

3 - 1 - 10 - B DIRECTION AND CONTROL

1. **Purpose**

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

1A. **Definitions**

EOC: Emergency Operations Center located at 525 West Main St.

SOP: Standard Operating Procedure

OSC: On Scene Commander, is a designated person from a specific organization or department such as Fire, Police, or EMS that is a commander located at the emergency scene that runs field operations from the scene. The OSC is responsible for communicating with the EOC Commander in regards to equipment, manpower or other items needed.

EOC Section Chief: An assigned or designated person who represents a specific department and is stationed inside the EOC. This person records, requests and assists in planning, and operational strategies to assist in an emergency.

2. **Responsibilities**

A. **Mayor:** The Mayor of the City of Perham 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 the **Deputy Mayor**.

B. **City Emergency Management Director:** The City 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 Emergency Management Director is the **Deputy Director**.

3. **Location of the Direction and Control Facility**

A. Direction and Control of the City of Perham's response to a disaster will be carried out at the Perham Emergency Operations Center located in the Emergency Services Building at 525 West Main Street in Perham. The primary EOC can be up and running within 40 minutes. If for some reason the EOC is not usable at the time of a disaster, the Perham Hospital, ACS Building, Prairie Wind Middle School, Perham City Hall or the City Utilities Building will be used as alternate EOCs, the alternate locations can be up and running within 90 minutes.

B. **Criteria for Activation:** The degree of the City of Perham's EOC Activation will be determined by the severity of the emergency.

1. The EOC may be partially activated to a potential threat to life or property from severe weather, hazardous materials incident/accident that is a controlled release of a reportable product.

2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property such as tornado touchdown, flooding, a hazardous materials incident/accident involving the response of several agencies or an enemy attack or bioterrorism incident.

3. Hazardous materials incident activation will follow the response levels 1, 2 and 3 activation levels. See Annex L, Radiological/Hazardous Material Protection.
 4. Nuclear disaster will follow the readiness conditions 3-2-1. See 3-1-10-B-(d).
- C. 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 Management Director is responsible for ensuring that the EOC is activated according to the previously described criteria.

If a partial activation is to take place, the City Emergency Management Director will notify needed staff by telephone or other means.

- D. Staffing the EOC: Staffing of the EOC will normally consist of the Mayor, City Manager, City Emergency Management Director, Police Chief, Fire Chief, Public Works Director, EMS Director and anyone else designated so to be in the EOC.

Each department/agency 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.

A current list of staff assigned as unit chief and/or critical personnel is attached hereto as Chart A.

- E. Capabilities of the EOC:
1. The Emergency Operations Center utilizes the entire Emergency Services Building. The EOC has backup generator power source, water supply, sanitation sources and ventilation of an air-to-air exchange system. The EOC has the capability of two-way radio communications for each section chief and communications unit. Over a dozen phones are able to be connected in the main EOC, with several permanently installed for each section chief and communications unit. Section Chiefs and Command are in the upper training room of the EOC.
 2. The EOC has a separate area for the financial section on the main level of the building in the conference room. This room has capabilities of radio and phone service.
 3. News media will be allowed for briefing and update purposes in the firehall training room. All PIO operations will be conducted from that area of the building. This room has phone capabilities and radio capabilities, along with a large room for briefing capabilities.
 4. If determined necessary, the city can request from the County Sheriff's Department a mobile command post to serve as an on-scene command post. This vehicle has radio and telephone communication capabilities.

5. Only assigned staff will be allowed in the EOC and all visitors will be given an id badge allowing them in. Officers or other staff may be assigned to assure only authorized personnel are allowed in the EOC.
6. The primary communication source is two-way radios between agencies involved. See Radio Frequency Chart D in this section. Secondary means of communication will be telephone and cellular phones. Last resort of communication will be with runners.

3 - 1 - 10 - B - (a)

ROLES AND RESPONSIBILITIES OF EOC STAFF

SEE ALSO CHART B in this section for Emergency Responsibility
SEE ALSO CHART C in this section for EOC vs. OSC responsibility

1. **Emergency Management Director** is as designated in Chart A. This person is responsible for incident activities including the development and implementation of strategic decisions and approving, ordering and releasing of resources.

Duties include: assess incident situation; assume command; establish additional functional roles and organizational elements of the incident command system needed to fit the incident; request or confirm dispatch or arrival of needed resources; designate public information, safety, and liaison officers; establish operations section with group functional branches or sectors as appropriate; establish support sections as appropriate; provide instruction and resources as necessary; conduct an initial briefing; review, approve and authorize implementation of incident action plan; oversee implementation of incident action plan; ensure planning meetings are conducted; approve requests for additional resources and requests for release of resources; authorize release of information to the news media.

2. **Public Information Officer (PIO)** is designated as the Mayor or City Manager. This person is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.

Duties include: obtain briefing on incident from commander; establish single incident information center whenever possible; arrange for necessary work space, materials, telephone and staffing; prepare initial information summary as soon as possible after arrival; obtain approval for release from incident commander; release news to news media and post information in command post and other appropriate locations; arrange for meetings between media and incident personnel; provide escort services for the media and VIPs.

3. **Safety Officer (SO)** is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority.

Duties include: obtain briefing from incident commander; participate in planning meetings; identify potentially unsafe situations in operating environment, propose actions and incident operations; advise personnel on

hazardous situations and appropriate actions to protect safety; exercise emergency authority to stop and prevent unsafe acts.

4. **Liaison Officer (LNO)** is the point of contact for representatives of other government agencies, nongovernmental organizations, and/or private entities.

Duties include: obtain briefing from incident commander; identify supporting agency representatives or contact person of each agency including communication link and location; provide a point of contact for and establish contact with supporting agencies; respond to request from incident personnel for inter-organizational contacts; monitor incident operations to identify current or potential inter-organizational problems and recommend solutions to inter-organizational problems.

5. **Staging Section Chief** is responsible for managing all activities within the staging area.

Duties include: obtain briefing from the EOC command staff, proceed to staging area; establish staging area layout; determine any support needs for equipment; establish a check-in function as appropriate; post areas for identification and traffic control; request maintenance service for equipment at staging area as appropriate; respond to requests for resource assignment; obtain and issue supplies distributed and received at staging area.

6. **EOC Command Section Chiefs** will be made up from Police, Fire, EMS and Public Works and will be responsible for tracking their activities for each department through on-scene Incident Commanders. POLICE Chief, FIRE Chief, EMS Director, and PUBLIC WORKS Director.

This information will be documented and relayed to EOC Incident Commander. Section Chiefs will also participate in all aspects of EOC operations to including planning, operations and logistics, depending on the size of emergency or operation. If needed the EOC Commander may designate more units.

7. **Financial Section Chief** is the City of Perham Finance Officer and is responsible for tracking all incident costs and evaluating the financial considerations of the incident.

Duties include: ensure that daily personnel time recording documents are prepared; provide for records security; establish commissary operation as required; ensure that all records are current or complete prior to demobilization; record equipment use time; maintain current posting on all charges or credits for fuel, parts, service and commissary; prepare and sign land use agreements as necessary; establish contracts with vendors as necessary; provide written authority for persons requiring medical treatment; document all injuries occurring during incident; keep informed on hospitalized personnel; obtain and record all cost data.

3 - 1 - 10 - B - (b)

COMMUNICATIONS PROTOCOL

1. When the EOC has been activated and a number of agencies within the city and from outside the city are involved, the Emergency Management Director will advise the EOC command staff to inform participating agencies to follow the communications plan as attached hereto as Chart D.

3 - 1 - 10 - B - (c) SUPPLIES AND EQUIPMENT FOR EOC

1. The office equipment to be used in the EOC is that which is used in daily routine operations. Cabinets are located in the EOC that contain paper tablets, pens, pencils, clipboards, markers, post-it notes, flip chart pads, tape, staplers and other related forms and office equipment.
2. Communications equipment will consist of landlines that are currently in place for each unit that may be involved in EOC operations, including 2 phones for the communications unit. A number of other landline phones can be connected within 30 minutes. Two-way radios are stationed in 4 sections of the EOC; 1 each for Police/Incident Command, EMS Unit Chief, Fire Unit Chief and Communications Unit.
3. Each agency may be required to supplement equipment and supplies, depending on the situation.
4. Food will be supplied to the EOC from food markets.
5. Staff personnel will be advised to bring any necessary clothing and special medications.

EOC PERSONNEL DIRECTORY

Current EOC Personnel Directory attached hereto as Chart A.

3 - 1 - 10 - B - (d) READINESS CONDITIONAL (REACON) ACTIONS

1. **READINESS CONDITION 3** depicts a worsening international situation to the point that a possible break in those relations may occur. This information would be received from the Federal Emergency Management Agency through NAWAS (National Warning System). The following actions are to be taken:
 - A. The Emergency Management Director will notify the Mayor of the City of Perham who will then notify the city council
 - B. The Emergency Management Director will mobilize key staff personnel and will check the operating procedures of the emergency government services.
 - C. The Emergency Management Director will advise the public that emergency procedures are being reviewed by the city government. No public action will be required.
2. **READINESS CONDITION 2** depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Feral Emergency Management through NAWAS. The following actions are to be taken:
 - A. The Emergency Management Director will notify the Mayor of the City of Perham and the Mayor will notify the city council.
 - B. The Emergency Management Director will notify key staff and place them on standby basis.
 - C. The Emergency Operations Center will be activated and placed on standby status.
 - D. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared.
 - E. The public is further advised to review their individual and family emergency action plans.

- F. The federal authorities may direct implementation of the people from potential target areas.

- 3. **READINESS CONDITION 1** depicts a situation where the President of the United States has advised the Governor and the public that war is imminent or hostilities may have already occurred. The following actions are to be taken:
 - A. The Mayor of the City of Perham will convene the city council in and emergency session if appropriate.
 - B. The Emergency Operations Center is to be activated for 24-hour operation if appropriate based on the war conditions.
 - C. The staff will be fully mobilized if appropriate based on circumstances.
 - D. Civil defense/emergency management officials will prepare to open public fallout shelters.

AUTHENTICATION

DATE: _____
DATE: _____

MAYOR FOR PERHAM: _____
EMERGENCY DIRECTOR: _____

Chart "A"
EOC Personnel Directory as of March 8, 2010

Sorted by Position

Position/Title/Responsibility	Name	Phone Numbers
Mayor (Direction & Control)	Tim Meehl	346-4768, 371-9646
Deputy Mayor (if Mayor is unavailable)		
City Emergency Management Director	Kelcey Klemm	346-9799, 234-1445
Deputy EM Director / Communications & Info. Management	Jim Rieber	346-1206, 298-0581
Assistant EM Director / Resource Management	Fred Lehmkuhl	234-6364
City Manager	Kelcey Klemm	346-9799, 234-1445
Public Information Officer (PIO)	Tim Meehl (Mayor) or Kelcey Klemm (City Manager)	
Safety Officer (SO)	Dave Neisen (Building Official)	841-2187
Liaison Officer (LNO)	Jim Rieber	346-1206, 298-0581
Staging Section Chief (if needed)	Fred Lehmkuhl	234-6364
Police Chief / Police Section Chief	Brian Nelson	346-4452, 346-7723, 849-4980
Fire Chief / Fire Section Chief	Mark Schmidt	346-2254, 346-8453
Public Works Director / PW Section Chief	Merle Meece	346-5242, 298-1008
EMS Director / EMS Section Chief	Doug Harthan	346-3871, 640-3163
Financial Section Chief (if needed)	Karla McCall (Finance Officer)	346-9797
EOC Administrative Officer	Fran Knutson	346-4440, 346-6461

Sorted by Name

Name	Position/Title/Responsibility
Tim Meehl	Mayor (Direction & Control), Public Information Officer (PIO)
	Deputy Mayor (Direction & Control)
Kelcey Klemm	City Emergency Management Director, City Manager, PIO
Jim Rieber	Deputy EM Director, Liaison Officer (LNO)
Fred Lehmkuhl	Assistant EM Director, Staging Section Chief
Dave Neisen (Building Official)	Safety Officer (SO)
Brian Nelson	Police Chief / Police Section Chief
Mark Schmidt	Fire Chief / Fire Section Chief
Merle Meece	Public Works Director / PW Section Chief
Doug Harthan	EMS Director / EMS Section Chief
Karla McCall (Finance Officer)	Financial Section Chief
Fran Knutson	EOC Administrative Officer

Chart "B"

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: *P=Primary, S=Support, C=Coordination*

FUNCTION	RESPONSIBLE AGENCY	REMARK
1. Notification & Warning	Sheriffs Dispatch	P
	Perham Police Department	S
	City Dispatch	S
2. Direction & Control	Mayor / Council	P
	Perham Police Department	S
3. Emergency Public Information	City of Perham EOC	P
	City of Perham Police	S
	Sheriffs Department Dispatch	S
4. Search and Rescue	City of Perham Fire Department	P
	City of Perham Police Department	S
5. Health and Medical	Perham Hospital	P
	Perham EMS	S
6. Evacuation, Traffic Control & Security	Perham Police Department & Reserve	P
	Perham Fire Department	S
7. Fire Protection	Perham Fire Department	P
8. Damage Assessment	Ottertail County Assessor	P
	City of Perham Building Official	S
9. Congregate Care	Ottertail County Social Services	P
10. Debris Clearance	Perham Public Works	P
11. Utilities Restoration	Ottertail Power Company	P
	Perham Public Works	S
12. Radiological / Hazardous Materials Protection	Perham Fire Department	P
13. Gasline Emergency	Perham Public Works (Gas Dept.)	P
	Perham Fire Department	S

Chart "C"

EOC = Emergency Operations Center

OSC = On- Scene Commander

P= Primary responsibility

S=Secondary responsibility

-= No responsibility

FUNCTION/RESPONSIBILITY	EOC	OSC
NOTIFICATION AND WARNING		
Public Warning	P	-
Staff Notifications	P	-
INCIDENT MANAGEMENT		
Prioritization of Overall Activities	P	S
Multi Agency Communications Coordination	S	P
Command of On-Scene Activities	-	P
Control of On-Scene Operations	-	P
Assigning Tasks to Resources	S	P
Documentation & Finance	P	S
PUBLIC INFORMATION		
Public Information	P	S
Coordination of Media on-Scene	S	P
ACCIDENT/DAMAGE ASSESSMENT		
On-Scene Situation Status	S(p)	P(s)
Evaluation of Community Impact	P	S
SEARCH AND RESCUE		
Prioritization of Search areas	P	S
Coordination of Actual Search Teams	S	P
HEALTH PROTECTION		
Public Health Polices	P	-
Technical Support	P	S
Re-entry into evacuated area	P	S
MEDICAL SERVICES		
Treating Victims	S	P
Identifying Host and Risk Facilities	P	S
FIRE PROTECTION		
Controlling Fires	S	P
EVACUATION /TRAFFIC CONTROL/SECURITY		
Traffic control Policies	P	S
Traffic Control	S	P
Security for community	P	S
Recovery	P	-
MASS CARE		
Initial Evacuation	S	P
Evacuation Policies	P	S
Sheltering	P	S
Political / Social Decisions	P	-

DEBRIS CLEARANCE

Debris Management	P	-
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PUBLIC WORKS AND UTILITY RESTORATION

Restoration of Essential Services	P	S
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Shutting off broken gas line	P	S
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ENVIRONMENTAL HAZARD RESPONSE

Oversight of Recovery Activities	P	S
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Assessing overall environmental impact	P	S
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RESOURCE MANAGEMENT

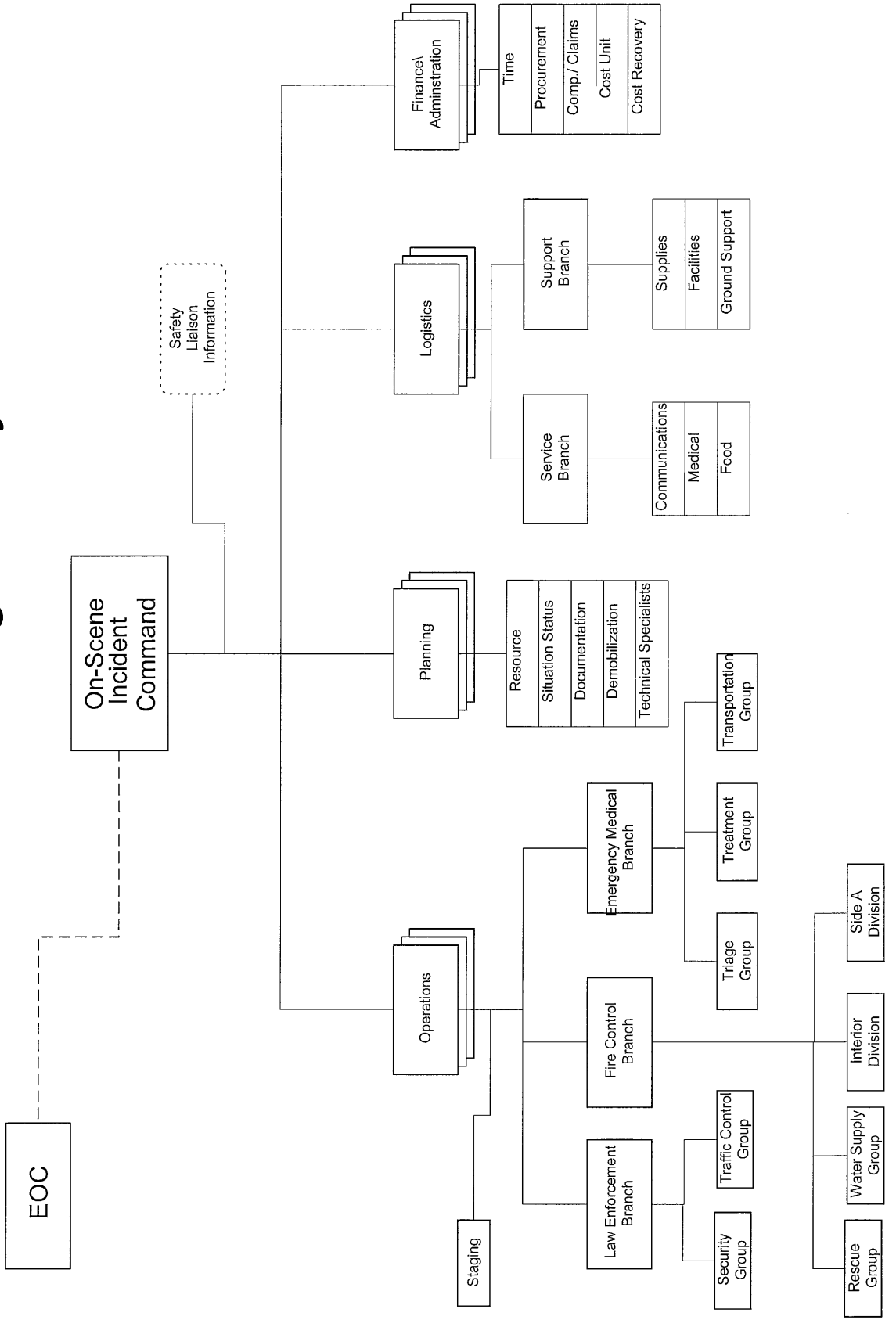
Gathering Mutual aid resources	P	S
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Resource Allocation	P	S
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Logistics	P	S
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Coordination of community resources and activities	P	-
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National Incident Management System Model



State of Minnesota Model EOC and On-Scene Command Interface Chart

_____ Formal Decision Making
 - - - - - Informal Sharing of Information

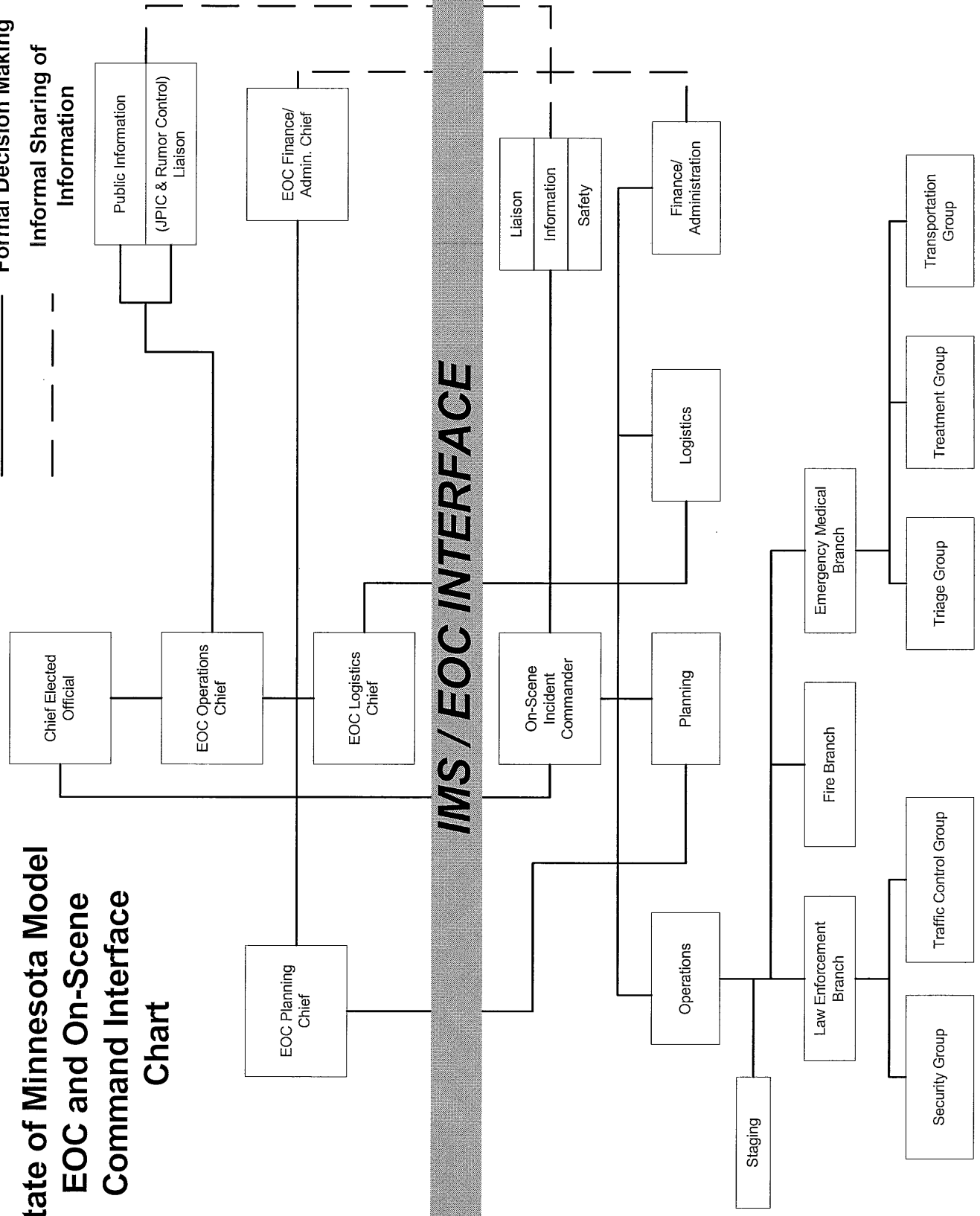
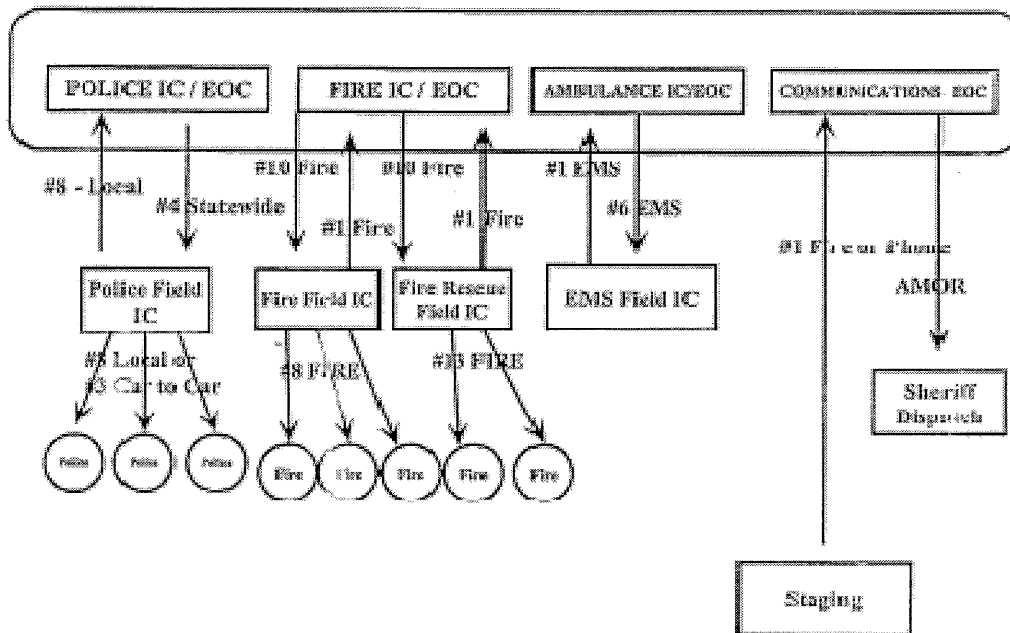


Chart "D"
Communications Protocol as of February 16, 2010

Agency	Originator	Receiver	Name	Frequency
Law Enforcement	Police EOC	Police Command OSC	MNSEF	155.475
	Police OSC	Police EOC	Local Command	154.085
	Police OSC	Local cars on scene	MNSF	155.475
Public Works	Public Works	EOC	Local Command	154.085
	EOC	Public Works	City	158.730
	Public Works	Public Works	City	158.730
EMS	EOC	EMS OSC	Sate Hospital	155.340
	EMS OSC	EOC	Local Command	154.085
	EMS OSC	EMS OSC	on scene operations	155.340
	EMS OSC	EMS OSC	on scene operations 2	150.775
Fire Command	EOC	Fire command	OTC Fire	155.440
	Fire Command	EOC	Local Command	154.085
	Fire OSC	Fire Field Officer	State Fire	154.295

EMERGENCY OPERATIONS CENTER
DISASTER RADIO FREQ.



Standard Operations Guidelines (SOG)

City of Perham
Emergency Operation Plan

Direction & Control
Annex B

OPERATIONAL REPORTS AND PROCEDURES

The purpose of this attachment is to establish a uniform system of reporting information that is essential for emergency operations at local, state, and federal levels.

Types of Reports

Reports are divided into three general categories: the reports used during the pre-emergency phase to increase readiness, those used during a disaster showing the situation, and reports of recovery efforts that are used after a disaster,

A. Pre-emergency : A member of the state Division of Emergency Management (DEM) staff will be on duty at all times as duty officer to insure proper handling of reports.

1. Readiness condition reports (REACONS)
2. Increased Readiness Reporting (IRR) local status form.

B. Emergency: The following reports will be sent upon a disaster occurrence by local officials to DEM regional coordinators and from them to state and federal authorities by flash message over NAWAS, FNATS or FNARS.

1. Initial Report
 - a. Nuclear Detonation (NUDET) This report includes sighting location, damage area, and air surface burst evaluation.
 - b. Fallout Arrival: This report is made when 0.52/hr is first detected.

2. Basic Operating Situation Report

This report is flashed by voice to the regional office as soon as information is available on either fallout or fire, or on changes from the previously reported condition.

3. Operation Situation Report

A summary situation report will be submitted to the state from DEM regional coordinators after the first day of peace-time-type of emergency, as of 0800 and 1800 hours daily. These reports will be summarized daily and sent by the state FEMA, at 1500 hrs.

Standard Operations Guidelines (SOG)

**City of Perham
Emergency Operation Plan**

**Direction & Control
Annex B**

A summary situation report will be submitted to the state from DEM regional coordinators in a nuclear emergency, as of 1200 and 2400 hours daily. A report will be made to FEMA in a nuclear situation only as an "exception type" report covering the following situations:

- a. request for Aid-resources not available in state
- b. Population status (POSTAT) - when status is determined
- c. Government Status (GOVSTAT)- local government destroyed or not functioning and actions taken
- d. Facility Status (FACSTAT) - damage or destruction facilities specified as critical
- e. Fire Situation (FIRESIT) - mass fire outside of blast area.

4. Natural Disaster Damage Assessment Reports

C. Recovery

Action reports will be submitted by Counties to DEM regional coordinators showing recovery efforts following a disaster. This report will cover the following:

1. Scope of the disaster, including casualty list and property damages sustained by both public and private property; nature of resources and where used; and personnel involved in rescue, security provisions, and restoration operations.
2. State whether applications will be submitted for state and/or federal financial assistance.
3. State to DEM Region Reports

The reports received at the state office, concerning IRIS summaries, fallout warnings, and damage area summaries, will be sent to the DEM regional coordinators. In addition, reports received from one DEM region command will be sent to other DEM regions that have an operational requirement for the information.