacuation, Rescue and Containment)
				7. Contact the Responsible Party for Clean Up, Disposal, and Site Restoration
				8. Provide Ongoing Evaluation
5. The incident commander on site will make a determination if evacuation is needed. If evacuation is needed, notify the City & County Emergency Management Director.

**Annex M: Animals**

* + 1. The Humane Society of Otter Tail County will have primary responsibility for animal rescue, including pet evacuation and sheltering.
		2. Sheltering of Animals will be coordinated through the Humane Society of Otter Tail County.

**Annex N: Donations & Volunteer Management**

1. The city will coordinate donations management with Otter Tail County Human Services and the assistance of existing organizations that handle donated items, including the Salvation Army, food shelves, and other community resources.
2. The city will coordinate volunteer management with Otter Tail County Public Health and Human Services utilizing the Minnesota Responds and United Way.