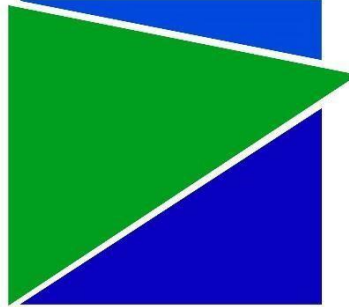


COOK COUNTY



MINNESOTA

OFFICE OF EMERGENCY MANAGEMENT

EMERGENCY OPERATIONS PLAN

Original Approved: May 2007 County Board

Revised/Reviewed: Dec 2011 County Board

Revised/Reviewed: Apr 2012 Regional Review Committee

Revised/Reviewed: Oct 16, 2013 Peer Review

Revised/Reviewed: Sept 24, 2014 Regional Program Coordinator

Revised/Reviewed: Jan 13, 2016 County Board/City

Revised/Reviewed: Oct 12, 2016 Regional Review Committee

Revised/Reviewed: Dec 19, 2017 Peer Review – Lake County MN

Revised: Dec 28, 2017 Emergency Manager Update

Revised: Nov 13, 2018 HSEM Regional Program Coordinator

Revised/Reviewed: December 2019 County Board

(MNWalk 2)

LIMITATION
S

No guarantee of a perfect response system is expressed or implied by this plan or any of its Appendices or Emergency Support Functions (ESFs), Implementing Instructions, or Procedures. Since Cook County Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. Cook County can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

The disaster response and relief activities of Cook County Government may be affected by the following consequences of a disaster:

- A. The ability of the citizen population to be self-sufficient for at least three days without outside supplies of food, water, medical and shelter resources at home and work.
- B. The probability of diminished police, fire, emergency medical, public utilities, regional transportation, and other critical services due to damage to facilities, equipment and demands on available personnel.
- C. The likelihood of shortages of critical medical supplies at medical facilities due to high demand, limited storage and logistical obstacles.

Shortages of human resources of trained response personnel with adequate equipment to respond to requests for assistance for:

Fire suppression	Law Enforcement	Hazardous materials release
Emergency medical assistance	Public works	

The impact of these shortages may be compounded by the need to sustain uninterrupted operations for an indefinite period of time. Damage to lifeline utilities and facilities such as:

Roads	Air transportation facilities	Fuel
Bridges	Drinking Water	Energy
Railways	Waste water	Communications networks

Normal distribution of resources may be curtailed or reduced, impacting both social and economic infrastructure of the County.

Diminished emergency communications to responders because of equipment damage or overburdening of the system.

Large migrations of people into or within the County as refugees will stress all support systems, particularly mass shelters, provision of food and water and delivery of supportive medical care.

The availability of shelters for displaced persons and families has changed since the fallout shelter programs of the 1950s. The American Red Cross, Salvation Army and other organizations with which coordination is required manage current capacities.

The majority of the population resides and works in structures that provide limited shelter from certain threats such as earthquakes or weapons of mass destruction.

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Cook County Emergency Operations Plan

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Supplements	

Record of Changes (MNWalk 2)

#	Description	Date:	By: (Signature)
	Original plan approved	Jan. 2004	
1	Distribution plan updated	Aug. 2005	
2	All plan sections	Aug. 2005	
3	Basic, Command and Operations	Dec. 2010	Jim Wiinanen Cook County EMD
4	Logistics, Finance, Planning	Jan 2011	Jim Wiinanen Cook County EMD
5	All plan sections	Dec 2011	Jim Wiinanen Cook County EMD
6	Hazardous Materials sections	Apr 2012	Jim Wiinanen Cook County EMD
7	All plan sections	Oct.16, 2013	Jim Wiinanen Cook County EMD
8	All plan sections reviewed	Sept 2014	Jim Wiinanen Cook County EMD
9	All plan sections reviewed	Aug 2015	Jim Wiinanen Cook County EMD
10	Hazardous Materials Sara Title III Sections – Regional Review Committee	Oct 12, 2016	Valerie Marasco, Cook County EMD
11	All plan sections reviewed – Peer Review with Lake County	Dec. 19, 2017	Valerie Marasco, Cook County EMD
12	All plan sections reviewed – HSEM RPC Review	Nov. 13, 2018	Valerie Marasco, Cook County EMD
13	Cook County Board Review	Dec 2019	Mike Keyport, Cook County EMD

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10	All sections, CC Board review	Jan. 2016	Jim Wiinanen Cook County EMD
11	SARA, TITLE III, SECTION 302 and 304 – Regional Review Committee	Oct 12, 2016	Valerie Marasco, Cook County EMD
12	All sections reviewed, Peer Review with Lake County Emergency Management	Dec. 19, 2017	Valerie Marasco, Cook County EMD
13			

This Emergency Operations Plan is subject to information and/or equipment updates and changes. This Record of Change helps to ensure the accuracy of the information within the plan as of the initial distribution date. Any changes should be logged in this table.

COOK COUNTY EMERGENCY OPERATIONS PLAN – APPROVAL (MNWalk 1)

The Cook County Board of Commissioners has approved the Cook County Emergency Operation Plan.

(Signed) _____

Ginny Storlie, Chairperson

Cook County Board of Commissioners

Date

(Signed) _____

Jay Arrowsmith-Decoux, Mayor

City of Grand Marais

Date

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BASIC PLAN

I. BACKGROUND FOR PLAN

Emergencies and disasters have affected Cook County in the past and will again in the future.

Emergencies are defined as unplanned events which require an immediate response to preserve life, health, property or the environment. Most of these public safety events are dealt with on a daily basis by professional or volunteer emergency services including law enforcement, firefighters, emergency medical and public works personnel. Some, however, require an emergency declaration to provide an urgent and coordinated response from multiple agencies working under a common framework.

Disasters are crises that overwhelm the community's ability to respond and require the use of government powers and resources beyond the scope of one line agency or service. Disasters in Cook County can be from natural causes (thunderstorms, winter storms, fires, floods, tornados or high winds, etc.), man-made causes (explosions, hazardous material releases, pandemics, transportation disasters), or acts of terrorism (chemical, biological, radioactive, nuclear or explosive devices, shootings or vehicle ramming). These emergencies and disasters are defined in the **Cook County All Hazard Mitigation Plan (Revised 12/2015)** and can all pose a threat to the citizens and visitors in Cook County.

In June of 2003, Cook County completed a risk assessment, which was used to develop the Cook County All Hazard Mitigation Plan in 2005 (Revised 9/2010). That plan has aided Cook County Emergency Management and the Whole Community Emergency Preparedness Committee in making, developing and revising this Emergency Operations Plan (EOP). Further examination of threats and hazards and risk assessment are reviewed in the 2014 **Cook County THIRA – Threat and Hazard Identification and Risk Assessment**. (See *Cook County Risk Assessment* page 163 of the Resource Manual). (MNWalk 5)

This Emergency Operations Plan (EOP) provides an outlined **response to an emergency or disaster** in order to protect the health and safety of the public, preserve property and the environment, ensure essential services and provide continuity of community function as well as we are able.

II. PURPOSE AND FORMAT OF THIS PLAN

A. **The purpose of this Plan** is to ensure the effective, coordinated use of local resources, including facilities, equipment, personnel and skills of government and non-government organizations to:

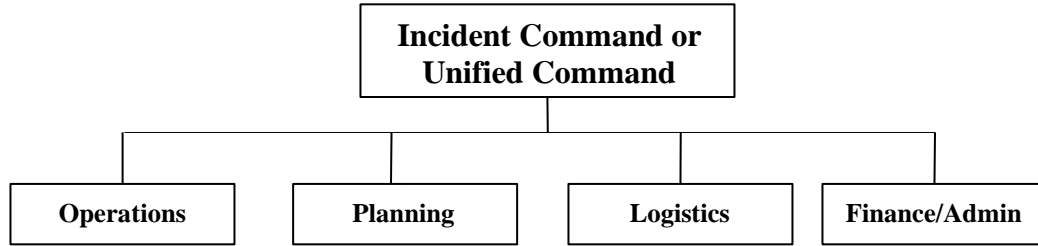
1. **Maximize the protection of life, health, property and the environment.**
2. **Ensure the continuity of county, city, township and tribal government services.**
3. **Provide support to all political subdivisions in Cook County which require assistance.**

B. **Format of Plan**

The Cook County Emergency Operations Plan is based upon the **National Incident Management System (NIMS)** principles and components, as required in 2003 by Homeland Security Presidential Directive 5 for Federal Preparedness Assistance. Minnesota Homeland Security and Emergency Management (HSEM) provides assistance to local jurisdictions for emergency operations planning. The 2015 Local Emergency Operations Plan Crosswalk (MNWalk) identifies 71 items that local plans must address. These items are identified in the plan as: (MNWalk x)

The format of the plan includes the **Basic Plan** followed by sections corresponding to functions of the **Incident Command System (ICS)**, including Command, Operations, Planning, Logistics and Finance/Administration. In addition, supplements to the plan include Emergency Contacts lists and Response Team rosters, Emergency Support Function (ESF) Annexes, Incident Specific Appendices, Resource Manuals, and supporting maps and information.

1. The **Basic Plan** provides a summary of the plan purpose, format, legal basis, and plan maintenance, as well as the organization and roles of partners involved in emergency response. The other sections of the plan correspond to the following Incident Command Structure.



2. The **Command Section** defines the Incident Command structure to be used during initial and expanded response, and defines the responsibilities of the Incident Commander, elected officials, Emergency Management Director, Multi-Agency Coordinating Group, Public Information Officer and Liaison Officer.
3. The **Operations Section** defines the roles and responsibilities of agencies and departments which respond, dependent upon the functions required by the nature and scope of the emergency or disaster. It will also coordinate Damage Assessment which is carried out primarily by the Cook County Assessor’s Department with additional staff from the Auditor’s Department as needed. This information may be used to apply for any Emergency or Disaster Assistance from the State or Federal governments.
4. The **Planning Section** explains how incident objectives will be developed by or for the Incident Commander. It will also provide for public alert and warning, document situation status and resources status during the event, and plan for demobilization of resources. The planning section may include representation from the regional Multi-Agency Coordinating (MAC) group.
5. The **Logistics Section** covers the responsibilities for communication, medical services and food to serve the responders, as well as facilities, supplies and transportation to support the response.
6. The **Finance/Administration Section** is responsible for documenting time and cost, along with procurement and compensation.

III. LEGAL BASIS AND REFERENCES MNWalk 4)

- A. Minnesota Statutes, Chapter 12, Emergency Management.
- B. Minnesota Statutes, Section 299K.01: The Minnesota Emergency Planning Act and Community Right-To Know Act

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- C. Minnesota Statutes, Section 299J. The Minnesota Pipeline Safety Act
- D. Public Law 920, as amended.
- E. Public Law 99-499, Superfund Amendments and Reauthorization Act, (SARA) of 1986.
- F. Minnesota Division of Homeland Security and Emergency Management (HSEM) Emergency Management Director's Handbook
- G. Common County Emergency Management Agreements, referenced in MN Statute 12.25, Subd.5.
- H. NE Minnesota Integrated Fire Response Plan and Interagency Search and Rescue Plan (2010)
- I. Cook County Resolution to adopt NIMS as an organizational system, January 5, 1960, amended September 13, 1971 and June 22, 1982. Auditor's Document File #3660.
- J. Cook County All Hazard Mitigation Plan (2015) Community Wildfire Protection Plan (2009), Pandemic Flu Plan (2009) and Department Emergency and Continuity Plans. K. Cook County Emergency Management Policy, (yet to be created).

IV. PARTICIPATING JURISDICTIONS

The incorporated City of **Grand Marais** has elected to be included and covered under a Common County Emergency Operations Plan (see signature page v). Under this arrangement, county and city governments and organized townships will provide regular services in their own jurisdictions, but will, along with community organizations, cooperate to provide services in Cook County during emergencies or disasters. **Grand Portage** maintains an Emergency Operations Plan and Resource Manual for the Reservation. Cook County's Emergency Operations Plan also covers the Grand Portage Reservation to supplement their resources.

V. DIRECTION AND CONTROL

Cook County has adopted the Incident Command System (ICS) as described by the National Incident Management System (NIMS) to provide for the structure and process of Command and Management of an emergency or disaster. This system defines initial response roles and decision making to include an **Incident Commander** and Command Staff, Operations, Planning, Logistics and Administration. The system is modular and flexible, allowing for a seamless expanded response which including activation of an **Emergency Operations Center (EOC)** to provide off site support for the incident. (MNWalk 8)

A. Initial Response

Although the ultimate responsibility for direction and control of emergencies and disasters lies with elected officials, it has been provided by this plan that initial management of an emergency will fall to the Lead (**Primary**) Officer of the department having primary responsibility for the response function involved, as listed below in Section VI. Initial command will normally take place at an **Incident Command Post (ICP)** set up by the **Incident Commander (IC)** near the scene of the incident.

B. Expanded Response (MNWalk 8)

During an expanded emergency or disaster response, incident support may take place from an **Emergency Operations Center (EOC)** at a central, protected facility to provide space for key personnel, adequate communications and logistical support. The responsibilities of elected officials at the EOC are to **set policy, establish the mission, provide overall strategic direction, and delegate authority** for incident response to trained emergency responders or an Incident Management Team. While elected officials **provide policy direction**, the Incident Commander will determine incident

Cook County Emergency Operations Plan

objectives and keep elected officials informed of incident status. Key government officials include the following:

1. **County Government:** The Cook County Board of Commissioners is ultimately responsible for providing overall direction and control of policies and resources during an emergency or disaster. The **line of succession** for the County Board is the Board Chairperson – Board Vice Chairperson – then the Cook County Administrator. (MNWalk 8)

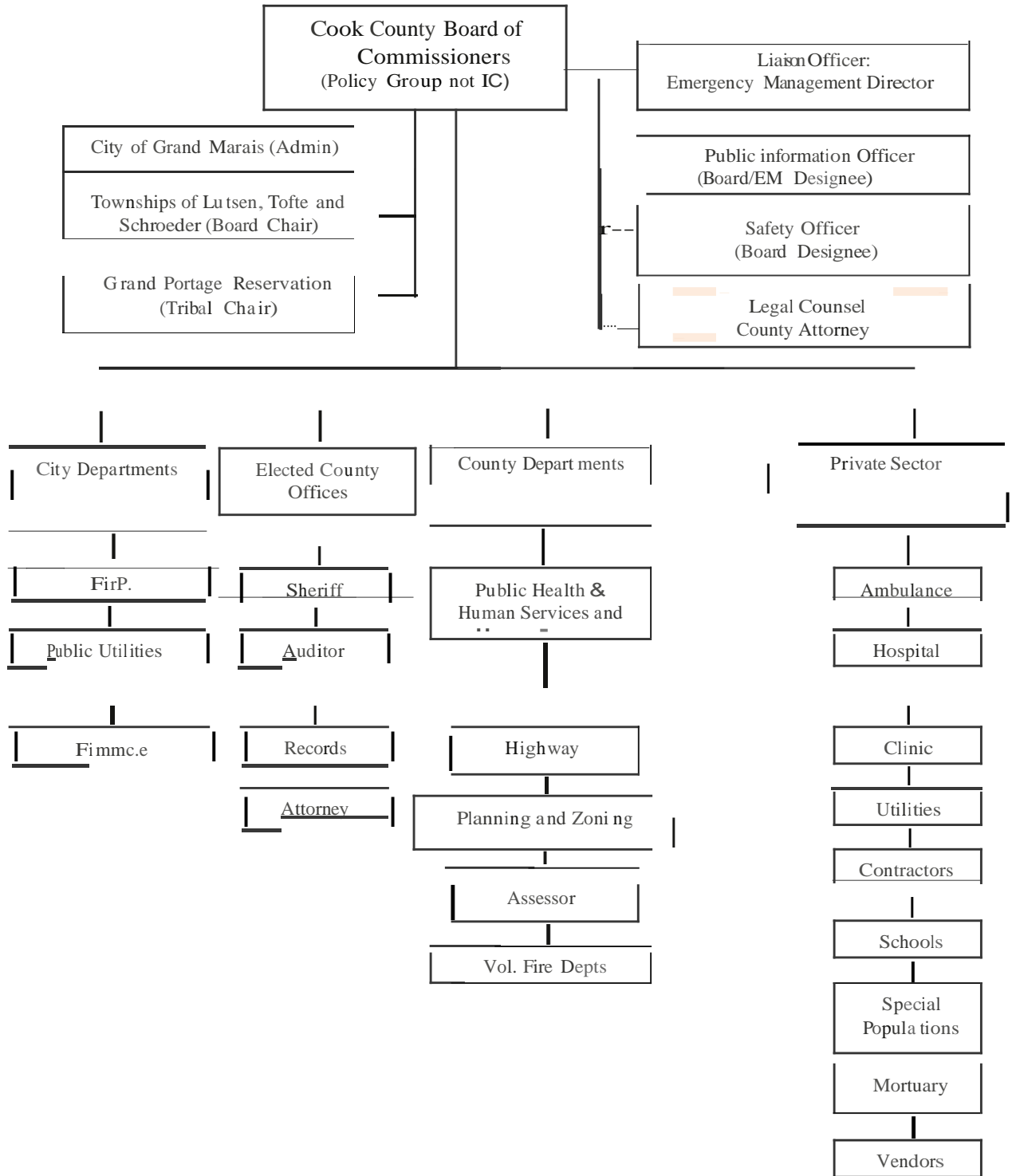
The Cook County Emergency Management Director (EMD) has authority and responsibility for the development, maintenance and implementation of this plan. (MNWalk 3) During an incident, the EMD will serve in a staff capacity to the Cook County Board of Commissioners to recommend the activation of this plan, serve as Liaison to City, Tribal and Township officials and other assisting and cooperating agencies, and/or function as Manager of the EOC. **By agreement the predetermined authority for the line of succession for the Cook County EMD is the Lake County Emergency Management Director**, (Delegation of Authority in ESF 5 Emergency Management Annex (MNWalk 3,8) **then the Cook County Administrator**. Emergency assistance can be also requested through the **MN Duty Officer at 800-422-0798**. Contact information for each is found in the Emergency Contacts supplement to this plan. (MNWalk 3, 8, 54)

2. **City Government:** The mayor of the City of Grand Marais will be responsible for providing overall direction and control of their City policies and resources involved in response to an emergency or disaster. The **line of succession** for the City is as follows: Mayor – City Administrator- Acting Mayor or appointed designee. (MNWalk 8)
3. **Tribal Government:** The Grand Portage Tribal Chair will be responsible for providing overall direction and control of Reservation policies and resources involved in response to an emergency or disaster. The **line of succession** for Grand Portage Reservation is Tribal Council Chairperson – Tribal Council Vice-Chairperson-Emergency Management Director. (MNWalk 8)
4. **Organized Townships:** The Supervisors of the Organized Townships of Schroeder, Tofte and Lutsen will work in cooperation with the Cook County Board of Commissioners to provide overall direction and control of their Township and resources involved in response to a disaster. The **line of succession** for Townships is Town Chairperson, Vice Chair then Supervisor. (MNWalk 8)

Cook County Emergency Operations Plan

C. Inter-Agency Response Relationships

In the event of a major emergency/disaster, the following personnel and organizations would be expected to be represented at the Cook County Emergency Operations Center as appropriate or required. (MNWalk 20)



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*Private sector to also include Ham Radio, VOADs, Child Care, Care Partners, Pharmacies

Cook County Emergency Operations Plan

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS MNWalk 6, 7)

County departments and other agencies that perform essential services or have responsibilities in this plan are expected to develop Standard Operating Guidelines (SOGs), resource lists and job checklists to carry out their assigned responsibilities. Department or agency SOGs will be maintained by the department or agency and updated as needed. Each department will develop and maintain its continuity of operation plan. (MNWalk 8 and 20)

A. Plan Responsibilities have been assigned as: **Primary; Support; or Coordination.**

1. **Primary** responsibility means that the official or agency is in charge of and responsible to make provisions for that function.
2. **Support** responsibility means that the agency will assist the official or agency that has primary or coordination responsibility for that function.
3. **Coordination** responsibility is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. This will often be the case when nongovernment agencies are involved.
4. As a general rule, County Officials will be primarily responsible for carrying out functions outside city limits and City Officials will have the corresponding responsibility within city limits.

COOK COUNTY EMERGENCY RESPONSIBILITY ASSIGNMENTS see also page 63

EMERGENCY RESPONSIBILITIES	COMMAND SECTION	
	ROLE	DEPARTMENT, AGENCY, ORGANIZATION
Direction and Control <i>ESF #5</i>	Primary	Cook County Board of Commissioners
	Support	City of Grand Marais
	Support	Organized Townships
	Support	Grand Portage Reservation
Incident Command <i>ESF #5</i>	Primary	Lead officer of local emergency response (To be determined by incident)
	Support	Unified Command with other jurisdictional partners
Liaison Officer <i>ESF #15</i>	Primary	Emergency Management Director
		Grand Portage Emergency Management and Safety
Public Information Officer <i>ESF #15</i>	Primary	Cook County PIO: County Administrator or designee
		Grand Marais PIO
		Grand Portage Reservation Public Information Officer
Safety Officer	Primary	Cook County Sheriff
	Support	Local Fire Department
	Support	Grand Portage Reservation EM and Safety Officer
EOC Manager	Primary	Emergency Management Director or Designee
	Support	
	Support	

Cook County Emergency Operations Plan

OPERATIONS SECTION		
EMERGENCY RESPONSIBILITIES	ROLE	DEPARTMENT, AGENCY, ORGANIZATION
Law Enforcement/ Security/ Traffic Control <i>ESF #13</i>	Primary	Cook County Sheriff
	Support	MN DNR Conservation Officers
	Support	Minnesota State Patrol
Fire Protection- Structure <i>ESF #4</i>	Primary	Local Fire Departments incl. Grand Portage
	Support	Minnesota DNR
Fire Protection – Wildfire <i>ESF #4</i>	Primary	Minnesota DNR
	Primary	(Joint) US Forest Service (Joint)
	Support	Local Fire Departments, incl. Grand Portage Natural Resources
Search and Rescue <i>ESF #9</i>	Primary	Cook County Sheriff
	Support	Cook County Search and Rescue
	Support	Local Fire Departments
	Support	Grand Portage Natural Resources
Emergency Medical <i>ESF #8</i>	Primary	Cook County North Shore Health
	Support	Local First Responder Units
	Support	Gunflint Trail Ambulance
	Support	Grand Portage Ambulance
Public Health & Human Services and Welfare <i>ESF #8</i>	Primary	Cook County Public Health & Human Services
	Support	Grand Portage Tribal Health Services
Family Assistance Centers <i>ESF #8</i>	Primary	Cook County Public Health & Human Services
	Support	Grand Portage Tribal Health Services
Evacuation/ Traffic Control <i>ESF #13</i>	Primary	Cook County Sheriff (Alternate: Chief Deputy)
	Support	Local Fire Departments
	Support	Cook County Search and Rescue
Pandemic/Infectious Disease Response/ Displaced Citizen Registration <i>ESF #8</i>	Primary	Cook County Public Health & Human Services
	Support	Grand Portage Health Services
	Support	Cook County Land Services
	Support	Clinics: Grand Portage Health Services, Sawtooth Mtn Clinic
(MNWalk 6)		

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Mass Care (Food and Shelter) <i>ESF #6, ESF #3</i> (Including Shelter mgmt., Evacuation Registration, Food Services)	Primary	Cook County Public Health & Human Services
	Support	Northland Chapter American Red Cross
	Support	Salvation Army
	Support	Faith Based Organizations
	Support	Community Emergency Response Team (CERT)
Debris Clearance <i>ESF #1</i>	Primary	Cook County Highway Engineer
	Support	Cook County Planning and Zoning
	Support	Grand Marais Public Works Department
	Support	Grand Portage Reservation Construction & Public Works
	Support	Private Contractors
Utilities Restoration <i>ESF #12, ESF #3</i>	Primary	City/Private Utility Companies (Joint)
	Support	Grand Portage Reservation Public Works
	Support	Cook County Highway Engineer
Animal Services <i>ESF #11</i>	Primary	Cook County Extension
	Support	Cook County Search & Rescue
	Support	Arrowhead Animal Rescue
	Support	Arrowhead Humane Society
Agriculture Safety and Emergency Response <i>ESF #11</i>	Primary	Cook County Extension
	Support	Cook County Environmental Health
Damage Assessment	Primary	Cook County Engineer (for Public Property)
(MNWalk 6)	Primary	Cook County Assessor (for Private Property)
	Secondary	Cook County Auditor, Environmental Services, Maintenance, City Mayor, Township Supervisors
	Coordinating	Cook County Emergency Management Director

PLANNING SECTION

EMERGENCY RESPONSIBILITIES	ROLE	DEPARTMENT, AGENCY, ORGANIZATION
Situation Status <i>ESF #5</i>	Primary	Planning Section Chief (GIS Analyst) or as assigned
Resource Status <i>ESF #5</i>	Primary	Planning Section Chief or as assigned
Documentation <i>ESF #5</i>	Primary	Planning Section Chief or as assigned
Demobilization	Primary	Planning Section Chief or as assigned

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Notification and Warning <i>ESF #5, #15</i>	Primary	Cook County Sheriff Warning Point
	Support	City/Reservation Emergency Management Directors
	<i>Coordinating</i>	Cook County Emergency Management Director
Radiological/HAZMAT <i>ESF #10</i>	Primary	Local Fire Departments
	Support	Minnesota HSEM through MN Duty Officer
	<i>Coordinating</i>	Cook County Emergency Management Director
Continuity of Operations <i>ESF #14</i>	Primary	Cook County Board of Commissioners
	Primary	Grand Marais City Council
	Primary	Grand Portage Tribal Council
(MNWalk 6)		

LOGISTICS SECTION

EMERGENCY RESPONSIBILITIES	ROLE	DEPARTMENT, AGENCY, ORGANIZATION
Communications <i>ESF #2</i>	Primary	Cook County Sheriff/Dispatch
	Secondary	Cook County ARES
Medical <i>ESF #8</i>	Primary	Cook County Ambulance
	Secondary	Local First Responder Units
	Secondary	Cook County North Shore Health
	Secondary	Gunflint Trail and Grand Portage Ambulance
	Secondary	Sawtooth Mountain Clinic
Behavioral Health <i>ESF #8</i>	Primary	Cook County Public Health & Human Services
	Secondary	Grand Portage: Health Services and Human Services
	Secondary	Northland Chapter American Red Cross
Food <i>ESF #11</i>	Primary	Cook County Public Health & Human Services
Facilities <i>ESF #7</i>	Primary	Cook County Maintenance
Supplies and Support <i>ESF #7</i>	Primary	Cook County Maintenance
	Secondary	Cook County Information Systems
Transportation <i>ESF #1, ESF #3</i>	Primary	Cook County Highway Department
	Secondary	Cook County Sheriff/Search and Rescue
Volunteer Management <i>ESF #6</i>	Primary	Cook County Emergency Management
	Secondary	Cook County Public Health & Human Services
Donations Management <i>ESF #6</i>	Primary	Cook County Emergency Management
	Secondary	

FINANCE SECTION

EMERGENCY RESPONSIBILITIES	ROLE	DEPARTMENT, AGENCY, ORGANIZATION
Continuity of Operations <i>ESF #14</i>	Primary	Cook County Board of Commissioners
	Primary	Grand Marais City Council
	Primary	Grand Portage Tribal Council
Time Unit	Primary	Cook County Auditor or as assigned
Cost Unit	Primary	Cook County Auditor or as assigned
(MNWalk 6)		

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Procurement <i>ESF #7, ESF #3</i>	Primary	Cook County Auditor or as assigned
Compensation/Claims	Primary	Cook County Auditor or as assigned

VII. LOCAL OPERATIONS GUIDELINES

- A. Protection of life, health and safety, preservation of property and the environment, continuity of government services, and restoration of the community are the **primary goals and priorities** of County/City/Tribal government emergency operations.
- B. In the event of a major disaster, the Chair of the Cook County Board of Commissioners, and/or City Mayor or Tribal Chairman may **declare a local emergency**. Such a declaration will invoke necessary portions of this plan and will permit the County, City or Tribe to take such action as may be necessary to protect lives and property within the county, city, or reservation. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary by the Sheriff in order to provide for public safety.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services, to the maximum extent possible, using **Unified Command**.
- D. The Cook County Emergency Management Director will **provide resource coordination** among government agencies, private organizations and public citizens.
- E. Maximum local government resources must be utilized before **State or Federal assistance** will be made available. Mutual aid agreements between Law Enforcement Agencies, Fire Departments, Ambulance Services and Rescue Squads within the County, and among counties, are on file with the respective departments or agencies.
- F. Each agency, department or service of Cook County government will provide for the maintenance of records during an emergency including those records deemed essential for **continuing governmental operations**. See Continuity of Operations-Continuity of Government in the Finance/Administration Section. Records maintenance and protection will be as follows:
 - 1. **Records maintenance** during an emergency or disaster should include: personnel work hours; equipment hours; supplies and materials used; injuries to personnel; assessment of damages to public facilities, infrastructure, equipment, and private property.
 - 2. In general, the Cook County Recorder will oversee the protection of **vital Cook County records** necessary for continuing government functions, conducting emergency operations, and reconstituting the government. Cook County Information Systems currently backs-up all electronic records daily to both on site and off site facilities. In addition, maintenance and protection of vital records for each department will be done by each department according to standard operating procedures that include moving documents and/or data to other secure facilities as needed. (MNWalk 8)

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3. The Cook County Board of Commissioners is responsible for the continuation of essential government functions during and after an emergency or disaster. The **Cook County Continuity of Operations Plan** includes guidelines on essential services, alternate facilities, and implementation of the plan. (MNWalk 8)

4. Per the National Incident Management System (NIMS), Department Operations Centers (DOC) are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. A DOC is a physical facility or location similar to the Emergency Operations Center (EOC). The purpose of a DOC is to manage and coordinate events specific to a single department. As an example: Hospitals and Public Health & Human Services may open a DOC when responding to medical surge activity, mass dispensing, mass care, evacuation or other. (MNWalk)

VIII. STATE AND FEDERAL SUPPORT

- A. **State Emergency Assistance** - In the event of a major emergency/disaster which exceeds the resources and capabilities of county government and which requires immediate state or federal assistance, the Cook County Emergency Management Director will contact the HSEM Regional Program Coordinator and/or State Duty Officer to request assistance.
- B. **Coordination of Assistance** - The Cook County Emergency Management Director and/or Cook County Sheriff will be responsible for coordinating any state or federal government resources that may be needed as a result of an emergency or disaster. The Emergency Management Director will contact the State HSEM Regional Program Coordinator directly and/or the Minnesota State Duty Officer. The HSEM Regional Program Coordinator can provide information on available state and federal public assistance.
- C. **National Guard** - When a natural disaster or other major emergency is beyond the capability of 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 National Guard. The purpose is to ensure the preservation of life and property and to support civil law enforcement authorities.
1. **National Guard Request Procedures:**
In the case of counties, (and all Cities that are not of the first class), only the **County Sheriff** is authorized to submit a request for National Guard assistance by contacting the **State Duty Officer at 1-800-422-0798**.
 2. **National Guard Operational Policies:**
National Guard assistance will complement, but, *not be a substitute* for County and/or City participation in Emergency Operations. If made available, National Guard personnel will remain under military command at all times, but will **support and assist county** and/or city forces in the accomplishment of a specific task or tasks.

IX. PLAN MAINTENANCE, REVIEW, TRAINING AND EXERCISES

- A. **Plan Maintenance:** The Cook County Emergency Management Director will serve as the Plan Coordinator, and will have authority and responsibility for the development and maintenance of this

Cook County Emergency Operations Plan

plan. This **plan will be distributed** to all county departments and agencies which have responsibilities in the event of an emergency or major disaster in the county. A plan distribution list will be maintained by the Emergency Management Director. (MNWalk 3)

- B. **Plan Review:** This plan will be reviewed and updated as changes occur, but at least annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the four-year planning schedule and procedures established by Minnesota HSEM as follows.

Year 1 (2019): Present EOP to County Board and City Council for review and approval
Year 2 (2020): Present EOP for review to Regional Review Committee of HSEM
Year 3 (2021): Present EOP for Peer review to a local review team and/or peer EMD
Year 4 (2022): Present EOP for review to the HSEM NE Regional Program Coordinator

Year 1: Update and present the revised emergency operations plan to the **County Board of Commissioners and City Councils** for review and approval. The Board/Council must officially approve the plan, via resolution, and the Chair of the County Board/Mayor will sign the plan. A copy of the plan is then submitted to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

Year 2: Update and present the emergency operations plan, a completed MNWALK, and the EOP Review Sheet to the **Regional Review Committee**. A copy of the updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

Year 3: Update and present the emergency operations plan, a completed MNWALK, and the Local EOP Review Sheet to a **peer review group** selected by Cook County for plan review. The peer review group may be **Whole Community Emergency Preparedness group**, a **neighboring Emergency Management Director**, and/or public group. A copy of the updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the completed Review.

Year 4: Update and submit the updated plan, a completed MNWALK, and the Local EOP Review Sheet to the **Northeast HSEM Regional Program Coordinator** for review and approval.

- C. **Emergency Response Training and Training Records** (MNWalk 55)

All County-affiliated professional and volunteer emergency responders are trained in National Incident Management Systems (**NIMS**), including at least IS 100, 200, and 700, and Hazardous Materials Awareness Level training, as defined in 29 CFR 1910.120. Training records are maintained at each department's headquarters. (MNWalk 55)

15 Cook County Law Enforcement officers are licensed by the State of Minnesota. Re-licensure requirements are met through established sheriff office and state required training. Training records are maintained in the Chief Deputy's office at the Cook County Law Enforcement Center. Law Enforcement training includes Advanced First Aid and CPR certification.

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x # personnel from 8 Fire Departments (except new members in training) are trained to Minnesota guidelines for Fire Fighter I & II. Fire Department training includes Advanced First Aid certification.

Emergency Medical Service Providers and the designated mutual aid ambulance services are trained to at least Emergency Medical Technician or Paramedic level. First Responder members are trained to at least Emergency Medical Responder (EMR). Licensing of EMTs and EMRs is done by the Minnesota Emergency Medical Services Regulatory Board (EMSRB).

Hazardous Materials training records for Cook County employees other than Sheriff, fire and EMS are maintained in the Main Office of the department in which they work.

D. Plan Exercise Methods and Schedules (MNWalk 56)

Realistic exercise of core capabilities prepares us for real world events. Cook County will comply with **training and exercise requirements** as published by MN Homeland Security and Emergency Management (HSEM), the Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA), using the Homeland Security exercise and Evaluation Program (HSEEP).

HSEEP supports emergency management personnel in planning, conducting and evaluating exercises. Exercises will be coordinated with local and regional emergency response agencies to fulfill requirements of the participating agencies and will be submitted to HSEM on their Training and Exercise Program (TEP) worksheet. Information about both previously conducted and upcoming scheduled training and exercises is located in the Emergency Management office and can be obtained by contacting the Cook County Emergency Management Director.

COMMAND SECTION

I. PURPOSE

To describe how Incident Command, Multi-Agency Integration and Public Information will be accomplished during an emergency or disaster affecting Cook County, it's Townships, the City of Grand Marais, or Grand Portage Reservation.

Note: An **Incident Commander** checklist is included as a job aide in the attachments.

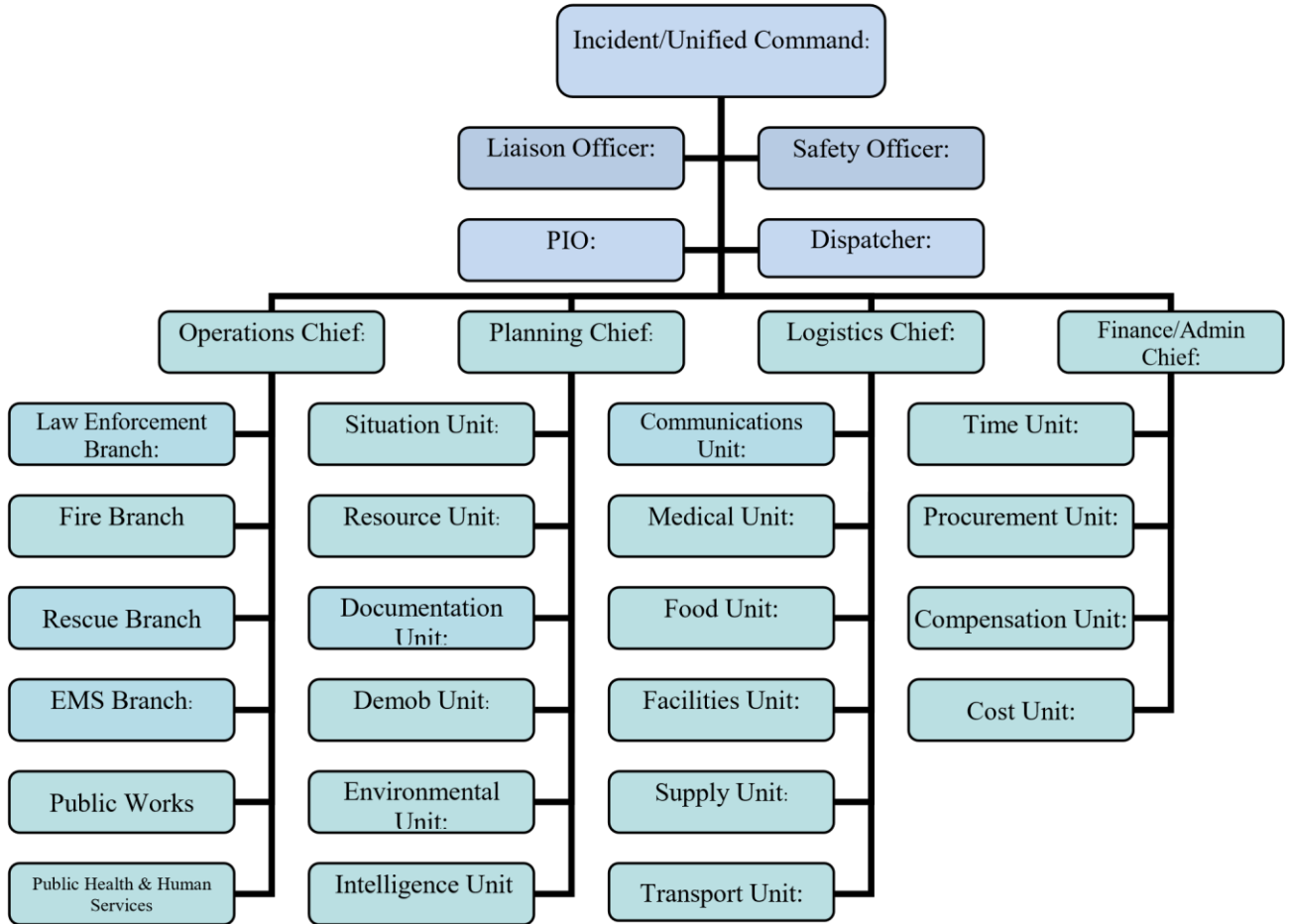
II. INCIDENT COMMAND SYSTEM (MNWalk 20)

According to NIMS, the Incident Command System (ICS) includes the features of standard titles, management by objectives, manageable span of control and plain English communications. Initial response is managed by an **Incident Commander on scene**. As needed, the Incident Commander may appoint Command Staff and General Staff to assure the functions of operations, planning, logistics and administration are accomplished effectively. Standard ICS Forms will be used at the EOC. (MNWalk 20)

Should the incident expand in time, scale, scope or jurisdiction, the IC may request – or the Emergency Management Director may recommend - the activation of an **Emergency Operations Center (EOC)**. In general, the functions of Planning, Logistics and Administration will take place in the EOC, while Operations will continue on scene. In this case, the Incident Commander will provide an Operations Section representative to the EOC. (MNWalk 20)

The standard Incident Command structure is modular and flexible, but normally includes the following functions fulfilled by the Incident Commander until or unless otherwise appointed, see ICS Organizational Chart

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III. LIAISON OFFICER (Note: A Liaison Officer checklist is included as a job aide in the attachments.)

- A. A **Liaison Officer** may be appointed by the Incident Commander or EOC Manager to serve as a contact between the Incident Management Team and any **Assisting or Cooperating Agencies** that are involved. Assisting Agencies are those that have resources actively involved in the incident response. Cooperating Agencies are those that are involved in the incident, but do not have resources actively deployed. Normally this person will be the Cook County Emergency Management Director.
- B. The Liaison Officer will maintain a list of **Agency Representatives** and their contact information, and will provide agency specific information on priorities, policies and restrictions to the Incident Commander.
- C. A **Family Liaison Officer** may be designated to respond to inquiries of families regarding the status and location of family members evacuated or otherwise affected. A **Family Assistance Center (FAC)** may be set up by Cook County Public Health & Human Services, in the Cook County Community Center, or elsewhere, if necessary to respond to these needs. The Family Assistance responsibilities will be coordinated by Cook County Public Health & Human Services in conjunction with the Sawtooth Mountain Clinic Behavioral Health section. (MNWalk 53) See also NEMN Behavioral Health Plan

IV. PUBLIC INFORMATION

Note: A **Public Information Officer (PIO)** checklist is included as a job aide in the attachments.

- A. Command staff at the EOC or Incident Scene will be responsible for communicating with the Public Information Officer (PIO) to **release factual and timely information** about the emergency to the public. The Command staff will work together to address public inquires and rumor control regarding an emergency situation. The Emergency Management Director is a trained PIO, can offer training and is the Director of Public Information. (MNWalk 19)
- B. The Public Information Officer (PIO) will receive information from Incident Command, serve as the official point of contact for coordinating public information and for the media, track information needs, respond to public inquiries, provide rumor control, and either support and advise the spokesperson or may be assigned to act as a spokesperson. The PIO will set up a **Joint Information Center (JIC)** to coordinate messages with other agency PIOs. If it becomes necessary to establish a **media briefing room**, the small conference room of the Community Center, the County Commissioner Room, USFS Conference room or elsewhere, will be used for this purpose and news media will be asked to report to that area. (MNWalk 19)
- C. The official **Public Information Officer/Media Spokesperson** for Cook County is the Cook County Administrator, Director of Emergency Management & Public Information or a designee. During an emergency or disaster the Administrator, Emergency Management Director, Sheriff or County Board Chair, or their designees, may serve as spokespersons. The Board will assign the PIO function during the annual meeting for committee assignments. The Mayor, Tribal Chair, Emergency Coordinators, or their designees will serve as spokespersons for their respective jurisdictions, and will coordinate public information with the **Cook County PIO**. (MNWalk 18) Other spokespersons may include senior officials of primary response agencies.
- D. The Emergency Management Director (EMD), in consultation with the County Sheriff, Rescue Squads and City/Township Fire Department personnel, will prepare instructions for **people who must evacuate** from a high-risk area and/or instructions for sheltering in place. If community shelters are required for those who must evacuate, these will be coordinated and managed by Cook County Public Health & Human Services. This information will be relayed to the Cook County PIO for dissemination to the public using available, appropriate methods. (MNWalk 41)
- E. The Cook County Sheriff will relay instructions to the Cook County PIO that identify staging areas and pick-up points for **evacuees without private vehicles** or other means of transportation, and coordinate with the County Highway Department to designate specific routes of travel or areas that are closed to travel. (MNWalk 41, 42)
- F. The Cook County Public Health & Human Services Department will be responsible for the preparation of **materials that describe the health risks** associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures. Consideration will be given to visually or hearing impaired and non-English speaking groups. Any release of information will be done by or in coordination with the Cook County PIO. (MNWalk 16)
- G. A list of media resources for public information and notification is attached in Annex ESF 15: External Affairs of this plan –in the Cook County EOP Resource Guide and in the Local Information

Team Manual. (MNWalk 19)

V. EMERGENCY OPERATIONS CENTER (EOC)

When needed to support an expanding incident, an **Emergency Operations Center (EOC)** may be activated. The EOC is a secure facility which provides for the personnel, logistics and communication to support the Incident Commander, coordinate incident priorities and prioritize critical resources. The remainder of this Plan applies mostly to an Emergency Operations Center response plan.

A. FUNCTIONS OF THE EOC

1. Establish policies to protect life and safety, property and the environment.
2. Support the on-scene Incident Commander with information, communications and resources.
3. Coordinate the County/City/Township/Tribal governments' response to the disaster.
4. Prioritize expanding incident objectives and scarce critical resources.
5. Authorize emergency expenditures.
6. Generate accurate and timely joint public information.
7. Maintain capability to provide priority government services to the community as provided in the Continuity of Operations Plan.
8. Plan for the return of the community to normal function as provided in the Disaster Recovery Plan. (MNWalk 20)

B. EOC FACILITIES

1. The primary EOC is located in the Cook County Community Center. The EOC portion must be able to be activated within one hour. The Community Center is equipped with a 250KW backup diesel generator with a 2000-gallon propane fuel supply. Water supply is provided through City of Grand Marais water supply. Restrooms are located adjacent to the EOC. Wireless internet and additional phones are available. No other special sanitation facilities or ventilation systems are in place. Alternate EOC is available at the meeting room of the Cook County Law Enforcement Center in Grand Marais. The Law Enforcement Center is routinely used in daily business 24/7. will take 2-3 hours to prepare. Security will be coordinated by the Cook County Sheriff's Office. (MNWalk 21,44)

The Law Enforcement Center, through the Cook County Dispatch Center, has the capability of communicating with the following agencies: Sheriff, EMS, Rescue, Fire, Border Patrol, MN State Patrol, Customs and Border Protection, US Forest Service, MN Dept of Natural Resources and other critical facilities such as hospitals, clinics, utility providers and water and sewage treatment plants by means of radio, landline telephone, faxes and email. Cook County Dispatch is operational 24/7.

Secondary and tertiary communications will be coordinated by the Emergency Management Director, and/or Cook County Amateur Radio Emergency Service Response Team (CCART) to provide voice and data over amateur radio frequencies. The CCART radio room is located at the Search and Rescue hall, near the Law Enforcement Center. The Search and Rescue hall can provide backup communications for the Dispatch Center. (MNWalk 16)

Shortcomings: The primary EOC at the Community Center is in development; upgraded audio visual equipment is required. The secondary EOC at the Law Enforcement Center is small at 400 square feet. An accepted standard of 50 square feet per person allows for a maximum of 8 people with little separation resulting in noise levels affecting all EOC participants. Decision making, operational coordination, collaboration and communications must occupy the same space. Past events in 1999 and 2005-2007 have shown the EOC to be very cramped and having to accommodate in excess of 12 people with EOC responsibilities. Security has been compromised with unintended access by passers-by and media. Once the response phase is past the EOC is adequate to handle the long-term recovery. Although some technology upgrades have been made additional capacity is needed. Additional space, but with limited resources are available at the nearby Search and Rescue Hall.

The EOC does not have storage space for EOC supplies. These supplies (office supplies, phones, computers, displays, etc) must be brought in from other areas. Amateur radio is set up in another building.

The EOC has back up power and security. EOC staffing from county and city departments and volunteers allows for shift changes and extended (greater than 24 hours) operations as needed. The EOC at the Community Center does have kitchen facilities. For the secondary EOC at the Law Enforcement Center Food can be ordered and delivered during normal grocery, service station and restaurant business hours. EOC staff will need to plan-ahead for food needed at other times. (MNWalk 20)

2. **Alternate EOCs:** In the event the primary and secondary EOC is not usable or depending on the location and nature of the incident, an alternate EOC may be located in the County Highway Department offices or other local facility. In addition, the S&R Hall, Lake County Mobile Command Trailer, Arrowhead Mobile Command Vehicle (located in Itasca County), or the Grand Marais Fire Department may serve as an on scene Incident Command Post (ICP) or alternate EOC. If appropriate, EOC functions can be carried out in the Tribal Offices at Grand Portage. (MNWalk 21)
3. The Cook County Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate EOCs in Cook County. This involves ensuring the EOC and alternates have the necessary furniture, maps, office supplies, technology, and communications equipment, along with backup power, heat, water and sewer facilities to perform the support activities required by the incident. Information and office supplies are located in the Emergency Management Office of the Law Enforcement Center in Grand Marais. (MNWalk 9)

C. EOC ACTIVATION (MNWalk 9)

Note: An **Emergency Operations Center Manager** checklist is included as a job aide in the attachments.

1. Responsibility for EOC Activation

The Cook County Board, Sheriff, and/or Emergency Management Director determine activation of the EOC and staffing it (as listed in ESF 5 Annex: EOC Organizational Chart) to meet the needs of the emergency. In a disaster event that requires EOC activation, **EOC staff** will be contacted by radio, phone, pager or email from the Cook County Sheriff's dispatch center or Emergency Management office to respond to the designated Cook County EOC or alternate site. (MNWalk 9)

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2. Criteria for EOC Activation MNWalk 9)

The EOC may be fully or partially activated in response to a **potential or actual threat** to life or property from severe weather, flooding, wildfire, hazardous materials (HAZMAT), terrorist events, or other natural or man-made emergency or disaster involving the County, City, Tribal and Organized Townships within Cook County. Anytime the EOC is partially or fully activated, the Emergency Management Director will contact the HSEM Regional Program Coordinator or MN Duty Officer, along with the NE-MAC.

The level of activation (**partial or full**) will be determined by the Cook County Board Chairperson or the Sheriff. The level of activation will be based upon the scope and severity of the event, and the resources necessary to respond in a manner which will protect and preserve life and health, property and the environment; ensure continuity of government services; and/or support local political subdivisions that need assistance.

Guidelines for Activation of Cook County Emergency Operations Center (MNWalk 9, 20)

Activation Level	EOC Activation Description	Activity and Staffing
Level IV Continuous monitoring	Level IV Monitoring: Operations Section (EM) in coordination with dispatch (PSAP) maintains countywide situational awareness.	<i>Operations Section</i> •Continuously monitor weather and other current and significant events. •Work in cooperation with emergency management partners. • Issue information products to maintain situational awareness and a common operating picture.
Level III Partial Activation: EOC activation with command and general staff Level III Partial Activation: Activates appropriate agencies or ICS sections to closely monitor a developing situation or incident with limited impact. Actions may include preparing to provide or providing necessary assistance. Level III Activity and Staffing: <i>Incident Manager (IM)</i> •Responsible for EOC management <i>Operations Chief</i> •Coordinate agencies • Field situational awareness <i>Planning Chief</i> • Situation Reports • Incident Action Plans (IAP)	Level II Full Activation: EOC activation with command and general staff, and select agencies Level II Full Activation: Responds to an actual event having significant impacts over large geographical areas. The county board directs agencies/ departments to provide assistance under the local state of emergency assigning emergency responsibilities to agencies.	Level II Activity and Staffing: <i>IM</i> • EOC Management <i>Operations Chief</i> •Coordinate agencies • Field situation awareness <i>Planning Chief</i> • Situation Reports • Incident Action Plans (IAP) <i>Logistics Chief</i> • Supplies •Resource management <i>Select agencies/departments, as required for the incident or event.</i>
	Level II Full Activation: Responds to an actual event having significant impacts over large geographical areas. The county board directs agencies/ departments to provide assistance under the local state of emergency assigning emergency responsibilities to agencies.	Level II Activity and Staffing: <i>IM</i> • EOC Management <i>Operations Chief</i> •Coordinate agencies • Field situation awareness <i>Planning Chief</i> • Situation Reports • Incident Action Plans (IAP) <i>Logistics Chief</i> • Supplies •Resource management <i>Select agencies/departments, as required for the incident or event.</i>
	Level II Full Activation: Responds to an actual event having significant impacts over large geographical areas. The county board directs agencies/ departments to provide assistance under the local state of emergency assigning emergency responsibilities to agencies.	Level II Activity and Staffing: <i>IM</i> • EOC Management <i>Operations Chief</i> •Coordinate agencies • Field situation awareness <i>Planning Chief</i> • Situation Reports • Incident Action Plans (IAP) <i>Logistics Chief</i> • Supplies •Resource management <i>Select agencies/departments, as required for the incident or event.</i>
Event	Level III Partial Activation	Level II Full Activation
Wildfire	Population area threatened	State or federal mutual aid response; evacuation of threatened population area
Severe Winter Storm	Major power outages; other damages	Life-threatening conditions; severe damage; multiple communities affected

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Multiple Casualties	Upon request of emergency medical system to acquire resources Damages, especially in many areas throughout the county; impending evacuation Impending evacuation of persons from homes and businesses Threat to safety of citizens Impending evacuation; minor damages Impending high absenteeism rate (up to 40%)	Upon request of Law Enforcement /Fire or County EOC
Flooding		Required evacuation; severe damage; injuries/deaths
Hazardous Material Event		Required evacuation; severe damage or injuries/deaths
Civil Disturbance		At direction of Law Enforcement
National Security, Terrorism		Required evacuation; damages, or injuries/death
Infectious Disease event, e.g. Pandemic Influenza		Multiple casualties, very limited supplies, global effect; At direction of Law Enforcement
Activation Level	EOC Activation Description	Activity and Staffing
Level I Full EOC activation with state support	Level I Full Activation with State Support: Initiated by a local state of emergency declaration and includes full state support	<i>All staffing noted for Level II, plus full complement of supporting agencies.</i>

3. Staffing and Coordination of the EOC

- a. Upon full or partial activation, all **Incident Command organizational positions** will be considered for staffing, based upon National Incident Management System (NIMS). **Command positions** must include an EOC Manager, Liaison Officer and PIO. **Section Chiefs** can include Planning, Logistics and Finance/Administration. Staffing other positions will be based upon the type and scope of the event, resources that can be provided by the county, and those requiring mutual aid or support from outside jurisdictions and agencies. Unless specifically designating a Section Chief in the Incident Command System (ICS) structure, the Incident Commander will retain those ICS functional duties. (MNWalk 20)
- b. The **organizational chart and staffing list for the Cook County EOC** are found in ESF #5 Annex. Each department/agency represented in the EOC should be familiar with the duties which it is expected to perform (job lists are provided in the EOC kit), and be able to provide for extended staffing shift changes should the incident last more than 24 hours. If a protracted stay at the EOC is expected, staff will bring along personal use items they may need for 24 hours. See also Attachment 2: EOC Personnel Directory. (MNWalk 20)
- c. An authorized **representative from each affected municipality** will be requested at the Cook County EOC to provide assistance and coordinate response to the affected area. Requested municipal, local, state or federal officials and staff will check in with the Liaison Officer at the EOC before beginning any official functions. The regional **Multi-Agency Coordinating (MAC) group** will also be notified.
- d. A suggested EOC meeting schedule:
(EOC operational periods may start 2 hours later than ICP operational periods to allow some staff to attend both meetings and to react and plan based upon ICP meeting decisions)

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0700	ICP briefing	0900	EOC briefings
1000	CG meeting	1200	EOC Priorities/objectives meeting
1300	Planning meeting	1500	Planning/strategies meeting
1800	Objectives meeting	1700	Operations meeting (shift EOC Mgr transfer)

4. Deactivation Criteria for EOC

- a. Deactivation of the EOC may take place in stages based upon life safety issues being addressed, stabilization of the incident, reduced demand for additional resources, assisting agencies returning to normal operations, and transition from response to recovery phase takes place.
- b. A short debriefing (hotwash) will be held with present members before personnel are disbanded.
- c. After the EOC is deactivated, it will be restocked, resupplied and repairs will be implemented under the coordination of the Emergency Management Director.
- d. It is recommended that an After Action Review is held within an appropriate time after the incident, which may include Command and General staff, HSEM Regional Program Coordinator, local jurisdiction leaders, and appropriate private contractors.

VI. MULTI-AGENCY COORDINATION SYSTEMS

Multi-agency Coordination (MAC) Systems involve the coordinated efforts of multiple jurisdictions and supporting entities during an expanded response. The primary function of the MAC group is to support local incident management, providing **a link to regional resources** during a complex incident response. The NE-MAC group includes representatives from Homeland Security and Emergency Management (HSEM), Regional Law Enforcement, Public Health & Human Services, Emergency Medical Services and Regional Hospitals.

NE-MAC normally is notified whenever the Cook County EOC is activated. The NE-MAC may respond virtually, by **simply maintaining communication with the EOC**, or they may respond physically and be present at the EOC along with elected officials and the local Incident Management Team. NE-MAC Activation Stages are as follows:

Activation Level	Threat Level	NE-MAC Activities
Awareness (GREEN)	Incident potential exists (impending natural disaster, Public Health & Human Services emergency or security threat)	MAC is notified of situation by contacting MAC Coordinator. All members notified by Coordinator.
Monitoring (YELLOW)	Incident has expanded in time, scale, scope or jurisdiction.	MAC assigns member to monitor and notify additional resource members.
Activation (RED)	A request is made to MAC for additional local, regional or state resources.	MAC members respond according to the request and open MN Trac Command Center.

OPERATIONS SECTION

I. PURPOSE

The **Operations Section** describes the coordination and management of response resources available during an emergency or disaster. It is recognized that emergency response personnel will come from Cook County, Grand Marais, Grand Portage Reservation, the townships, and private organizations within Cook County, as well as from outside of Cook County.

Initial Response will normally be done by those agencies listed as having primary responsibility (see page 16 of Basic Plan) and will include determining an Incident Commander, setting up an Incident Command Post near the scene, and setting immediate objectives of life safety and stabilizing the incident. If it is determined that an **Emergency Operations Center (EOC)** should be activated to support the incident, the Incident Commander or designee will become part of any Unified Command, and the IC or Operations Section Chief at the scene will appoint an Operations Representative to be present at the EOC.

The **Operations Section function** will take place at the scene and be responsible for coordinating the response branches, based upon the scope of the incident and the objectives of the Command Staff. An Operations Section Chief may be appointed by the Incident Commander and will report directly to the Incident Commander or Unified Command staff. Other duties beyond those described above may fall under the **Operations Section** depending on the type of emergency/disaster that is occurring,

Note: An **Operations Section Chief** checklist is included as a job aide in the attachments.

II. RESPONSIBILITIES FOR INITIAL EMERGENCY RESPONSE

During an emergency or disaster, the responsibilities described in this section are the predetermined delegations of authority for the entities given. (MNWalk 8)

Responding agencies and departments, including law enforcement (County), rescue squad (County), fire departments (City/Townships/Rural), and ambulance services (Private), are responsible for developing and maintaining **Standard Operating Guidelines (SOGs)** for responding to and managing each agency's responsibility during an emergency or disaster event. SOGs should include guidance for response to hazardous materials incidents. SOGs for each agency are maintained at the office of each agency. Each department shall also maintain copies of **Mutual Aid Agreements** in their offices. (MNWalk 22)

- A. The **Law Enforcement Branch** is responsible for maintaining law and order during a disaster event and carry out the duties to enforce applicable local and state laws and ordinances. The Law Enforcement Branch will be a coordinated effort between the Cook County Sheriff's Office, and State and Federal law enforcement agencies, in cooperation with the MN Fusion Center. The Cook County Sheriff's Office is contracted by the City of Grand Marais and the Grand Portage Reservation for law enforcement within city limits/ reservation boundaries. Law Enforcement primary responsibilities are to provide for the **safety and security** of citizens and visitors within the county by providing timely response to emergencies and security and perimeter control at mass care facilities, shelters, family assistance centers and mass prophylaxis sites, controlling activities which threaten lives or property, investigating criminal offenses, and facilitating the safe movement of persons and vehicles (Traffic control and direction). The Sheriff would also lead in the coordination of all private and public transportation resources during a major incident, such as an evacuation. The Law Enforcement Branch

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will have responsibility to investigate all terrorist threats and coordinate all disaster incidents or events that result from terrorist acts. (MNWalk 33, 38, 39, 41, 42, 60)

- B. The **Fire Protection Branch** involves coordination among local volunteer fire departments (Grand Portage, Hovland, Colvill, Grand Marais, Maple Hill, Gunflint Trail, Lutsen, Tofte, Schroeder), the Minnesota Department of Natural Resources (DNR) and US Forest Service (USFS). City and rural volunteer fire departments have the responsibility for structural fire protection in Cook County, and for supporting the DNR and USFS for wildfires that encroach on the wildland urban interface. The MN DNR - Forestry and USFS have the primary responsibility for wildfire protection. All of the fire departments in Cook County have mutual aid agreements with each other and regional Fire Department Mutual Aid Associations. Written mutual agreements are on file at each fire department. Fire Department resources and current capabilities for fire suppression, hazmat etc., are listed in the Cook County Resource Manual, Cook County Emergency Support Function (ESF 4) Annex. (MNWalk 11, 22, 82)
- C. The **Search and Rescue Branch** is responsible for Search and Rescue operations within Cook County. The Cook County Sheriff's Office has primary responsibility for coordination of Search and Rescue using Cook County Search and Rescue, with the support of the local Fire Departments within the county. Cook County Search and Rescue has responsibility to **locate, access, stabilize, and transfer** missing or injured persons to higher care if needed. The two divisions of Cook County Search and Rescue are based in Grand Marais and up the Gunflint Trail, which serve throughout Cook County or as directed by the Cook County Sheriff. Cook County Search and Rescue has mutual aid agreements through the Cook County Sheriff's Office with other Law Enforcement agencies. (MNWalk 14)

Additional resources may be requested through mutual aid agreements with neighboring counties. On federal or state lands, the US Forest Service and DNR law enforcement branches will be contacted and work in cooperation with the Cook County Sheriff's Office as stated in the Northeastern Minnesota Interagency Search and Rescue Plan. State and federal resources, including the Civil Air Patrol, National Guard, and Air Force assets may be requested through the MN Duty Officer if the situation is beyond the capability of County and mutual aid resources. See ESF #9 in Resource Manual for **NE MN Inter-Agency SAR Plan**. (MNWalk 14)

- D. The **Emergency Medical Services (EMS) Branch** is responsible for **triage, treatment and transport** of victims during an emergency or disaster event. Licensed ambulance services (Cook County, Grand Portage, Gunflint Trail, and Silver Bay) will also coordinate injured victim tracking with receiving medical facilities and/or the American Red Cross. Initial EMS response is coordinated among the four (4) licensed ambulance services and seven (7) First Responder Squads serving Cook County. The ambulance services have mutual aid agreements as required by Minnesota Statute, with additional resources if needed by contacting the Minnesota Duty Officer. (MNWalk 12, 70, 22)
1. **Medical First Responders** are located throughout Cook County. The Tofte/Schroeder and Lutsen First Responders are stand-alone service units. Grand Marais First Responders are part of the Grand Marais Volunteer Fire Department and include a few medical first responders from the Maple Hill Community Volunteer Fire Department district. Hovland, Colvill, the Grand Portage Ambulance and Gunflint Trail Ambulance also include First Responders in their call outs. These organizations are trained at least to the US DOT Emergency Medical Responder level. These units are not licensed to transport victims but have some capabilities for transport of patients during a disaster event. First Responders will have responsibility throughout Cook County or as directed by

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the Cook County Sheriff. *The First Responder services have mutual aid agreements through the Cook County Sheriff's Office with other Law Enforcement agencies (TBD)*

2. **Ambulance Services** will be responsible for EMS in their designated primary service areas as identified by the State of Minnesota. The ambulance services have mutual aid agreements as required by Minnesota Statute, with additional resources if needed by contacting the Minnesota Duty Officer. Three of the ambulance services are based in Cook County (Grand Portage, Grand Marais and Gunflint Trail) and one is based in Lake County (Silver Bay). North Shore Health Ambulance has three ambulances stationed in Grand Marais. Grand Portage Ambulance has two ambulances providing service to the Grand Portage Reservation. The Gunflint Trail Volunteer Fire Department has one ambulance.

North Shore Health Ambulance is licensed at the Advanced Life Support (ALS) level. The other ambulance services' serving Cook County are licensed at the Basic Life Support (BLS) level and have established Standard Operating Guidelines on file for Triage, Treatment and Transport of patients during a disaster or mass causality event. Each of the ambulance services has mutual aid agreements with services that are in close proximity to Cook County. Through these mutual aid agreements additional resources could be available to Cook County in a disaster event. Additional State EMS resource needs can be accessed through the Minnesota EMS Regulatory Board (EMSRB) by contacting the Minnesota State Duty Officer. All of the emergency medical services units have supervision by a medical director. (MNWalk 12)

3. Cook County has one (1) hospital, Cook County **North Shore Health** (the hospital) located in Grand Marais. Victims of a disaster would be transported or go to the hospital for **care of injuries and medical needs**. The plans include local and regional mutual aid agreements for medical facilities, equipment and medical/general health supplies that will be needed during a disaster. Additional information on regional hospitals available to the North Shore Health for coordinating patient care is located in the Hospital Emergency Plan, Cook County Public Health & Human Services Plan and Cook County Emergency Operations Plan – Resource Guide. (MNWalk 70)

The hospital also has plans to address surge capacity needs utilizing Health Care Clinics (Sawtooth Mountain Clinic) and Nursing Homes (Care Center) located in Cook County. In the event of need for **Off-Site Care Facilities (OSCF)** to provide patient care for victims of a disaster, plague or terrorist event the hospital, Cook County Public Health & Human Services, Cook County Environmental Health, Grand Portage Health and Cook County EMS providers will coordinate staffing to provide victim care at OSCF and establish, if needed, **Mass Care Centers**. Mass Care services include registration, emergency housing, feeding, clothing, waste management, counseling, inquiry and referral, etc. (MNWalk 33) OSCF include the Cook County Ambulance Hall, Grand Marais Fire Hall or parts of public school ISD 166. See also Medical Surge section under the Cook County Pandemic Influenza Plan. (MNWalk 27) Administration and Staff at the hospital have been trained in the Hospital

Emergency Incident Command System (HEICS) and the inter-face of HEICS to the Minnesota Incident Management System (MIMS), and use of MnTrac for patient tracking. (MNWalk 13) MnTrac provides for information sharing between EMS organizations, the hospital, regional resources and family assistance centers. (MNWalk 12, 13, 33,)

See also Cook County Public Health & Human Services All Hazard Medical and Health Response and Recovery Plan (CCPHHSAHMHRRP) Annexes:

Annex L-2: Medical Care Mass Care by CC Public Health & Human Services

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Annex L-6: Hospital Cache Management
DD

Surge Capacity by Hospital/Clinic Annex

Cook County North Shore Health has a **mobile decontamination tent** which will be set up outside the hospital in the event of a hazardous materials emergency or disaster to decontaminate patients arriving at the hospital for treatment. The expansion to the hospital (2018 ETC) includes a built-in decontamination room. The hospital has established standard operating guidelines for patient decontamination in the hospital's Emergency/Disaster Plan. North Shore Health and Ambulance staff has been trained to assist in setting up the tent for decontamination. Currently local fire departments could provide only gross decontamination by flushing with cold water or mist of contaminated persons before transport to the hospital. Cook County Environmental Health will request State resource assistance through the Minnesota State Duty Officer if decontamination is needed during a disaster event, such as **contamination from infectious waste, polluted flood waters or chemical hazards**. See also CCPHSAHMHRRP Incident Specific Annex EE: Radiological/Nuclear. (MNWalk 26)

4. **Mass fatality management and emergency mortuary service** during a disaster event in Cook County will be coordinated by the North Shore Health Physician on Call, or the designated Cook County Medical Examiner. Mass fatality management includes recovering human remains, transferring them to the mortuary facility, assisting with personal effects recovery, conducting autopsies, identifying victims, and returning remains to the victims' families for final disposition. Mass Fatality mortuary services and temporary morgue operations will be coordinated by the Cook County Medical Examiner in cooperation with Cavallin's Funeral Home-Mortuary in Two Harbors and through use of Regional Mass Fatality Preparedness Resources, resources from State Disaster Mortuary Emergency Response Team (D-MERT) and National Funeral Directors Associations. **Counseling services** for responders and victim families will be coordinated through the **Cook County Public Health & Human Services Department Behavioral Health Section**. Coordination will include cooperation with the Arrowhead and other Minnesota Critical Incident Stress Management Teams, Cook County Emergency Chaplaincy and Superior Health and Medical Group, Red Cross, Lutheran Social Service and regional Human Development Center **Notification of next-of-kin will be coordinated** between the Sheriff and the Medical Examiner. Specific plans for Mass Fatality Management are in the Cook County Emergency Operations Plan – Resource Guide. See also CCPHSAHMHRRP Annex S: Environmental Health, Annex L-2: Medical Care and Surge, Annex T: (MNWalk 28)

E. The **Public and Environmental Health Branch** will assess and coordinate any response to the **Public Health & Human Services needs of disaster victims**. The Cook County Public Health & Human Services Department will coordinate with Grand Portage Health Service, the MN Department of Health (MDH), Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) to facilitate early **detection, reporting, mitigation and evaluation** of Public Health & Human Services conditions, (MNWalk 47) including response to **air and water quality concerns**, and **biological, chemical and radioactive agents** as described in the Cook County Public Health & Human Services All Hazard Medical and Health Response and Recovery Plan (CCPHSAHMHRRP).

1. During **medical emergencies or disasters**, Cook County Public Health & Human Services will plan to initiate, coordinate and maintain a **mobile surge capacity**. (MNWalk 24) This response may include mass immunization clinics, information on quarantine orders, providing pharmaceuticals for mass distribution, mass health care and off-site care facilities. Cook County Public Health & Human Services and Grand Portage Health has a joint **Infectious/Communicable Disease Plan & Protocol**, and works closely with the MN Department of Health

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and the Northeastern MN Multi-Agency Coordinating (MAC) group for hospital, behavioral health, mass casualty, and other medical services. They can directly request the aid of Minnesota Responds volunteer Medical Reserve Corps, as well as **state resources** such as the Mobile Medical Unit, Disaster Medical Response Teams and the Mobile Disaster Mortuary. (MNWalk 24, 27)

2. The Cook County Public Health & Human Services Department and Grand Portage Health Service will have responsibility to coordinate the health and medical care, transportation, and other related support to Grand Portage's and Cook County's **special needs population and their caregivers**. This may include providing other related support such as interpreters and communication devices, assistive technology and personal care assistance. This will be accomplished through coordination and cooperation with Cook County Human Services, Cook County EMS Services, Hospitals, Clinics, Home Care, Care Partners, and Cook County Law Enforcement. (MNWalk 6, 41, 60)

Sheltering needs may transition to long term housing needs, which will be coordinated by Cook County Public Health & Human Services (MNWalk 51) See also CCPHSAHMHRRP Annex _: Mass Care and Resource Manual: Master Chart Cook County MAA, MOU, LOA. (MNWalk 33, 34, 35)

3. The primary congregate/mass care and sheltering needs of disaster victims including supplies for emergency sheltering, registration and feeding of victims, health and medical care, and filling access and functional needs will be coordinated through the Cook County Public Health & Human Services Department using standard department procedures. (MNWalk 33, 34) Congregate/mass care facilities may include the Cook County YMCA, Cook County Community Center and School Buildings. Potential Disaster Registration Centers, Congregate Care Facilities and sites for Mass Feedings are listed in the Cook County Emergency Operations Plan - Resource Guide. Supporting agencies to address mass care needs such as registration, feeding, clothing, inquiry and referral and emergency housing may include the American Red Cross and Salvation Army, along with Cook County MN Responds Medical Reserve Corps and Community Emergency Response Teams (CERT). (MNWalk 35) A list of shelters is maintained by Cook County Emergency Management and is listed in ESF 8: Health and Medical. (MNWalk 32)

The **mental health counseling** for both the responders and victims of the disaster will be coordinated through the **Cook County Public Health & Human Services Department in conjunction with the Sawtooth Mountain Clinic Behavioral Health Section**. Coordination will include cooperation with the Arrowhead and other Minnesota Critical Incident Stress Management Teams, Cook County Emergency Chaplaincy and Superior Health and Medical Group, Red Cross, Lutheran Social Service and regional Human Development Center. See also the NE MN Regional Behavioral Health Plan and CCPHSAHMHRRP Annex M: (MNWalk 25)

5. Responsibilities of the Cook County Environmental Health, in cooperation with the MN Departments of Health, Animal Control and Agriculture, will include inspection and disposal of **contaminated food**, (MNWalk 23) coordination of food and **agricultural safety services and events**, (MNWalk 37) **vector (insect and rodent) control** services, animal disease outbreaks, carcass (MNWalk 37) disposal, landfill operations and other health care measures for agriculture. (MNWalk 47)

- F. The Evacuation and Traffic Control Branch will be responsible for the **evacuation, security and traffic control** in the affected area and at Shelter, Evacuation Registration and Points of Distribution Sites. The Cook County Sheriff will have primary control of this branch and will coordinate with local

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Volunteer Fire Departments, including the Hovland and Maple Hill STOP Team, Minnesota State Highway Patrol, Border Patrol and MN DNR Conservation Officers. (MNWalk 38, 41, 60)

1. The Cook County Sheriff (alternate: Chief Deputy) is responsible for **recommending an evacuation** (MNWalk 41) as detailed in the Cook County Evacuation Plan (NWalk 42) based upon the risk to the population, effectiveness of evacuation, and consideration of the benefits of **sheltering in place**. Fire Chiefs in the local fire districts can make these determinations if immediate action is deemed necessary. The Sheriff will also carry out the after-incident check on people who sheltered in-place. (MNWalk 59) Whether sheltering in place or evacuating, the Cook County Sheriff's Office or Emergency Management Director will provide **instructions to the public** through a Cook County Public Information Officer (PIO), or designated spokesperson, using warning systems listed in Planning Section, II, page 45. (MNWalk 60)
 2. The Cook County Sheriff's Office is responsible for designating primary and backup **evacuation routes** and establishing and staffing necessary **traffic control points**. (MNWalk 41, 42) This will include identification of staging areas and **pick-up points** for evacuees without private vehicles or other means of transportation and coordination of **public and private transportation resources** during an evacuation. (MNWalk 41, 42) Evacuation planning, including precautionary evacuation and alternate traffic routes are developed by the local volunteer fire departments. The Cook County Highway Engineer and City Public Works Departments will prioritize **debris removal** from the designated evacuation routes and assist with traffic control devices. Pre-planned routes are listed in Attachments 7 and 8 (MNWalk 60) Maps indicating evacuation routes and traffic control points are located in ESF Annex 1: Transportation. (MNWalk 41, 42)
 3. **Cook County Public Health & Human Services** and Law Enforcement will coordinate transportation with **hospitals and nursing homes** for evacuation of handicapped, elderly, mobility impaired and other individuals unable to evacuate themselves and their caregivers. They will also arrange for ambulance services, school buses, etc. for transportation of those **private parties** unable to evacuate themselves. See also CCPHHS AHMHRP Annex Special Needs Populations. (MNWalk 6, 41, 42)
 4. The Cook County Sheriff's Office will be responsible for **maintaining access control and security** for the evacuated areas and removal of stalled vehicles from the evacuation routes. Citizens who require access will be determined by the Sheriff, identified by dashboard placards, and signed in/out of evacuated areas by checkpoint security. (MNWalk 60, 39)
 5. The Cook County Sheriff's Office will determine at what point evacuees will be allowed to return to their homes, and when general access will be allowed, and how to notify each through warning systems listed in Planning Section, II, page 45, or other means. If structure damage is involved, the Sheriff's will consult with Cook County Assessor to assure structures are safe, sanitary and functional. A red/yellow/green tag system may be used. (MNWalk 52, 59, 60)
- G. The **Animal Services Branch** will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners.

The Cook County Sheriff's Office with the assistance of Cook County Search and Rescue will be responsible for coordinating the rescue and/or recovery of stranded pets, service animals, livestock or exhibition

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animals that have been left behind, as possible and practicable, after the priority response to humans has been accomplished. (MNWalk 36)

The Sheriff's Office will contact a responsible party or group such as Cook County Extension, Arrowhead Animal Rescue of Cook County, Cook County Musers Association, the Humane Society, Contented Critters-Animal Rescue, Minnesota Veterinary Reserve Corps and VOADs such as the MN Animal Disaster Coalition, or agencies such as the MN DNR, to assist with the sheltering and care for service animals, pets and companion animals, and livestock. These agencies have the capability to care for animals of all sizes including livestock. The Cook County Sled Dog Association represents a resource for the sheltering and care of dogs in their large kennel areas as well as for displaced pets.

Cook County Extension will coordinate household pet sheltering during evacuations, in cooperation with Arrowhead Animal Rescue, and Emergency Management, and using local volunteer, non-profits or other providers. The regional Pet Sheltering Trailer will be requested from St. Louis County through Emergency Management Director. The Pet Shelter will be located in proximity to Shelter sites and has capacity/supplies to accommodate up to 50 animals. Many people needing congregate care may have pets with them and the above-named animal care agencies may also be able to make arrangements to provide these pets with adequate care and shelter until their owners are able to resume caring for them. Only service animals are allowed inside designated shelters. (MNWalk 36, 41)

(Annex: Disaster Animal Services Plan) Refer to the Cook County Emergency Operations Plan - Resource Guide for contact information. Area veterinarians are available for urgent animal medical needs. (MNWalk 36)

- H. The **Debris Clearance Branch** will be responsible for opening of Cook County roads blocked by debris and coordinating with City, Township and Minnesota Road Maintenance Departments for safe and rapid **opening of roads** in areas affected by a disaster.
1. The Cook County Highway Department will have primary responsibility for **debris clearance** on County property. The City Public Works department will be responsible for debris clearance within the City. The Cook County Highway Department may assist the City, Townships and Grand Portage with debris clearance if the requesting jurisdiction has expended all of its resources or if a **delay in cleanup** would cause danger to life or property. Cook County may contract, through established contract procedures, with private contractors for debris removal and hauling. (MNWalk 46)
Needs Work
 2. Removal of debris from **private property**, except in unusual circumstances, is the responsibility of the property owner. In the case of spilled or leaked **hazardous materials**, the MN Duty Officer and MPCA will be contacted. Cleanup and disposal will be the responsibility of the responsible party (facility, company or person) for the release or spill. (MNWalk 46)
 3. **Cook County Land Services** will coordinate the establishment of **temporary and final debris disposal sites** as appropriate and determine types of debris acceptable at temporary and final disposal sites per Standard Operating Procedures. The Planning and Zoning Department will also coordinate with the local waste haulers to establish a **debris pickup system**. (MNWalk 46) Depending on the quantities of debris to be stored, temporary storage areas include gravel pits and the old

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Cook County Airport runway area. Typically, materials are divided into burnable, and non-burnable. The non-burnable materials are divided into demolition (construction materials), recyclable metals and appliances, hazardous materials and trash. (MNWalk 46)

Other than burnable debris all other debris is removed out-of-county to licensed facilities. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). Gravel pit locations are identified in the EOP – Resource Guide (MNWalk 46). The MPCA will be requested to assist Cook County with coordination for disposal of animal carcasses and farm chemicals.

4. Cook County Environmental Health in collaboration with Cook County Public Health & Human Services and Extension with the assessment and resolution of **potential health issues related to the debris removal process such as mosquito/fly infestation, hazardous and infectious wastes**. Solid waste plan is located at Cook County Planning Zoning and in the Resource Manual. (MNWalk 46, 47)

- I. The **Utilities Restoration Branch** includes management of **water and sanitary sewer, electricity, gas, and communications**.
 1. If access to an area is blocked, these entities will coordinate with the **Cook County Highway Department** to open routes.
 2. Restoration of City water supplies and sewage facilities, and/or providing temporary water and sewer systems, will be the responsibility of the facility operator. Cook County Maintenance will be responsible at County facilities. (MNWalk 29) It may become necessary to bring in potable water and/or sewage disposal facilities to affected areas. **Public information** regarding safe drinking water, limited water supplies or malfunctioning sewer systems will be disseminated through the Cook County PIO.
 3. Utility restoration, including safety inspections, (MNWalk 29) will be accomplished by the municipal or private entities that own the particular utility or facility for electric, water, or telephone that serves Cook County, Grand Portage and Grand Marais. Contact information for utilities is located in the Emergency Contacts Supplement to this plan. (MNWalk 29)
 4. The repair and restoration of vital services will be prioritized and coordinated at the Emergency Operations Center (EOC) by the Multi-Agency Coordinating (MAC) group. They will establish recovery timelines based upon the Capability Targets listed in the Cook County Threat and Hazard Identification and Risk Assessment (THIRA) document. (MNWalk 29)
- J. The **Damage Assessment Branch** will begin as soon as possible after a disaster, to provide an initial assessment of damages and impacts, using guidelines presented in the Minnesota Disaster Response Handbook. (MNWalk 48)
 1. The Cook County Emergency Management Director is responsible for organizing and maintaining a **damage assessment team** composed of County, City, Township and Private Sector personnel. The Emergency Management Director will also maintain the procedures for damage assessment and **coordinate the damage assessment process** following a disaster.

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2. The Cook County Assessor is responsible for assessing and documenting the damage of private property following a disaster. The Assessor may contract with available building inspectors to assist with this process. (MNWalk 48) The Assessor may assist **Local Fire Chiefs** to declare whether private structures are uninhabitable and/or are a safety hazard to the public. (MNWalk 52)
3. The Cook County Engineer is responsible for assessing and documenting the **damage of public/government property** and infrastructures following a disaster. The Cook County Maintenance Director, Auditor, Planning and Zoning Director and Information Services GIS Analyst may be called upon to help with the damage assessment efforts, both public/government and private. (MNWalk 48) **The Assessor Office, Maintenance, Highway Department and Planning and Zoning** will collaborate on the responsibility for collecting, organizing and reporting damage assessment information to other County, State operations centers within the first 12 hours for Rapid Damage assessment and 36 hours for complete damage assessment. (MNWalk 48) Utilizing current standard procedures, primarily through contact with the State Duty Officer and HSEM Regional Program Coordinator, **Emergency Management** will assist other departments in requesting supplemental State/Federal assistance through the State Division of Homeland Security and Emergency Management. (MNWalk 48) The Grand Portage Tribal Council will use comparable procedures through the Tribal/BIA system.
4. City and Township government officials will locate and report damage in their jurisdictions to the County Emergency Management Director as soon as possible following a disaster. The Mayor of the City covered under this plan will be responsible for assigning and organizing a damage assessment team for the city. It is vital that damage assessment be a coordinated effort between Cook County and the city covered under this Emergency Operations Plan. Townships in Cook County fall under the Cook County's damage assessment team process.
5. Still digital photos will be taken of the damaged areas and GIS layers on county maps will be used to plot the location of the damaged sites. The Lake County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM) when damage assessment is carried out in conjunction with a request for State or Federal assistance or reimbursement. HSEM will be contacted through the Regional Coordinator or State Duty Officer as soon as possible to address damage assessment needs and requirements. (MNWalk 48)
6. The **Maintenance Departments** of the City, County and Tribe will be responsible for prioritizing and coordinating the repair/restoration of vital services, including conducting safety inspections before the general public is allowed to return to the impacted area. Recovery priorities for essential functions and for critical infrastructure repair and restoration will be established by Maintenance in collaboration with appropriate department heads and jurisdiction elected officials. Outside technical specialists may be utilized to assist with these tasks. (MNWalk 29)

K. The **Agriculture Safety and Emergency Response Branch**. Cook County has no agricultural industry other than a small number of subsistence/hobby farms. Cook County Extension and local public and environmental health will work with the Minnesota State Department of Agriculture to provide assistance with assessment and vector control services (e.g., insect and rodent controls, biological wastes/contamination, use of pesticides), assess and provide food production and agricultural safety services (e.g., conducting a coordinated investigation of food and agricultural events or animal disease outbreaks), animal care services (e.g., rescue/recover displaced pets, livestock, service animals, sled dog kennels or exhibition animals) and health protection measures. Resources available include local veterinarians, area animal hospitals, the regional Humane Society and the State DNR. See also the Animal Rescue Branch, G, above. (MNWalk 45, 36, 37) Cook County Extension will utilize regional and state resources, such as the Minnesota Department of Agriculture, to inspect and dispose of contaminated food supplies from (MNWalk 23) stores and restaurants. See also CCPHSAHMHRRP Annex FF: Food Supply/Agricultural.

III. HAZARDOUS MATERIALS PLANNING / NOTIFICATION / RESPONSE

Identification of Community Emergency Coordinator. Cook County Officials and Response Agencies recognize that emergency situations may develop in which Cook County residents would be exposed to an accidental or intentional release of hazardous materials. Planning ensures a coordinated response to **all types of hazardous material incidents** at a fixed facility or as a result of a transportation incident. This Section describes the planning for potential hazardous material releases or incidents, and how Cook County will respond to provide for the protection of life and property according to this plan. The Cook County Emergency Management Director in collaboration with responding agency leadership shall make the determinations necessary to implement this Emergency Operations Plan. When necessary, the Chairperson of the Cook County Board of Commissioners (or the Tribal Chairperson for incidents on the Grand Portage Reservation) is responsible for providing overall policy direction of Cook County (Tribal) government resources involved in the response to a disaster. The Emergency Management Director (EM and Safety Officer) will serve in a staff capacity to the chief elected official to coordinate and implement aspects of this emergency plan with the Board Chairperson (Tribal Chair). (MNWalk 54)

Primary Emergency Coordinator

Mike Keyport
Emergency Management Director
Work: 218-387-3059
24 Hour: 218-387-5366

Alternate Coordinator

Will Sandstrom
Cook County Sheriff
Work: 218-387-3030

Primary Emergency Coordinator for Grand Portage

Emergency Management and Safety Officer
Work: 218-475-2129
24 Hour: 218-387-3030

Mutual Aid Designated Emergency Management Back-up:
BJ Kohlstedt, Director Lake County Emergency Management
218-226-4444 office 24 Hour: 218-220-7811

A. Fixed Facilities Assessment

Assessment and analysis of fixed facilities in Cook County is ongoing for hazardous material release, notification of release or incident, response and protection. Cook County assesses hazardous material risks and potential through the following methods:

1. The **Emergency Management Report for Cook County** received from the MN Department of Public Safety, Emergency Response Commission, which lists information on **302/312 Facilities and 312 Chemicals** in Cook County. The current Cook County 302/312 facility listing is located in the Cook County EOP, ESF #10: Hazardous Materials. The 302/312 facility listing gives 24-hour contact names and numbers, equipment and facility supplies to aid in managing a release or incident. See Resource Manual: COOK COUNTY TIERII /302 (Page 51) (MNWalk 61, 62)
2. **Review of fixed facilities Hazardous Materials Response Plans** that are submitted to the Cook County Emergency Management Office, including facility personnel who are responsible for making determinations to implement facility plans. (MNWalk 61) This review may be accomplished by meetings with the contact person of SARA Title III 302/312 facilities. See Resource Manual: COOK COUNTY TIERII /302 (Page 51)

B. Listed Hazardous Materials Facilities

The Cook County Listing of 302/312 current status shows **10 Active Facilities** operating at 13 locations in the county. A summary of hazardous materials stored and used at identified SARA Title III 302/312 fixed facilities within Cook County includes:

Sulfuric acid; Gasoline; Propane; Fuel oil #1 and #2; Diesel fuel; Chlorine; Ammonia; Ethylene glycol; Lead; Oil; Hydrofluorosilicic Acid; Aqua Hawk 2757; Sodium Hydroxide Solution; Calcium Bromide; Calcium Carbonate; Coal Ash; Hydrated Lime; Hydrazine; Molten Sulfur; Urea.

C. Facilities Contributing or Subject to Additional

Facilities such as *natural gas facilities*, tank farms, etc. that **contribute to additional risk** related to hazardous material incidents or releases because of their close proximity to SARA Title III 302/312 facilities within Cook County are identified in ESF 10: Hazardous Materials of the Cook County EOP. (MNWalk 64)

Facilities such as *schools, hospitals, nursing homes*, etc. that are **subject to additional risk** related to hazardous material incidents or releases because of their close proximity to SARA Title III 302/312 facilities within Cook County are identified in ESF 10: Hazardous Materials of the Cook County EOP. (MNWalk 65)

D. Fixed Facility Incident Release Notification by Facility Personnel and Response Guidelines

Methods of Determining the Occurrence of a Release: (See also Resource Manual page 54) (MNWalk 68)

Facilities located in Cook County that use, store, manufacture, or transport hazardous materials are responsible for developing **Emergency Response Plans** and training their employees how to promptly determine and report that a release of hazardous materials has occurred. The systems, methods and/or procedures, along with a brief description of any specialized system (i.e. monitor/sensor system) are described in the facility **Emergency Response Plan**. Within Cook County, the 13 302 facilities determine hazardous releases as follows:

- ✦ At minimum, each facility relies on visual or other sensory observations by employees during regular walk-through inspections to determine the occurrence of a release.

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- ✦ The facility emergency coordinators or designees at all 302 facilities determine if an emergency exists.
- ✦ Local and state emergency response numbers, as well as the National Response Center will be called immediately by the emergency coordinator or designee at the facility upon determination that an emergency exists.
- ✦ The systems methods and/or procedures, along with a brief description of any specialized system (i.e. monitor/sensor system, alarms) are described in the facility **Emergency Response Plan**.

E. **How 302 Facilities are to respond to a Hazardous Materials Release** ^(MNWalk 66): The facilities within Cook County that possess designated hazardous materials maintain current **Emergency Response Plans** as required by SARA Title III and related federal and state regulations. These plans specify actions to be taken by facility personnel in the event of a release of any such designated hazardous material, including emergency notification of public safety authorities.

The facility **Emergency Response Plans** designate one or more facility emergency coordinators responsible for making determinations and emergency notifications.

All of the covered facilities within Cook County have prepared and maintain current emergency response plans as required. Copies of the plans are located at each 302 facility and are available for inspection by contacting the point of contact at each location. At minimum, the facilities are required by law:

1. **Notification of an Emergency by Facility Personnel** ^(MNWalk 57) To immediately notify the following in the event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount, associated hazards, current and expected weather conditions and expected community impact:
 - ✦ Dial 9-1-1 (for local authorities for local emergency notification,
 - ✦ Dial 1-800-422-0798 (State Duty Officer for Greater Minnesota, and the
 - ✦ Dial 1-800-424-8802 (National Response Center for federal emergency notification

Cook County has determined that all covered facilities within the jurisdiction have implemented the required response plans, with 24-hour contact telephone information; or, new facilities have under development the required emergency response plans. Copies of these facility plans with contact names and procedures are on file at Cook County Emergency Management. Contact the Emergency Management Director for further information.

2. Implement facility Emergency Response Plans.
3. Facility operators will coordinate and cooperate with Cook County, State and Federal response to the incident or release.
4. Facility response plans are located in the Tier II facility office and *Cook County Emergency Management Office*.

F. Notification Procedures for a Hazardous Materials Release (MNWalk 58)

1. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify their appropriate Emergency Notification Center (Warning Point) / Public Safety Answering Point (PSAP), the Cook County Dispatch Center, located at 143 Gunflint Trail, Grand Marais, MN. Cook County Dispatch will notify immediately the Sheriff who has primary responsibility for, Chief Deputy and/or the Emergency Management Director, who have authority to implement the emergency plan in Cook County, plus all other public safety officials designated for similar notification in the plan. (MNWalk 54)
2. Using prepared criteria (item 4 below), the Sheriff, Chief Deputy and/or the Emergency Manager, who have authority for implementing the emergency plan in Cook County, will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
3. Cook County Dispatch, which controls activation of the emergency warning systems in Cook County and Grand Portage, shall immediately carry out such public warning instructions as it may receive from the Sheriff, who has primary responsibility and authority for implementing the emergency plan. Cook County Dispatch can employ several methods of providing emergency warning to the public, including:
 - ✦ Code Red –Emergency Voice Notification: individually, in groups, or by affected area
 - ✦ WTIP- Local FM radio station
 - ✦ Boreal Community Media and Boreal Emergency Preparedness Portal
 - ✦ Street-to-street locally via sheriff and/or fire department vehicle loudspeakers
4. Criteria to be used in determining the need for public notification include but are not limited to the following:
 - ✦ Identification and properties of the hazardous substance released
 - ✦ Approximate amount and extent of the release
 - ✦ Wind speed and direction
 - ✦ Time factors
 - ✦ Size and nature of the target population
 - ✦ Recommendations of designated on-scene authorities

G. Methods and Procedures Followed by Cook County, Grand Marais, Grand Portage Emergency and Medical Personnel When Responding To a Hazardous Materials Incident within Cook County or Grand Portage. Cook County response agencies will operate at the facility through response agency established Standard Operating Guidelines (SOGs) for hazardous materials incidents. See Resource Manual, p. 53: Hazardous Materials General Organizational Response Chart (MNWalk-67)

H. Emergency Equipment and Facilities Available in Cook County, the City of Grand Marais and Grand Portage (MNWalk 70)

Within Cook County, Grand Marais and Grand Portage, and otherwise available to the County, are very limited, publicly or privately-owned resources, for use in emergency response, including hazardous materials incidents. Resources are most readily available from Duluth, MN or Thunder Bay, Ontario.

One private contractor is keeping a minimum number of employees trained to the Operations Level for response. The county would use normal contracting procedures if the services of the private contractor were necessary.

Although the various response agencies have signed and maintain mutual aid contracts with nearby fire and law enforcement agencies, the department head is responsible for the release and use of the equipment and facilities maintained by the individual agencies, and should be contacted for further specific information.

Cook County would also provide various emergency response equipment, facilities and services to the City of Grand Marais and Grand Portage, as appropriate, when needed. The County Board Chair and the appropriate City manager or their designees, are responsible for the release of their publicly owned emergency resources.

I. Location and Availability of Privately Owned Section 302 Facility Equipment in Cook County

(MNWalk 71)

Of the 13 Section 302 facilities within Cook County, none have specialized tools, equipment and trained employees to respond to an accidental release of a hazardous material on site during normal working hours. In most cases, public safety response agencies cannot rely on the specialized tools and equipment being immediately available to them in the event of an off hours hazardous materials incident on site. The Volunteer Fire Departments do not have specialized tools, equipment or personnel trained to either in a primary response or support capacity at these facilities.

In general the Section 302 facilities have adopted a policy requiring total evacuation of all personnel in the event of a hazardous materials incident.

The hazardous material emergency response plans for each of the Section 302 facilities contain more detailed information and are available for review by contacting the emergency coordinator at facility location.

In general, various company policies, insurance and legal considerations make it impractical to acquire immediately from these six facilities specialized tools and equipment for use at an offsite hazardous materials incident, unless there is a direct relationship between the hazardous materials release and one of the covered facilities (i.e., an inbound or outbound shipment).

A listing of **publicly and privately owned and available specialized resources** (tools, materials, equipment, facilities and qualified personnel) for use in responding to a hazardous materials incident, along with the location of such specialized resources, title and 24-hour contact numbers of the person authorized to release the resources for use in an emergency incident is located in the Resource Manual (ESF 10: Logistics) in the Emergency Management office and maintained by the Emergency Management Director. (MNWalk 70)

J. Transportation of Hazardous Materials

Assessments and analysis by county and state agencies have determined that a large volume of hazardous materials pass through Cook County on a daily basis. Most of the hazardous materials are transported by truck on the major highways and roads in Cook County. Maps of these primary transportation routes are available at the Cook County Emergency Management Office and in ESF #10. (MNWalk 63) Cook County has the following **plans to manage and respond** to transportation incidents.

1. **Notification:** Notification of incidents involving hazardous materials transportation will generally be received through the Emergency 911 system at the Cook County Law Enforcement/Dispatch Center.

2. **Response:** The Cook County Dispatch Center will **notify the appropriate response personnel** (Law Enforcement, Fire, Rescue, EMS) for initial response to a transportation related incident, including if possible, the type of hazardous material involved.
3. All responding agencies will work under the NIMS Incident Command System. Generally, the Fire Chief of the primary responding fire department will **assume incident command** at the scene of the hazardous material release or incident (On-Scene Incident Commander).
4. Responding Agencies and Personnel will operate under each agency's **Standard Operating Guidelines** for hazardous material incidents.
5. **Additional resources** needed for a response, including mutual aid, state resources (including the Chemical Assessment Team) or federal agencies and their personnel, equipment and supplies are available through Cook County Sheriff's Dispatch or the MN Duty Officer.

K. Hazardous Materials Release Evacuation Guidelines

Upon notification of a hazardous material release, the On-scene Incident Commander will advise the Cook County Sheriff on **evacuation or sheltering in place**. The use of the initial evacuation guidelines listed in the Emergency Response Guidebook or Hazard Mitigation Response Software (such as WISER or Marplot) and/or technical advice from the material manufacturer, along with current and expected weather conditions, will help determine the need and area of evacuation or sheltering in place during a hazardous materials release or incident. Generally, **initial evacuation** of residents, buildings, schools, day-care centers and medical facilities that are within a **1/8mile radius** of the hazardous material release or incident. (MNWalk 69) The IC will consider predetermined evacuation zones for fixed facilities include information and specifics on potential populations and facilities subject to additional risk from a hazardous material emergency. (MNWalk 65)

1. Evacuation Plans (MNWalk 60)

Evacuation planning, including precautionary evacuation and alternate traffic routes are developed by the local volunteer fire departments. Evacuation routes for Cook County, Grand Marais and Grand Portage are shown on maps in Resource Manual: Maps-pages 24 and 25.

- a. The primary evacuation route for Cook County, Grand Marais and Grand Portage is either east or west on Highway 61. Primary routes accessing Highway 61 include Sawbill Trail, Caribou Trail, Gunflint Trail, Arrowhead Trail, Upper Road County #17 and Store Road. Secondary evacuation routes may only be useable during the snow-free season and include a network of forest roads.
- b. Residents to be evacuated or implement shelter-in-place will be notified by Global Connect Emergency Voice Messaging, WTIP FM radio, Boreal Access (local internet service), Integrated Public Alert and Warning System (IPAWS), National Weather Service Emergency Alert System (EAS), mobile public address by law enforcement or other method as implemented through Cook County Dispatch, the Cook County Emergency Notification Center (Warning Point).

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- c. Procedures for initiating a shelter-in-place option include but are not limited to:
 - ✦ Determination of need by incident command using established criteria.
 - ✦ Action by official(s) authorized to implement the plan.
 - ✦ Public notification as appropriate.
 - ✦ Implementation by local law enforcement.
 - d. Evacuation routes, assembly points and assistance instructions will be coordinated and announced through Cook County Dispatch (PSAP) at the Law Enforcement Center. Cook County law enforcement personnel will establish traffic control points, if needed. Mobilityimpaired individuals unable to evacuate themselves will receive assistance from local law enforcement and fire departments, including mutual aid departments, as necessary.
 - e. Re-entry (repopulation) Procedures
 - ✦ Re-entry (repopulation) decisions made by Incident Command/Commander.
 - ✦ Appropriate announcements made via Cook County Dispatch
 - ✦ Implementation by Cook County Law Enforcement, assisted by mutual aid agencies, as necessary.
 - f. Shelter Locations (As determined by the Sheriff and/or Emergency Management. Shelters will be approved by American Red Cross if needed for long term use, or, in an emergency, secondary shelter sites may be used for short term.) See Resource Manual: Shelter Locations, page 52.
2. **Responsibility for Determining Need to Evacuate, Shelter-In-Place and/or Re-Entry** (MNWalk 59)
- The On-Scene Incident Commander (Fire Chiefs in the local fire districts can make these determinations if immediate action is deemed necessary) and the Cook County Sheriff, or the Chief Deputy as the designated backup to the Sheriff, in coordination with other response agencies, and jurisdiction representatives if possible, will determine the need for **evacuation or the benefit of sheltering in place** of affected or threatened areas.

Evacuation of areas will be coordinated and carried out in accordance with evacuation criteria listed in the evacuation guidelines. See Section K above. If sheltering in place is determined to be the most appropriate protective action, information and instructions will be provided through the Cook County Sheriff's Office, or the Emergency Operations Center as an alternate to the Incident Commander, to the affected citizens via Cook County Dispatch, the county emergency notification center. The Sheriff will also carry out the after-incident check on people who sheltered in-place, or if evacuated, will determine when people can return to their homes (re-entry/repopulation). (MNWalk 59)

3. **Determining Area and/or Populations Likely to Be Affected By a Hazardous Release in Cook County or Grand Portage** (MNWalk 69)

First responders from Cook County, Grand Marais or Grand Portage (fire, police) begin their determination of the area and populations affected by a hazardous materials release in the following manner:

- ✦ Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data.
- ✦ Identifying the approximate amount of hazardous substance(s) released.
- ✦ Identifying hazards created by the release.
- ✦ Identifying impact of the release on the surrounding community.

- ✦ Identifying meteorological and other local conditions.
- ✦ Considering time factors.
- ✦ Consulting detailed local maps.

The determination process may include one or more of the following:

- ✦ Use of the Emergency Response Guidebook published by the US DOT.
- ✦ Advice of facility personnel.
- ✦ Advice of Regional Chemical Assessment Team (CAT).

The on-scene incident commander will make final determinations on evacuation, or information for sheltering in place in hazardous material release or incident zones.

L. Railroads and Pipelines Carrying Hazardous Materials

At this time Cook County does not have an infrastructure of railroads or pipelines moving hazardous materials, such as natural gas. (MNWalk 30, MNWalk

M. Clean up, Disposal and Facility/Site Restoration (MNWalk 67)

At a hazardous materials incident, generally the responsibility for cleanup, disposal and facility/site restoration falls to the party responsible for the release or incident.

1. The On-Scene Incident Commander (IC) shall attempt to **identify the responsible party**. When in the opinion of local, state or federal technical personnel, the substance must be cleaned up according to appropriate statutes or regulations, the responsible party or their representative must arrange with a licensed hazardous waste handler listed in ESF 10 for cleanup and disposal services.
2. In the event the responsible party refuses to cooperate or **cannot be found**, the Incident Commander will contact the MN Pollution Control Agency to **arrange for cleanup** and removal of any chemical, hazardous material and/or waste released or deposited upon any property within Cook County limits.
3. Cook County response personnel may standby at the scene for as long as necessary to **ensure the safety of the public** and shall oversee the cleanup in an advisory capacity. However, **Cook County shall bear no responsibility** for the removal or cleanup of any hazardous material.

IV. RADIOLOGICAL EMERGENCIES

Cook County has limited resources and training to respond to radiological emergencies and would immediately **contact State and/or Federal resources** for response through the Minnesota Duty Officer.

V. TERRORISM RESPONSE

The risk assessment completed by the Cook County Office of Emergency Management shows that large scale terrorist events are unlikely in Cook County. Chemical, biological, radiological, nuclear or explosive (CBRNE) weapons and threats are the choice of some terrorist groups both inside and outside of the United States. While the risk is low, consequences are high; therefore, Cook County continues to prepare for

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potential terrorist threats or attacks. Cook County Law Enforcement agencies will have responsibility to **coordinate the response and investigation** of terrorist threats or events. Cook County will also coordinate with state and federal agencies in responding to a terrorist threat or event.

PLANNING SECTION I. PURPOSE

The **Planning Section** describes the planned **Notification and Public Alert and Warning System (PAWS)** process within Cook County. It also shows the **organizational structure and process** used by the Planning Section should the Emergency Operations Center (EOC) be activated in response to an emergency or disaster.

Note: A **Planning Section Chief** checklist is included as a job aide in the attachments.

II. NOTIFICATION AND PUBLIC ALERT AND WARNING (PAWS)

- A. Notification:** (MNWalk 10) The Cook County Sheriff's Office (Dispatch Center) is the designated **Warning Point** for Cook County and is responsible for the **receipt and proper dissemination of all emergency notifications**. Upon receiving notification of an alert, warning, wide-spread incident or threat, the Cook County Sheriff's Dispatch is responsible for determining the **level of notification of responders** and **alerting/warning of the public**, including the following:
1. Notify on-duty **public safety personnel** and **Emergency Management Director**.
 2. Notify any **volunteer emergency response agencies** through VHF pager system.
 3. Notify key **Cook County officials**, departments or agencies as appropriate to the incident or threat either by phone, email or most appropriate method.
 4. Make notifications to **special facilities** – Schools, Hospitals and Nursing Homes by phone or most appropriate method. Determine the **special needs populations/areas** of the county that may be impacted and make appropriate notification.
 5. Activate any public outdoor warning systems. Outdoor warning is of a mobile nature and is activated through Cook County Law Enforcement utilizing public address and sirens on public safety vehicles (squads, unit, fire trucks, etc).

B. Public Alert and Warning (MNWalk 16, 17)

Cook County's Standard Operating Procedures for Public Alert and Warning Systems are listed in ESF 15: External Affairs Annex. These procedures will be used whenever there is a need to notify the public of an **emergency or urgent message** including severe weather, fire, hazardous materials release, road closure, etc. Warning systems are ranked by most immediate or timely.

The **decision to activate this system** may be made by any of the following:

- ★ Cook County Sheriff or Chief Deputy
- ★ Cook County Board Chairperson or Administrator
- ★ Cook County Emergency Management Director or Deputy Director
- ★ City Mayor or Administrator of Grand Marais in cooperation with one of the above.

1. NOAA Emergency Alert Radios

Emergency alert system (EAS) will be activated by Cook County Sheriff or Emergency Management Director, using phone, fax or email. Residents should immediately respond as warning recommends. See instructions under Emergency Operations Plan, Annex 15: Public Warning/ EAS. (MNWalk 17)

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2. **CodeRED wireless text messaging** for all landlines or selected landlines in a geographic area and to subscriber cell phones and mail. This emergency alert system will be activated, in priority order, by Lead Dispatcher/Public Safety Technology Systems Specialist, Director – Emergency Management & Public Information, Sheriff’s Technician, Jail Administrator, Chief Deputy, Cook County Sheriff, and Dispatchers using CodeRED agency website or phone. Community Alerts, which require no action, may also be sent by Code RED. CodeRED will send an alert to any subscriber cell phone in the area, so it will alert passing tourists, campers, etc. as well as Cook County residents. See instructions under Emergency Operations Plan, Annex 15: External Affairs, Public Warning/CodeRED.
3. **Public School District #166 Honeywell Instant Alert message system** can contact by phone message all student households. Request for community alert or warning will be made by Cook County Sheriff or Emergency Management Director to School District 166 Superintendent or his/her delegate, who will decide on the use of the system. Community Alerts, which require no action, may also be sent by phone alert. See contact information under Emergency Operations Plan, Annex 15: Public Warning.
4. **Media releases to television and radio** by phone, email or fax.
Media release will be developed by Cook County Sheriff, County Public Information Officer, or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contact Supplement.
5. **Media releases by email to newspaper, ECHO** non-English emergency services.
Media release will be developed by Cook County Sheriff, County Public Information Officer or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contact Supplement.
6. **Mobile warning on loudspeakers** by Law Enforcement, Fire and Rescue vehicles as needed.
Warning message will be developed by Cook County Sheriff or Emergency Management Director, approved by the Sheriff. Locations for mobile warning may include parks, shopping areas, playgrounds, athletic fields, public events and other gathering places.
7. **Door to door notification** by Law Enforcement, volunteer Emergency Responders, Public Works department personnel or others as designated.
Warning message will be developed by Cook County Sheriff or Emergency Management Director or by the On Scene Incident Commander if time is critical. This method is generally used for evacuation and/or local area threats such as potential hazardous material releases. In the case of actual hazardous material release, only responders in personal protective equipment (Fire Department personnel) will enter the contaminated zones to relay evacuation notices.
8. Cook County Website (www.co.cook.mn.us) and Cook County & CC Sheriff ‘s Office & Public Safety Facebook Pages (<https://www.facebook.com/pages/Cook-County-Sheriffs-Office/105559572821182>) Warning messages can be developed by the Cook County Sheriff or Director of Emergency Management & Public Information and implemented by Cook County Management Information Services Department by linking to the Cook County homepage.

Community Alerts, which require no action, may also be posted on the Cook County

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Sheriff's Office & Public Safety Facebook page. Sheriff's Office & Public Safety Facebook messages will be included on the Cook County homepage on a case by case basis.

Cook County has a relatively small population of **people with special needs** including persons with physical, developmental or behavioral disabilities, and non-English speaking populations. Warning of these population groups takes place through the standard public warning systems when possible. **Emergency and Community Health Outreach (ECHO)** system for non-English speaking persons may be contracted if warranted. Phone calls and door to door warnings may be used as needed. Coordination and cooperation with Community Partners and North Shore Area Partners will be used to identify **senior citizens living at home** who need special services for health care or evacuation. MNWalk 16

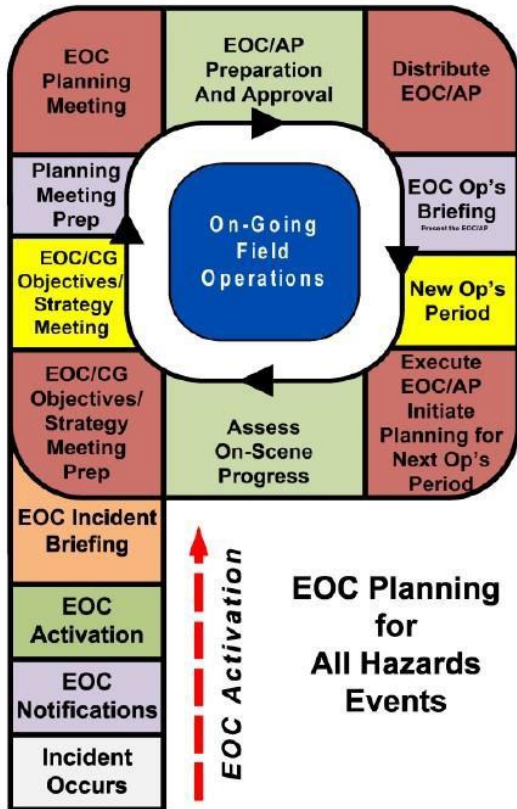
Placeholder MNWalk 17 due 2017: Identify the agency/department authorized to activate mass notification systems, including IPAWS (Integrated Public Alert & Warning System). Include standard operating guidelines for:

a) Activation; b) Training; c) Testing; d) Coordination with regional and state entities

III. PLANNING SECTION ORGANIZATIONAL STRUCTURE

Upon activation of the EOC, the Planning Section Chief may assign any of the following units to help organize and document the incident response.

- A. **Situation Status Unit** will maintain current information on the incident conditions and response activities as they progress, including future contingency information and plans to advise Incident/Unified Command.
- B. **Resources Status Unit** will work with the Operations Section Chief and Logistics Section to maintain records of resources that are requested, available, assigned or out of service.
- C. **Documentation Unit** will develop Incident Action Plans (IAPs) for the Incident/Unified Command to consider and approve based upon current objectives and resources.
- D. **Demobilization Unit** will develop and implement procedures regarding demobilization of personnel and resources, and determining the priority and order of resource release, including federal, state, mutual aid, volunteer, and professional personnel. Local paid public safety personnel will be maintained on active duty throughout the incident.
- E. **Technical Experts** may be added to the EOC staff as determined necessary by the Planning Section Chief. These may include the National Weather Service, Information Services personnel, Intelligence and Information Gathering, etc. Technical Experts may function within any of the Command or General Staff positions or wherever their services are required.



IV. PLANNING PROCESS (MNWalk 20)

- A. After initial response, and when the EOC is activated or an Incident Commander/Unified Command (IC/UC) or Incident Management Team (IMT) is given a Delegation of Authority to manage the incident, the Planning Section Chief will meet with the IC/UC to develop Incident Objectives and Tactics to stabilize the incident.
- B. At that point a Planning Meeting will be scheduled to gather input from General Staff and approve the Incident Action Plan (IAP).
- C. Finally, an Operation Briefing will be scheduled at the beginning of each Operational Period to give all supervisory staff a common operating picture of conditions, objectives and assignments.
- D. During this time, standard ICS Forms will be used and distributed as needed

LOGISTICS SECTION

Note: A **Logistics Section Chief** checklist is included as a job aide in the attachments.

I. PURPOSE

The Logistics Section is responsible for coordinating and providing necessary equipment and supplies to support the emergency or disaster response and to accomplish the objectives set by the Incident Commander or Unified Command. During Initial Response, Incident Commanders will request, allocate, and track local and mutual aid resources at their ICP until those resources are depleted and/or EOC is activated. The Logistics Units at the Incident Command Post (ICP) may include **Communications, Medical response, Food, Facilities, Supplies, and Transport.**

The Cook County EOC will be activated (partially or fully) based upon IC request or EOP triggers. The ICP will then provide a Resource Status Report to the EOC, which will then track resource requests and allocations. The EOC will prioritize, request, and allocate resources for the incident(s).

The EOC Logistics Section may cooperate with the Multi-Agency Coordinating (MAC) group of the Planning Section to coordinate resources. They will also work closely with the Finance Section to ensure all purchases are authorized and are within the Cook County Board's Emergency Expense Guidelines. At the EOC, the Logistics Section may divide into units by ESF Function.

II. RESOURCE TRACKING PROCEDURES

Resource requests will be tracked through the EOC as follows:

ICS Form 213 RR may be used if available.

1. [At ICP]: Ops will forward request directly to EOC Ops (by ESF if assigned).
2. [At EOC]: Ops will fill request if available locally (or through MIFC). If not, Ops will forward to Logistics to fill through outside resources.
3. Once the request is filled, Ops or Logistics will reply to requester (ICP Ops) on the resource status, then submit notice to Planning (Resource Unit). Planning will forward to Finance (Cost Unit).
4. If there is a **shortage or conflict for requested resources**, EOC Logistics will check with EOC Planning Section Chief (with approval of EOC Manager) to prioritize, then **deny**, **deny**, or **refer** the request to the State EOC.
5. **Allocated resources** will be submitted to Planning (Resource Unit Leader) for tracking, they will submit it to Finance (Cost Unit).
6. **Denied resources** will be reported back to ICP Ops requester and IC.
7. **Referred resources** request will be sent to SEOC, and status reported by EOC Ops to ICP Ops requester and IC.

III. EOC LOGISTICS RESPONSIBILITIES

- A. **Logistics Section Chief:** As part of **ESF 7: Logistics Management and Resource Support**, the Logistics Section Chief will be responsible to coordinate and provide resources as requested and available to the incident(s). This will include procurement, contracting, and tracking of services, equipment and supplies from local government, private sources and other jurisdictions. Any facilities resources needed in the EOC will be the responsibility of Cook County Maintenance Department.

- B. ESF 1: Transportation:** The Transportation Unit will provide whatever transport is necessary for responders to carry out their duties. This may include, highway vehicles, off road vehicles such as snowmobiles and all-terrain vehicles (ATVs), etc. They will also coordinate with the Air Operations Branch of the Operations Section for air transport. Additional resources may be requested from the State Duty Officer as needed. This will be the responsibility of Cook County Sheriff's Office. (MNWalk 6, 42)
- C. ESF 2: Communications:** (MNWalk 15) Standard public safety communications for the incident will have already been established during the initial response phase. As the incident grows, and the Emergency Operations Center (EOC) is activated, Cook County Sheriff's Office will be responsible for developing a **communications plan** and providing the **radio equipment**, along with service and maintenance procedures, necessary to accomplish the objectives established by the Incident Commander/Unified Command. (See Resource Manual - p. 88)
1. 24/7 communications is provided through the Cook County PSAP/Dispatch Center which can insure communications between the Incident Command and the EOC when necessary to establish and maintain a common operating picture of an event. Cook County Sheriff is responsible for public safety communications infrastructure. Cook County currently relies on Minnesota's ARMER system, an 800mhz network provided primarily for Minnesota State Patrol and MN Department of Transportation. Almost all counties in MN are on ARMER. The ARMER system strives for greater interoperability across public service agencies. In the migration to 800mhz radio system, local, regional and statewide public safety communications entities are addressing interoperability issues with older VHF and UHF systems with "patches" available at Cook County Dispatch, including communications with federal agencies, neighboring counties and across the border in Canada. **Interoperability is also achieved by sharing radios as needed from either the local or regional cache of ARMER radios.**

Communication is also available with the hospital. Landline telephone service is also available. Although total coverage does not exist in the county, the use of cell phones is more and more prevalent. (MNWalk 15)

The Sheriff's Office will also coordinate with the Cook County Emergency Management Director to activate the Cook County Amateur Radio Emergency Services Response Team (CCART). Amateur radio (CCART) infrastructure is available alongside the current public safety communications network. Also available, the Arrowhead Mobile Command Vehicle which provides satellite internet service may be requested from the Itasca County Sheriff. The Cook County Mobile Command & Rehab Trailer may also be requested. The plan will include public safety radios as the primary means of communication, and may include secondary and tertiary options of landline or cellular phones, satellite phones, mobile satellite internet service, WebEOC etc. (Resource Manual – p. 88) (MNWalk 16)

2. The Cook County MIS (Management Information Systems) Department may be requested to coordinate and **manage internet access** and capability in the EOC. This will include a process to secure sensitive information through HSIN and/or WebEOC, and to communicate with the Minnesota Fusion Center. Cook County MIS Department's Continuity of Operations Plan outlines how information is backed up. (MNWalk 40)

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- D. **Medical Unit:** The Medical Unit will provide for medical care of those responding to the disaster. This unit will normally make use of standard Cook County EMS services, but may also request additional resources from the State Duty Officer. This will be the responsibility of Cook County Ambulance Service.
- E. **Food Unit:** The Food Unit will coordinate feeding of those organizations and individuals responding to the disaster. Cook County Public Health & Human Services will coordinate nutrition needs of shelter residents and evacuees. (MNWalk 33)
- F. **Facilities Unit:** The Facilities Unit will assure that adequate mobile or temporary facilities are available to address the needs of responders. These may include, but are not limited to food prep and delivery facilities, housing, showers and sanitary facilities, office facilities, etc. This will be the responsibility of the Cook County Maintenance Department (MNWalk 33)
- G. **Resource/Supply Unit:** The Supply Unit will be responsible for providing whatever resources and supplies are needed to respond to the incident, including office supplies, field equipment (chainsaws, pumps, hand tools), fuel, etc. For EOC supplies, this will be the responsibility of Cook County Maintenance and Information Services Department. For field resources, it will be the responsibility of the appropriate operations section branch to recommend sources. (MNWalk 20)

IV. VOLUNTEER MANAGEMENT (MNWalk 49)

It is recognized that large numbers of **requested or unrequested (spontaneous, unsolicited) volunteers** may arrive at the scene of a disaster to help with preparation, response, or clean up and recovery. Details for their management are provided in the Volunteer and Donations Management Plan.

- A. It is preferred to request volunteers from **Volunteer Organizations Active in Disasters (VOADs)** which have members already trained and registered. These will be coordinated and contacted through the Emergency Management Director. Cook County requires that all volunteers register before beginning any activities related to a disaster or emergency. Registration will be coordinated through Cook County Public Health & Human Services.
- B. Clear information will be disseminated by the Emergency Management Director through Public Alert Warning Systems (PAWS), local media outlets and through the Public Information Officer (PIO) stating whether or not **unaffiliated volunteers** are needed and for what purpose. Information will include the type of volunteers needed, the work that needs to be performed and recommendations on dress, health considerations and personal needs based on the working conditions.
- C. If volunteers are requested, **Community Emergency Response Team (CERT)** members, or other staff or volunteers will be assigned to **support the volunteers**, including staging and registration areas, mass transportation (to control entry and exit of affected areas), sanitary facilities, feeding facilities, etc. Additionally, required work **equipment**, (gloves, shovels, rakes, bags, etc.) must be available. Staffing must provide **medical care** for injuries or medical situations that may occur during volunteer activities.

V. DONATION MANAGEMENT (MNWalk 50)

- A. It is common to receive unrequested donations of goods show up at a disaster which may cause problems with storage, dispersal and disposal. Details for their management are provided in the Volunteer and Donations Management Plan.
- B. Donations Management will be coordinated by the Cook County Emergency Management Director with the help of the Cook County Donations Management Committee, **Community Emergency Response Team (CERT)** members and other volunteers from the local thrift and second hand shops. Donations Management has go-kits available at the EOC and also at the **Senior Center, which has been an ideal location** for the Donations Management Committee to do its work. Persons serving in the Donations Management (CERT) function have been vetted through their previous experience, training and references.
- C. Information will be developed for the public explaining what donations are needed and/or accepted, what is not needed, and how, when and where to deliver them, including instructions for cash donations. This information, upon approval of the Incident Commander/Unified Command, will be made available to the public through the Public Information Officer and updated regularly.
- D. In general **cash donations** are preferred and are easier to track and use. These donations will be received, managed and distributed by the Cook County Recovery Committee.
- E. Likely sites for Donations Centers to accept, sort and manage donations in the central county area is the Cook County Senior Center or a local church. On the west end of the county the Birch Grove Community Center has ample space and at the Grand Portage Reservation the Community Center can support the donations management function.
- F. The Donations Management Committee tracks requests for goods and services from incident victims and also tracks information on goods and services offered by helping organizations and individuals. Offers to help are matched with requests for assistance and the parties are put in contact with each other. In some cases, goods may be distributed from a central location.
- G. The Donations Management Committee will staff the Donation Center during regular hours, and no donations will be accepted outside of those times. The Donations Management Committee will coordinate the collection, sorting, managing and distribution of in-kind contributions, including the process for disposing of and refusing goods that are not acceptable. Cook County Planning and Zoning will dispose of unwanted goods. (MNWalk-50)

Cook County Emergency Operations Plan

Finance and Administration Section

FINANCE AND ADMINISTRATION SECTION I. PURPOSE

The purpose of the Administration and Finance Section is to **coordinate emergency expenses** during a declared emergency through tracking of personnel time and costs, procurement of equipment and materials, compensation and claims, and **State and Federal Reimbursement** during and following a disaster in Cook County. Finance/Administration Section includes the Auditor and Administrator's Offices and other departments able to assist with finances such as purchasing procedures for emergency needs, and continuity of government operations.

Note: A **Finance/Administration Section Chief** checklist is included as a job aide in the attachments.

II. RESPONSIBILITIES AND PROCEDURES

A. Declaration of Local Emergency

1. If emergency conditions warrant, the Cook County Board Chairperson or the City Mayor can declare a **Local State of Emergency** for up to 72 hours, after which time, the Cook County Board or City Council may extend the Emergency Declaration for up to 30 days. These declarations shall be filed in the office of the County Administrator and conspicuously posted for the public.
2. These **resolutions shall be in writing** and may promulgate regulations respecting the conduct of persons and the use of property during emergencies; the maintenance of essential public services, and other matters required to **protect public safety, health and welfare** in declared emergencies. The County may be empowered to **enter into contracts** and incur obligations without compliance with time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, and the appropriation and expenditure of public funds.
3. The Cook County Board Chair, Vice Chair and Administrator are authorized by the Cook County Board of Commissioners to **order and expend funds** for resources on the County's behalf upon a County Declaration of Emergency. A designation of authorized personnel is required by the MN Division of Homeland Security and Emergency Management in the case of any request for state resources during an emergency.

III. PURCHASING OF MATERIALS, SUPPLIES AND SERVICES

- A. Emergency expenses will be authorized by the Cook County Board Chair, Vice Chair or the County Administrator. **Purchase of materials, supplies or services** needed to manage the disaster event will be coordinated through the Cook County Emergency Management Director or appointed designee, and ordered through the Cook County Auditor's Office and/or the Cook County Highway Department depending on the nature of the items or service needed.
- B. The Cook County Auditor is responsible for **tracking and documentation** of personnel time and costs, procurement of equipment, materials, services and compensation and claims (except as noted below in III.3. These records must also be available to submit to MN HSEM or FEMA in the case that these expenses are eligible for state or federal reimbursement or assistance.
- C. The Cook County Highway Department may maintain its own records for tracking personnel time, equipment and materials due to its own road-specific disaster account that exists in addition to other state or federal disaster funds. These records may be in addition to, or in support of, the Auditor's records above.

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EMERGENCY OPERATIONS PLAN

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A. ACRONYMS

ARES	Amateur Radio Emergency Services
ARMER	Allied Radio Matrix for Emergency Response
ATV	All-Terrain Vehicle
CAMEO	Computer Aided Management of Emergency Operations
CCART	Cook County Amateur Radio Emergency Services Response Team
CCNSH	Cook County North Shore Health
CCPHHS	Cook County Public Health & Human Services & Human Services Department
CCPHSAHMHRP	Cook County Public Health & Human Services All Hazard Medical and Health Response and Recovery Plan
CCSO	Cook County Sheriff’s Office
CDC	Centers for Disease Control and Prevention
CERT	Community Emergency Response Team
CHEMTREC	Chemical Transportation Emergency Center
CISM	Critical Incident Stress Management
CWO	County Warning Officer
CWP	County Warning Point
DNR	Department of Natural Resources
EAS	Emergency Alert System
ECHO	Emergency and Community Health Outreach
EM	Emergency Management
EMD	Emergency Management Director
EMS	Emergency Medical Service
EMSRB	Emergency Medical Services Regulatory Board
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right-to-Know Act
ESF	Emergency Support Function
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FS	Forest Service
GP	Grand Portage

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Acronyms Section

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HAN	Health Alert Network
HEICS	Hospital Emergency Incident Command System
HSEM	Homeland Security & Emergency Management, State of MN
IA	Initial Attack
IC	Incident Command
ICS	Incident Command System
ID	Identification
IMT	Incident Management Team
IPAWS	Integrated Public Alert Warning System
IR	Initial Response
JIC	Joint Information Center
JPIC	Joint Public Information Center
JRP	Job Responsibility Plan
LOFR	Liaison Officer
MAA	Mutual Aid Agreement
MAC	Mult-Agency Coordination
MDA	Minnesota Department of Agriculture
MDH	Minnesota Department of Health
MDH-EnvH	Minnesota Department of Health – Environmental Health Division
MDO	Minnesota Duty Officer
ME	Medical Examiner
MIMS	Minnesota Incident Management System
MIS	Management Information Systems
MN	Minnesota
MnDOT	Minnesota Department of Transportation
MnFC	MN Fusion Center
MNWALK	Local Emergency Operations Plan Crosswalk
MOU	Memorandum of Understanding
MPCA	Minnesota Pollution Control Agency
NAWAS	National Warning System
NE-MAC	Northeast Multi-Agency Coordination
NDMS	National Disaster Management System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NWS	National Weather Service

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Acronyms Section

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OSHA	Occupational Safety and Health Administration
OWS	Outdoor Warning System/Siren
PAWS	Public Alert Warning System
PHHS	Public Health & Human Services
PIO	Public Information Officer
PSA	Primary Service Area
PSAP	Public Service Answering Point
RPC	Regional Program Coordinator (HSEM)
SARA	Superfund Amendments and Reauthorization Act
SOFR	Safety Officer
SOG	Standard Operating Guideline
S&R	Search and Rescue
SWCD	Soil and Water Conservation District
SWO	Solid Waste Officer, Cook County
Title III	Consolidated List of Chemicals Subject to EPCRA, “List of lists”
UC	Unified Command
USFS	United States Forest Service
VFD	Volunteer Fire Department
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disaster

Glossary

B. Glossary

Aid Agreements, Mutual – Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

ARMER – Allied Radio Matrix for Emergency Response. The 800 megahertz public safety radio system being developed across Minnesota

Chemical Transportation Emergency Center (CHEMTREC) – A center provided by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible.

Community Resources – Assets, including people, organizations, programs, equipment, and funds that can be applied to all aspects of emergency management.

Congregate Care Facilities – Public or private buildings that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Contamination – The deposit of hazardous material on the surfaces of structures, areas, objects, or personnel, following an explosion or hazardous materials incident/accident.

Decontamination – The reduction or removal of contaminating hazardous material from a structure, area, object, or person. Decontamination may be accomplished by 1) treating the surface to remove or decrease the contamination; 2) letting the material stand so that the hazard is decreased as a result of natural decay; and 3) covering the contamination.

Direction and Control – Managing and coordinating the response of government forces to a major emergency/disaster.

Disaster – A sudden, unplanned calamitous event that brings about great damage or loss. Any event that creates an inability on the company's part to provide critical business functions for some predetermined period of time.

Emergency Operations Center (EOC) – The protected site from which civil government officials exercise direction and control in an emergency.

Emergency – An event that demands a response beyond the scope of any single line agency or service, and that presents a threat to a community or larger area.

Emergency Planning and Community Right-to-Know Act (EPCRA) and Title III - The "Emergency Planning and Community Right-to-know Act of 1986." It specifies: requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and, mechanisms for making information about extremely hazardous substances available to citizens.

Emergency Support Functions- The ESFs provide the structure for coordinating interagency support for response to an incident. They are mechanisms for grouping functions most frequently used to provide support within local jurisdictions.

Glossary

Evacuee – An individual who is moved to a less hazardous area.

Hazard – A dangerous event or circumstance that may or may not lead to an emergency or disaster.

Hazardous Materials – Refers generally to hazardous substances; such as petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

Incident Command System (ICS) – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident.

Loss – The unrecoverable business resources that are redirected or removed as a result of a disaster. Such losses may be loss of life, revenue, market share, competitive stature, public image, facilities or operational capability.

MNWALK – Local Emergency Plan Crosswalk which states where, in the local plan, the State and Federal requirements are found.

National Response Center (NRC) – A communications center for activities related to response actions located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The tollfree number can be reached 24 hours a day for reporting actual or potential pollution incidents.

Operations Plan – A description of actions to be taken in facing an anticipated disaster, and the method for coordinating to meet the needs of that situation. It describes the action to be taken (who, what, where, when and how) on the basis of assumptions, objectives, and capabilities.

Operations Planning – The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to fill the operational needs.

Risk – The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.

SARA – The "Superfund Amendments and Reauthorization Act of 1986." Title III of SARA includes detailed provisions for community planning.

Shelter – A facility which provides protection from one or more of the effects of a natural disaster, hazardous materials incident/accident, nuclear attack, or other type of disaster.

Standard Operating Guidelines (SOGs) – A set of instructions covering those features of operations that lend themselves to a standardized procedure without loss of effectiveness. SOGs generally guide how a task is to be carried out.

C. Plan Distribution List

(MNWalk 3)

<i>Date</i>	<i>Hardcopy</i>	<i>Digital</i>	<i>Recipient Name</i>	<i>Department/Agency</i>	<i>Signature</i>
			Anderson, Kent	Maple Hill Community VFD	
			Arrowsmith-Decoux, Jay	Grand Marais Mayor	
			McIntyre, Alison	PHHS	
			Foster, Krysten	Highway	
			Hensel, Ilena	SWCD	
			Bonin, Phil	Schroeder VFD	
			Booth, Diane	Community/Extension	
			Hanson, Christopher	Probation	
			Brescasin, Dennis	Thunder Bay Fire Dept.	
			Jeff Cadwell	County Administrator	
			Butifkofer, Erwin	Mayor/CEMC Neebing	
			Deschampe, Norman	Grand Portage Tribal Chair	
			Doo-Kirk, Heidi	Commissioner	
			DuChien, Steve	Cook County Ambulance	
			Deschampe,	Commissioner	
			Eliassen, Pat	Cook County Sheriff	
			Grinager, Grace	PHHS Coordinator	
			Holmes, Roy	HSEM RPC	
			Hicken, Molly	Attorney	
			Keyport, Mike	Grand Portage EM	
			Kohlstedt, BJ	Lake County EM	
			Croteau, Michael	USFS District Ranger	
			McNeally, Larry	Lutsen VFD	
			Mielke, Aaron	MN DNR Local	
			Bursheim, Myron	Commissioner	
			Morrison, Jim	Gunflint Trail VFD	
			Nelms, Dusty	Recorder	
			Nelson, Rich	Tofte VFD	
			Nelson, Tim	CC Land Services	
			Backstrom, Paulina	Maple Hill VFD/STOP Team	
			Laboda, Charlie	Hovland VFD	
			Powers, Braidy	Auditor	
			Rogers, Rena	MIS	
			Roth, Mike	Grand Marais Admin.	
			Sandstrom, Will	Sheriff Chief Deputy	
			Schaeftbauer, Paula	Grand Portage Health Serv.	
			Silence, Ben	Grand Marais VFD	
			Silence, Brian	Maintenance	
			Mills, David	Commissioner	

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2018

			Hallberg, Ben	Dispatch Supervisor/Jail Admin	
			Smith, Todd	County Assessor	
			Bogardus, Ellen	USFS District Ranger	
			Storlie, Ginny	Commissioner	
			Thompson, Tom	Colvill VFD	
			Marasco, Valerie	Emergency Management & Public Information	

D. EOC PERSONNEL DIRECTORY

To determine who will be filling which ICS positions refer to the **Basic Plan, Section VII: Emergency Responsibility Assignments.**

The type of incident, complexity and duration will affect who fills which position.

Cook County Personnel Directory, which is updated periodically is the information/notification source for county EOC staffing.

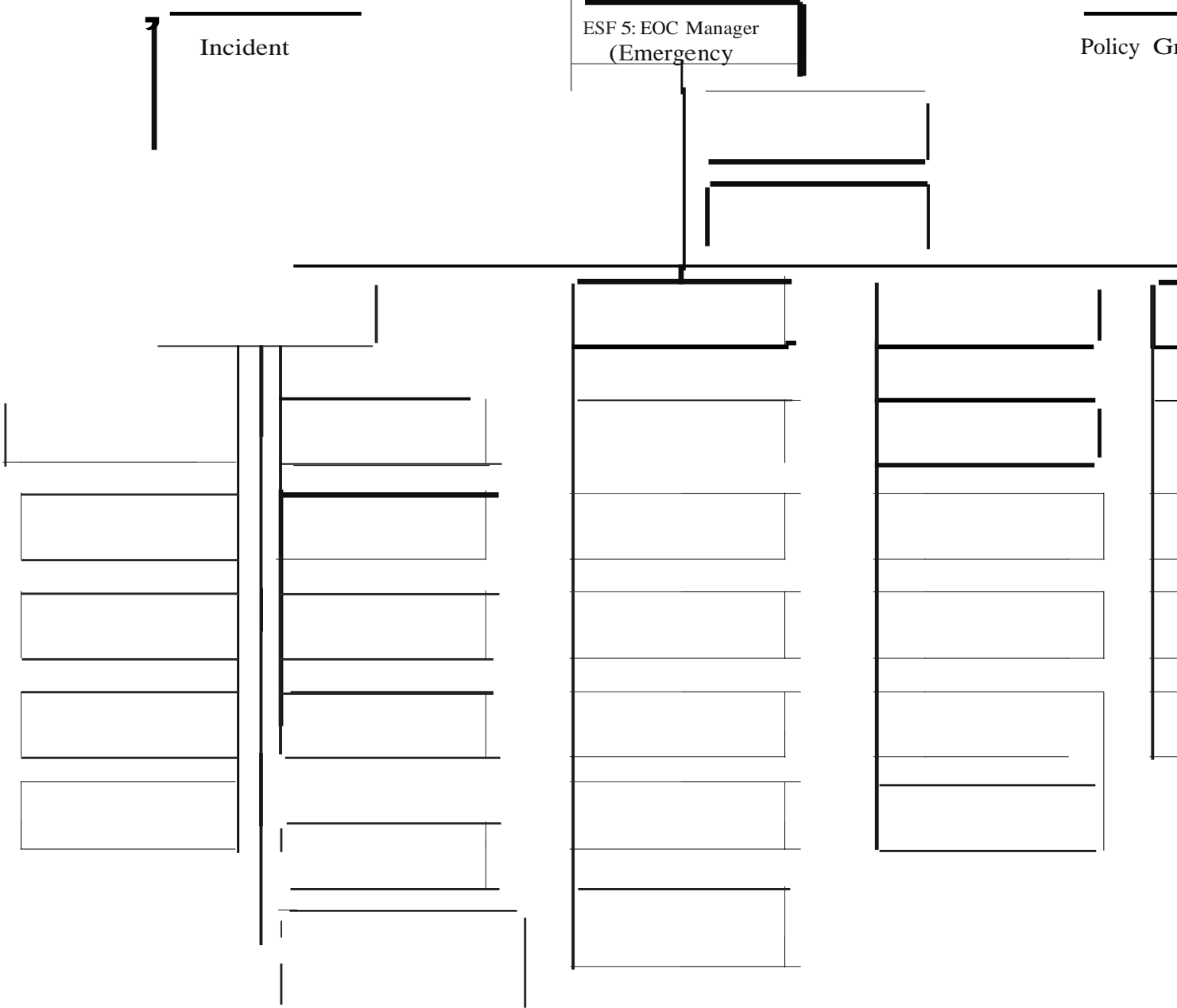
Typically, the Operations Chief will be the “subject matter expert”/responsible party within the jurisdiction who will manage response activities. By statute the EOC Manager’s role is filled by the jurisdiction’s Emergency Management Director.

Typically, the Emergency Management Director has the resources to cover the Public Information Officer position.

Incident

ESF 5: EOC Manager
(Emergency

Policy G



Command
(On Scene)
Will send rep to

n

Operations

(IC Rep)

Emergency Services

ESF 13: Law Enforce
(Sheriff)

Transportation

ESF 1: Transportation

ESF 9: Search & Rescue
(Rescue Capt)

ESF 2: Communications
(IT/MIS /Dispatch)

ESF 4: Fire
(Fire Chief)

ESF 3: Public Works
(Highway Engineer)

ESF 10: Haz Mat
(Fire Chief)

ESF 12: Energy
(Utility)

ESF 8: Medical

Human Services

H (Public Health & Human

H

ESF 15: PIO at

1-1 Liaison Officer

Commissioners,
Attorney, etc.
Define policy.

Planning

Situation Unit

Resource Unit

Documentation

GIS/Mapping

Other Tech Specs:

ESF 14: Recovery /

ESF 7: Logistics

Facilities Unit

(Maintenance)

Supply Unit

Food Unit

Ground Support Unit

Volunteer/Donations
(CERT)

Finance/Admin

Time Unit

Cost Unit

Procurement Unit

Camp/Claim Unit

..... ESF 11: Animals/Ag
(Extension, Public Health &
Human Services Sup.)

Damage Assessment

(Shaded cells must be filled)

F. COOK COUNTY EMERGENCY CONTACT LISTS

(MNWalk 43)

The Cook County Emergency Contact List contains confidential information. This list is available from Cook County Emergency Management and Cook County Personnel and is maintained by Cook County Personnel. Additional contact information is available in the Cook County Local Information Team manual or Emergency Management Quick Reference binder.

(MNWalk 43)

The expanded Cook County Emergency Preparedness Committee roster identifies Identify contacts in your Resource Manual that are responsible for health care services: a) Hospitals, clinics, labs

b) Public Health & Human Services (environmental health, emergency preparedness)

c) Emergency medical services (EMS)

d) Long-term care facilities (nursing homes, assisted living)

Type of Facility	Contact Title	Contact Numbers	
Hospitals, clinics, labs	Executive Director		
Public Health & Human Services (Environmental health, emergency preparedness)	Public Health & Human Services Director		
Emergency medical services (EMS)	Ambulance Director		
Long-term care facilities (nursing homes, assisted living)	Care Center Executive Director		

(MNWalk 44)

Identify all public and private lifeline sector entities providing services to your jurisdiction. **List 24-hour emergency phone numbers** for:

- a) Energy b) Water c) Communications d) Transportation services e) Emergency services

Identify providers for the primary and alternate EOC locations

	Lifeline Sectors Providers				
	Energy	Water	Communications	Transportation Services	Emergency Services

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Phone Numbers	Response to problems in any lifeline sector begins with 911 call to Cook County Dispatch.				
	Cook County Dispatch maintains on-call lists for each lifeline sector.				
City	SMPPA	Self	Landline and cell providers	Taxi Arrowhead Transit	Clinic, Hospital, Ambulance, VFD
County	AECI VOMO NSOP SOP	City or self	Landline and cell providers; ARMER, ham	Arrowhead Transit, ISD 166 buses	Clinic, Hospital, Ambulance, VFD
Primary EOC	SMPAA, Grand Marais PUC, AECI, NSOP	City	Landline and cell providers; ARMER, ham	Arrowhead Transit, ISD 166 buses	Clinic, Hospital, Ambulance, VFD
Alternate EOC	SMPAA, Grand Marais PUC, AECI, NSOP	City	Landline and cell providers; ARMER, ham	Arrowhead Transit, ISD 166 buses	Clinic, Hospital, Ambulance, VFD

MNWalk 45

Provide contact information in your resource manual for:

- a) Local agribusinesses
- b) County USDA Farm Service Agency
- c) County USDA National Resources Conservation Service
- d) Soil and Water Conservation District

Local Agribusiness	County USDA Farm Service Agency (FSA)	County USDA National Resources Conservation Service (NRCS)	Soil and Water Conservation District
Bucks Cook County Home Center	Duluth 218-720-5353	Duluth: 218-720-5308	Ilena Berg 218-387-3647

Cook County Emergency Operations Plan

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G. Cook County Emergency Communications Chart (MNWalk 15)

Line of Communication	Primary	Secondary	Tertiary	Alternative
Cook County EOC to MN State EOC	Commercial telephone/Web EOC/Fax machine	Commercial Cellular Phone	Public Safety Radio VHF/800 MHz ARMER system	Satellite telephone Amateur Radio Video Teleconference
Cook County to Incident Command Post	Public Safety 800 MHz ARMER System/First Net Cellular	Commercial cellular telephone	Satellite telephone	
Cook County EOC to City of Grand Marais	Commercial telephone/ Cellular	Email/Fax	800 MHz ARMER	Runner
Cook County EOC to County Departments not in EOC	Commercial telephone/Cellular	Commercial Cellular Phone Fax	Public Safety Radio VHF/800 MHz ARMER system	Runner
Cook County EOC to Response Organizations (FEMA, VOAD, USACE, NWS)	Commercial telephone/Cellular/WebEOC	Commercial Cellular Phone Email	Fax	Public Safety Radio VHF/800 MHz ARMER; Amateur Radio
Cook County EOC to MN Duty Officer	Commercial telephone/ Cellular First Net	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio Fax	Satellite telephone
Cook County EOC to Fixed Medical Support Facility (primary and back up hospitals)	Commercial telephone/ Cellular	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio	Fax machine
Cook County EOC to other County EMS	Commercial telephone/ Cellular	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio	Fax machine
Cook County EOC to Grand Portage EOC	Commercial telephone/ Cellular	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio	Fax machine

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Attachments

(See Resource Manual Annex for additional information)

RESOURCE MANUAL ANNEX

(above plus)

- Maps and Diagrams**
- Tables and Charts**
- Supplements**