

**EMERGENCY MANAGEMENT
HANDBOOK FOR
City of Stockton
GOVERNMENT OFFICIALS**

CITY OF STOCKTON
WINONA COUNTY, MN

PREPARED: April, 2011

LEGAL BASIS

The legal basis for this plan is *MN Statutes, Chapter 12, Section 12.25*

PURPOSE AND POLICY

The purpose of this plan is to ensure that in the event of any type of disaster, the City’s facilities, equipment, and manpower will be used in a coordinated, effective way, so as to: provide for the common defense, protect public peace, health, and safety, and maximize the protection of life and property, and ensure the continuity of government. As a means to this end, it is hereby found and declared to be necessary:

- 1. To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters.
- 2. To provide for the delegation and exercise of necessary powers during emergencies and disasters.
- 3. To provide authorization for the rendering of mutual aid and assistance between the City of Stockton and other political subdivisions of this state and other states with respect to the carrying out of emergency-preparedness functions.

Mayor

Date

Emergency Director

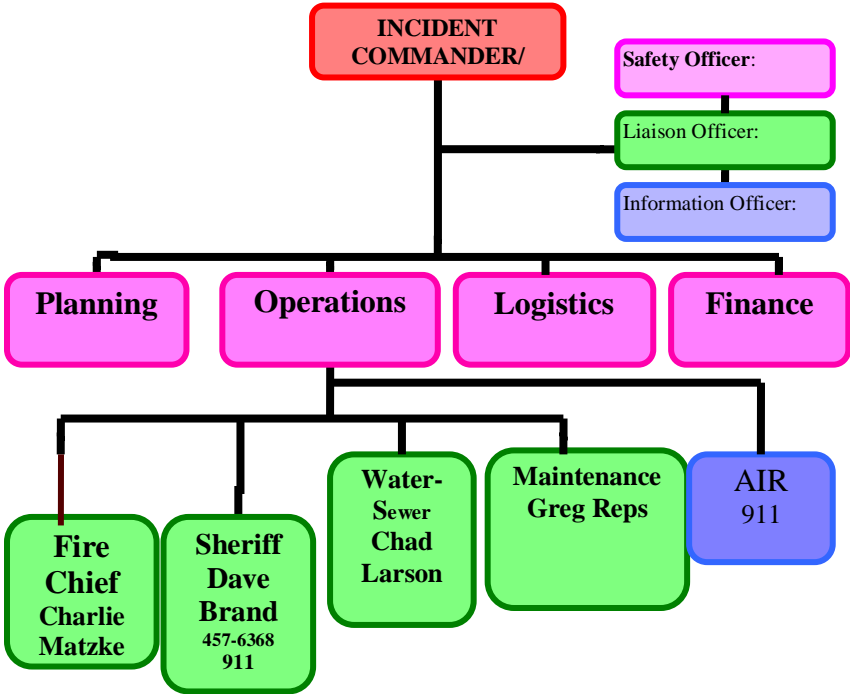
Date

DEFINITIONS

DISASTER:	A situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property and/or life, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.
EMERGENCY:	An unforeseen combination of circumstances which call for immediate action to prevent from developing or occurring.
EMERGENCY MANAGEMENT:	The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disaster caused by fire, flood, tornado, and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, law-enforcement services, emergency medical services, engineering, warning services, communications, radiological and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of infrastructure protection, temporary restoration of public utility services and other functions relate to civil protection, together with all other activities necessary or incidental for carrying out the foregoing function.
EMERGENCY OPERATIONS CENTER – EOC	This applies to the designated facility that serves as the center for emergency operations, warnings, and communications.
EMERGENCY OPERATIONS DIRECTOR – EOD	This term applies to the individual at the city/local, county, and other levels who organizes, directs, and coordinates the overall activities of disaster preparedness activities, subject to the direction and control of the Mayor and City Council. Other terms applied may be Emergency Services Director or Incident Command Director
LOCAL EMERGENCY	A local emergency may be declared only by the Mayor/ EM Director. Any order, or proclamation, declaring, continuing, or terminating a local emergency shall be given in writing, filed in the office of the City Administrator, and followed up with prompt and general publicity.

**EXISTING
GOVERNMENT/ORGANIZATION**

Existing government is the basis for emergency operations; that is, city personnel will perform emergency activities related to those they perform on a day-to-day basis. The City organization is as follows:



WARNING AND NOTIFICATION

RECEIPT OF WARNING:

1. The Sheriff's Office is responsible for relaying any warnings it receives which affect the CITY OF STOCKTON to its' Emergency Management Director.
2. The Stockton City Hall serves as the EOC and is responsible for disseminating any warnings it receives to appropriate City Officials and staff. **If there is a catastrophic incident that would wipe out City Hall and all staff, the Sheriff's Office will determine EOC.**

DISSEMINATION OF WARNING / NOTIFICATION:

1. Notify key City personnel utilizing the Emergency Calling Tree. (see personnel notification list below).
2. The Winona County Emergency personnel will sound the warning siren in the event of a natural disaster:
 - A. Long tone is tornado, a short burst is civil defense and a wailing tone is flood.
 - B. Winona County Emergency services will activate the Emergency Broadcast System thereby notifying all regional media and the public of the type of danger present when applicable.

KEY PERSONNEL NOTIFICATION LIST

KEY PERSONNEL NOTIFICATION LIST:

<u>POSITION</u>	<u>NAME</u>	<u>PHONE (W)</u>	<u>PHONE(H)</u>
1. MAYOR	Christopher Parker	Cell 507-312-0389	(507)459-4729
2. COUNCIL MEMBER	Chad Wangen		(507)410-1035
3. COUNCIL MEMBER	Doug Seberg		(507)689-0919
4. COUNCIL MEMBER	Dave Johannes	(507) 454-2920x401	(507)410-1029
5. COUNCIL MEMBER	Lisa Gibbs		(507)689-2627
6. COUNTY SHERIFF	Dave Brand	(507)457-6368	911
7. SHERIFF DEPUTY	Bill Spitzer	cell (507) 457-6493	(507) 457-6368
8. FIRE CHIEF	Jack Kanz		(507)523-2543
9. ASST. FIRE CHIEF	Charlie Matzke	cell (507) 450-3161	
10. CLERK/EM	Beth Winchester	(507)689-2005	(507) 689-4346
11. PUBLIC WORKS SUPER	Chad Larson	(507) 312-0372	(507) 689-4361
12. MAINTENANCE DEPT.	Greg Reps	(507) 312-0620	(507)689-0816
13. CITY ATTORNEY	Wayne Schauble	(507)523-2139	
14. DEPUTY CLERK	Margo Riemann		(507)689-2970
15. BUILDING INSPECTOR	Greg Olson	cell (507)450-9820	
16. CITY ENGINEER	Bill Trygstad	(507) 373-0689	cell(507)383-4417
17. Winona Co. Assessors	Perry	(507) 457-6300	
18. Winona Co. Environmental	Jill Johnson/Ross Dunsmore		(507)457-6405
19. Winona Co. Hwy. Dept.		(507) 454-3673	
20. DNR	Bill Huber	(651) 345-3331	
21. ALLIANT ENERGY	Warren Hauger	1-800-255-4268	cell(507)383-5038
22. ALLIANT ENERGY	Kevin	cell (507) 383-5087	
23. MN Governor	GOV. TIM PAWLENTY	(651) 296-3391	(800) 657-3717

EMERGENCY OPERATING CENTER - EOC

DIRECTION & CONTROL:

The City’s response to the disaster will take place from the City Emergency Operating Center (EOC).

○ PRIMARY EOC:	○ STOCKTON CITY HALL
○ ALTERNATE EOC:	○ SHERIFF DEPT. TO DESIGNATE
○ PRIMARY EMERGENCY SHELTER:	○ STOCKTON CITY HALL
○ SECONDARY EMERGENCY SHELTER	○ POSSIBLE CHURCH

EOC ACTIVATION

The EOC will be designated by: AUTHORIZED PERSONNEL with notification to Winona County EOC

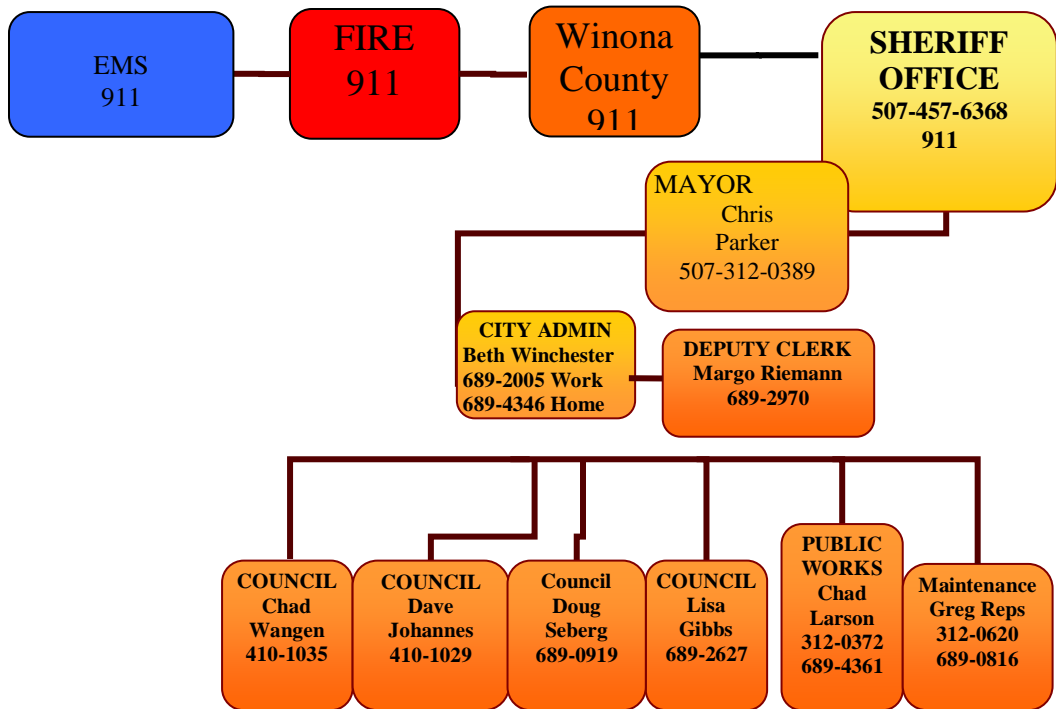
EOC STAFF

Staffs are to report to the EOC automatically upon the occurrence of a disaster.

EOC EQUIPMENT/SUPPLIES:

The City Emergency Management Director is responsible for ensuring that the EOC is operational – (that the necessary maps, tables, and chairs, communications equipment, message logs, etc. are on hand).

EMERGENCY CALLING TREE



MAYOR/EMD

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.	Assure that city officials have been notified, key facilities warned, sirens activated, etc. Note time of the emergency.
2.	Activate the EOC, make sure it is fully operational, and that the EOC staffs has reported or are reporting to it.
3.	Obtain initial damage assessment and casualty report, and relay this information to the Staff, Council and County Emergency Management Director.
4.	Close off the damage site(s) and stop in-bound traffic. Set-up emergency pass system using emergency personnel to direct traffic.
5.	Brief the EOC staff status of the disaster.
6.	Ask the City Council to issue a declaration of emergency. Note time of Declaration as it only lasts 72 hours and must be renewed after 72 hours has lapsed. Only the Mayor/EMD may declare an emergency.
7.	Evaluate available resources, including personnel, by checking with directors/EOC staff. If deficiencies exist, take action to obtain needed resources.
8.	Assure good records are kept on resources and expenditures.
9.	Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.
10.	In consultations with the City Emergency Management Director/Mayor determine whether or not state or federal assistance should be requested. City resources must be fully committed before state or federal assistance will be available. If assistance is requested, be specific.

Life Safety Issues

1.	Ensure that affected residents and facilities are notified of the need to evacuate if necessary.
2.	Assist handicapped, elderly, mobility-impaired, and other individuals unable to evacuate themselves.
3.	Maintain access control and security for evacuated areas
4.	Make sure your personal needs are met for a long term duration
5.	Review operation decisions to ensure safety for emergency responders, EOC staff, and the general public

Secondary Issues

1.	Attend meetings with the EOC staff
2.	Establish rehab sectors
3.	Coordinate all rehab personnel – Red Cross, etc.
4.	Assist with the coordination of volunteers

CITY COUNCIL

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.		Report to EOC – Stockton City Hall
2.		Meet with other Councilmember's at the EOC
3.		Request a briefing with the Mayor/EMD and City Administrator ASAP
4.		Review the Administrator’s checklist if the administrator is not available. Discuss the responsibilities of that position with the person replacing the administrator to ensure everyone understands their responsibility.
5.		Review the complete Emergency Management Handbook with other Councilmembers
6.		Discuss the need to declare an emergency
7.		Discuss the need for an emergency evacuation
8.		Discuss the need to declare a curfew if necessary
9.		Appoint a spokesperson to do press releases if the Mayor/EMD or Administrator are not available.
10.		Request a briefing from the Mayor/EMD
11.		Discuss the need to call for assistance from the National Guard – this contact must be made by the Winona County Sheriff’s Department. ONLY THE GOVERNOR MAY ACTIVATE THE NATIONAL GUARD
12.		Authorize the City Administrator to waive the bidding process if necessary for all disaster related purchases and activities.

Life Safety Issues

1.		Make sure your personal needs are met for a long term duration
2.		Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.		Make plans for rotating your responsibility in the EOC if long-term situation

CITY ADMINISTRATOR

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.	Maintain records indicating city expenses incurred due to the disaster.
2.	Assist in the damage assessment process by:
3.	Contacting City Staff / Council for support and briefing
4.	Provide information regarding the dollar value of property damaged as a result of the disaster.
5.	Provide the information (names, telephone number, etc.) regarding the owners of property which have been damaged/destroyed as a result of the disaster.
6.	Assist in the acquisition of supplies and equipment needed following a disaster.
7.	Serve as liaison between City Council/volunteers and Mayor
8.	Record volunteers with a Sign in/Sign Out Record.
9.	Discuss the need to request formal waiving of the bidding process.
10.	Discuss the need for declaring a curfew if necessary
11.	Provide a phone number for citizens to call and have a prepared message recorded that answers many general questions. Update message as appropriate.
12.	Get information about the disaster on the City's website for updates and press releases. Make address public whenever applicable.
13.	Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.

Life Safety Issues

1.	Make sure your personal needs are met for a long term duration
2..	Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.	Attend meetings with the EOC staff
2.	Prepare legal declaration of disaster with legal staff and Council if necessary
3.	Schedule and help present updates to the public and news media and Council
4.	Serve as liaison with local, state, and federal representatives
5.	Make plans for rotating your responsibilities in the EOC if long-term situation

PUBLIC WORKS DIRECTOR

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.	Report to the Emergency Operations Center
2.	Review the disaster as it pertains to the Maintenance and Utilities Departments, and forward this information to the Mayor/EMD and City Council.
3.	Coordinate the activities of your department with other services.
4.	Assist rescue personnel as needed, in rescuing trapped persons.
5.	The number one priority is saving lives.
6.	Direct debris removal to permit passage of emergency vehicles.
7.	Coordinate the restoration of utilities; including possible evacuation and securing areas with damage.
8.	Brief Mayor/Emergency Management Director of utilities affected, plans, and estimate of utility restoration.
9.	Make arrangements for portable toilets and delegate locations if necessary.
10.	Make arrangements for portable generators based on needs and identified priorities.
11.	Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.

Life Safety Issues

1.	Coordinate with EOC staff to notify rescuers, volunteers, and citizens when utilities are restored in specific areas.
2.	Make sure you know if hazmat is involved and the location
3.	Make sure your family is prepared and their needs are met
4.	Make sure your personal needs are met for a long term duration
5.	Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.	Determine any additional equipment or supplies you may need.
2.	Make plans for rotating your responsibilities in the EOC if long-term situation

EVACUATION CHECKLIST FOR THE PUBLIC

Items that should be remembered for an evacuation of your home or business should include:

1.	Identification such as a driver's license
2.	Cash, checkbook, credit cards, and other important papers
3.	Medications and prescriptions
4.	Vehicle, house, and business keys
5.	Dentures and eyeglasses
6.	Important phone numbers
7.	Change of clothes and personal items for each person
8.	Clothing specific for the weather
9.	Secure your home: Doors, utilities, pets
10.	Take a portable radio, flashlight, food, and drinking water (NOAA radio's)
11.	Leave a destination and phone number with a friend, neighbor or other source

POLICY AND PROCEDURE

EVACUATION / TRAFFIC CONTROL / SECURITY

1. PURPOSE:

To outline how evacuation, traffic control, and security will be carried out if required due to an emergency or disaster.

2. RESPONSIBILITIES:

The rationale for evacuation, whether for a large or small scale emergency, is that hazardous condition or potentially hazardous conditions can best be 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 protective action, information and instructions will be provided to the affected citizens. This may include, but not be limited to: closing doors (both internal and external), windows, and fireplace dampers, vents, fans, and other openings to the outside. Also 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:

1. Mayor/Emergency Management Director (EMD)
2. Sheriff or Sheriff's Deputy
3. Police/Fire Department

B. The EMD/Mayor will be responsible for conducting and coordinating any large-scale evacuation of city residents. The coordination will include the evacuation activities of other participating agencies or jurisdictions. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary.

COMMUNITY WIDE EVACUATION		
A. City of Winona	Contact: Clerk's Office	Tel# 457-8200
B. City of Lewiston	Contact: Clerk's Office	Tel# 523-2350

C. The Mayor/EMD will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally-located staging areas and pickup points for evacuees without private automobiles or other means of evacuation.

- D. The Mayor/EMD will have primary responsibility for assisting handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves.
- E. The Sheriff's Office and/or volunteers obtained by the Mayor/EMD will be responsible for establishing and staffing any traffic control points that may be necessary.
- F. The Sheriff's Office and/or the Mayor/EMD will be responsible for maintaining access control and security for the evacuated areas.
- G. The City Public Works Director will be responsible for overseeing the removal of debris, obstructions of any other roadway impediments, including stalled vehicles so that the evacuation route(s) can remain open.
- H. Within the City of Stockton, the Sheriff's Department, Lewiston Ambulance and the Lewiston Fire Department will be responsible for coordinating an evacuation effort, including traffic control, and security.
- I. In consultation with local and/or state hazardous materials specialists, the Mayor/EMD will be responsible for determining when evacuees can safely return to their residences.

POLICY AND PROCEDURE

DEBRIS CLEARANCE

1. PURPOSE:

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

2. RESPONSIBILITIES:

Within the City the Public Works Director will be responsible for coordinating debris clearance. Assistance will normally be provided by the County / Fire Department and/or other non-affected municipalities/townships. Private contractors / resources may need to be utilized for this purpose.

3. PROCEDURE:

1. Except in unusual circumstances, the removal of debris from private property will be the responsibility of the property owner.
2. Debris will be disposed of at a designated location depending on the type and location of the emergency. If earth fill, sandbags, etc. that were used to reinforce emergency levees are removed, they will also be disposed of at the appropriate location.
3. The clean-up and disposal of (spilled or leaked) hazardous materials will be the responsibility of the party. Storage and/or disposal of contaminated soil must be handled under the guidelines set forth by the State and local environmental agencies.

4. SUPPORTING DOCUMENTS:

For a listing of the major private construction contractors or hazardous clean-up check with the Lewiston Fire Department or contact Winona County.

POLICY AND PROCEDURE

DAMAGE ASSESSMENT

1. PURPOSE:

To provide an overview of how damage assessment will be accomplished following a disaster.

2. RESPONSIBILITIES:

- a. The City staff is responsible for:
 - i. Development and maintaining a damage assessment “team” composed of the Public Works Director, Fire Chief, Mayor, City Administrator, and other designees.
 - ii. Maintaining an up-to-date listing of damage assessment team personnel.
 - iii. Maintaining the procedures to be followed for damage assessment.
 - iv. Coordinating the damage assessment process (following the occurrence of a disaster).
- b. City Officials – who, depending on the nature of the disaster, will participate in a damage assessment effort:
 - i. City Engineer
 - ii. City Public Works Director
 - iii. City Administrator
- c. Private Sector Agencies/Organizations:
 - i. Red Cross/Salvation Army
 - ii. Realtors
 - iii. Independent Appraisers
 - iv. Responding to hazardous materials incidents, within the limits of Hazmat response training received.
 - v. Providing heavy and light rescue services.
 - vi. Providing first responder services.
 - vii. Providing assistance in debris removal.

3. 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/videos 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 Fire Chief/EMD will coordinate with the MN Division of Emergency Management.
- d. When possible appropriate local government officials will participate in damage assessment procedure training.

SUPPORT

WINONA COUNTY	
<i>SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:</i>	
COUNTY SHERIFF: 507-457-6368	All aspects of traffic control search and rescue and support.
COUNTY ENGINEER:	David Kramer – 507-457-8840
COUNTY EMERGENCY MANAGMENT:	507-457-6351
PRIVATE AGENCIES / VOLUNTEER GROUPS	
<i>SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:</i>	
RED CROSS: 452-4258	
SALVATION ARMY: 474-2400	
SCHOOLS / CHURCHES:	
NATIONAL GUARD	
<i>SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:</i>	
OVERVIEW:	When a natural disaster or other major emergency is beyond the capability of local resources, the National Guard units <u>may</u> be available. Only the Governor has the authority to activate the National Guard.
REQUEST PROCEDURE:	In the case of the county and all cities, the Sheriff must submit the request for assistance to the Governor’s office.
STATE AND FEDERAL AGENCIES	
<i>SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:</i>	
Information and assistance in securing state or federal support may be obtained by contacting the Winona County Emergency Management Director.	

EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES

NOTIFICATION AND WARNING

Notifying the public of probable impending disaster in time to take protective action includes operation of all communications services for control centers and operational forces.

Responsibility: County Sheriff; EMD

DIRECTION AND CONTROL

Management of a community's survival recovery efforts, and the operation itself.

Responsibility: Chief Elected Official; County/City Manager; Director of Emergency Management

EMERGENCY PUBLIC INFORMATION

Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.

Responsibility: Mayor; City Administrator ; Designee

SEARCH AND RESCUE

Searching for and rescuing trapped, injured, or missing people.

Responsibility: Fire; Law Enforcement; Public Works; EMS

HEALTH / MEDICAL

Providing appropriate health and medical care of services to the stricken population.

Responsibility: Emergency Medical Services; Winona County Public Health

EVACUATION, TRAFFIC CONTROL, AND SECURITY

Managing movement of people from the path of the threat or disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.

Responsibility: Law Enforcement; Fire

FIRE PROTECTION

Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.

Responsibility: Fire Departments

DAMAGE ASSESSMENT

Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.

Responsibility: Assessor's Office; Red Cross Disaster Assessment Teams; City Building Inspector

CONGREGATE CARE

Providing shelter, lodging, food, clothing, and sanitation to the disrupted population.

Responsibility: Area Churches; Winona County Public Health; Red Cross; Salvation Army

DEBRIS CLEARANCE

Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.

Responsibility: Streets Department / County Engineer / Highway Department

UTILITIES RESTORATION

Restoration of public works and utilities damaged by an emergency / disaster.

Responsibility: Utility Companies / City Public Works Director / County Engineer

RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION

Response to, containment of, and recovery from hazardous material accidents.

Responsibility: Fire Department and Law Enforcement, with help from MN Division of Emergency Management and MN Pollution Control Agency

RESOURCES

The following is a list of resources which may be considered for use during an emergency or disaster. This list is non-inclusive; local resource manuals should be consulted for locally available resources.

EMERGENCY SERVICES	911
Fire Department, Emergency Medical Needs, Law Enforcement	
MEDICAL NEEDS	
HOSPITALS:	
Winona Health	454-3650
CLINICS:	
Winona Clinic	454-3680
Winona Clinic – Family Medicine	454-5050
Lewiston Clinic	523-2127
Rushford Clinic	864-7726
VETERINARIANS:	
Lewiston Vet	523-2136
Winona – Pet Medical Center	454-2600
Winona Veterinary Hospital – 452-4811	
Winona Area Humane Society – 452-3135	
TRANSPORTATION:	
Minnesota City Bus Company – 454-5871	
Philipps Bus Service – 454-5677	
SUPPLIES:	
FOOD AND CLOTHING:	
Winona Volunteer Services – 452-5591	
Salvation Army – 474-2400	
Red Cross – 452-4258	
LOCAL CONTRACTORS	
Custom Builders – 459-4443	
Scharmer & Sons – 452-7434	
Modern Ready Concrete – 454-5093	
SHELTERS	
HOTELS:	
AmericInn Winona 507-457-0249	
Days Inn Winona 507-454-6930	
Holiday Inn Winona 507-474-1700	
Quality Inn Winona 507-454-4390	
Riverport Inn Winona 507-452-0606	
COMMUNICATIONS	
Sprint – 494-6890	
CentryLink – 1-800-366-8201	
Whitewater Wireless: 452-5422	

MEDIA

NEWSPAPERS:

Winona Daily News: 452-5451

Winona Post: 452-1262

RADIO STATIONS

KAGE 95.3 – 452-4000 (All Winona Radio)

KQAL 89.5 – WSU – 453-222

SERVICE AGENCIES

Red Cross: 452-4258

Salvation Army: 474-2400

FUNERAL CHAPELS

Fawcett – Junker: 452-3624

Hoff Funeral Home: 452-4241

Watkowski-Mulyck: 452-2782

UTILITY SERVICES

Alliant Energy – 1-800-255-4268

Tri County Electric – 1-800-432-2285

GAS COMPANIES

Severson – 452-4743

Tru Gas – 800-318-6604

Ferrellgas – 888-463-1113

Rubbish Removal

Veolia – 800-616-5850

Waste Management – 866-984-7042

J & J Rubbish Removal – 452-4597

NOTES TO EOC STAFF

TAKE CARE OF PERSONAL REQUIREMENTS

- ❖ Tell family of destination and contact numbers.
- ❖ Take medications, toiletries, and clothes as warranted by initial notification.
- ❖ Take list of peers to contact for advice.
- ❖ Remember that your role if a councilmember is policy-making, not operational

ESTABLISH LEGAL CONTACTS

- Contact legal advisors and establish communications links.
- Review legal responsibilities and authorities (emergency declarations, chain of succession, inter-governmental aid, social controls, price controls, and other restrictions).
- Monitor equity of service based on needs and risks.
- Review status of contracts with suppliers of emergency goods or services, if necessary.

MAINTAIN POLITICAL AWARENESS

- Recognize personal accountability for actions and decisions during an emergency.
- Check provisions for other public officials (periodic updates; staff updates on politically sensitive issues such as life and property losses, service interruptions, etc).
- Establish and evaluate policy decisions throughout incident.
- Confer with other elected officials when difficult issues arise.
- Use elected officials to request assistance from public and private organizations if normal channels are not “responsive”.

KEEP THE PUBLIC INFORMED

- ✚ Check plans to inform the public through the media.
- ✚ Ensure designation of a single Public Information Officer (avoids conflicts in official statements).
- ✚ Ensure establishment of a media center, if needed.
- ✚ Channel all releases first through EOC to ensure staff coordination and approval by CEO.
- ✚ Ensure establishment of news media update and access policy as needed.

LOCAL EMERGENCY

(Example Only)

WHEREAS, the City of Stockton, Winona County, Minnesota, has sustained severe losses of a major proportion, brought on by _____ on the date of _____.

WHEREAS, the City of Stockton, Winona County, is a public entity within the State of Minnesota.

WHEREAS, the following conditions exist in the City of Stockton, Winona County, as a result of this disaster: (Describe the conditions as they exist as a result of the disaster) _____

_____.

NOW, THEREFORE, BE IT RESOLVED, that Mayor _____ and Council Members _____ of the City of Stockton, Winona County, acting on behalf of and for the people of Stockton, declare that a state of emergency exists within the City of Stockton, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute and the City of Stockton, MN Winona County Resolution, titled _____ and dated _____.

RECOGNIZED HAZARDS IN THE STATE OF MINNESOTA

◆ CIVIL DISORDER

◆ FIRE

- Urban
- Forest / Wildfire

◆ HAZARDOUS MATERIAL INCIDENTS

- Facility
- Transportation
- Highway
- Air

◆ NATIONAL SECURITY EVENT

◆ NATURAL DISASTER

- Flood
- Severe Weather / Thunderstorm
- Tornado
- Winter Storm / Blizzard

◆ PUBLIC UTILITIES FAILURE

- Gas
- Electric
- Telephone

◆ TRANSPORTATION ACCIDENT

- Ground
- Air
- Water