



CITY OF CLOQUET, MINNESOTA

**EMERGENCY
OPERATIONS PLAN**

ADOPTED JUNE 21, 2011

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
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SUPPLEMENTAL MATERIAL

Supplement 1. Emergency Alert System Plan for Carlton County and St. Louis County
Supplement 2. City of Cloquet Emergency Management Ordinance
Supplement 3. CMH Emergency Operations Plan
Supplement 4. Department of Public Utilities Emergency Operations Plan
Supplement 5. Carlton County and St. Louis County Emergency Operation Plan
Supplement 6. Minnesota Department of Public Safety, Division of Emergency Management
Damage and Impact Assessment
Supplement 7. Minnesota Department of Public Safety, Division of Emergency Management,
Presidential Disaster Declaration Process
Supplement 8. Amateur Radio Emergency Service Emergency Plan and Directory
Supplement 9. Cloquet Public School Staff Crisis Manual
Supplement 10. Pipeline Emergency Response Information
Supplement 11. Walmart Emergency Evacuation Plan

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
VERIFICATION OF PLAN APPROVAL**

The Emergency Operations Plan for the City of Cloquet, Minnesota has been reviewed and approved by the Mayor and the Emergency Management Coordinator as of this date:

**Mayor
City of Cloquet**

Date

**Emergency Management Coordinator
City of Cloquet, Minnesota**

Date

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
FORWARD**

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key City officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions as outlined in the City of Cloquet Emergency Management Ordinance. This ordinance was adopted by the City Council on June 21, 2011, and made a part of the Emergency Operations Plan (See Supplement 2 for the entire ordinance).

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

Additional and supplemental information was received from the CMH Emergency Operations Plan (Supplement 3), Carlton County and St. Louis County Emergency Operation Plan (Supplement 5) and Amateur Radio Emergency Services Emergency Plan and Directory (Supplement 8).

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
2010 – 2011 REVISION COMMITTEE MEMBERS**

City of Cloquet

Mayor	Bruce Ahlgren
Emergency Management Coordinator	Wade Lamirande
City Administrator	Brian Fritsinger
Administrative Staff	Stacia Heaton, Elaine Vargason

Cloquet Fire District

District Fire Chief	Kevin Schroeder
Fire Training Coordinator	Ken Klatt

Cloquet Police Department

Chief of Police	Wade Lamirande
Deputy Chief	Terry Hill

Cloquet Independent School District 94

Transportation Director	Jeff Lane
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Cloquet Memorial Hospital

Manager of Facility	Rick Breuer
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Cloquet Public Works Department

City Engineer	Jim Prusak
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Cloquet Public Utilities

City Engineer	Jim Prusak
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Ex Officio Resources

St. Louis County EMD
St. Louis County Health Department
Carlton County EMD
Carlton County Public Health

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
RECORD OF REVISION**

<u>SECTION TITLE</u>	<u>DATE OF REVISION</u>	<u>REVISION NUMBER</u>
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B. Purpose of Plan	06/21/11	1
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Annex 11. Utilities Restoration	06/21/11	1
Annex 12. Radiological Protection	06/21/11	1
Annex 13. Hazardous Materials	06/21/11	1
Annex 14. Biological Protection	06/21/11	1
Annex 15. Telecommunications	06/21/11	1

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
EMERGENCY OPERATIONS PLAN DISTRIBUTION**

PLAN COPY NUMBER	LOCATION OF OFFICE	DATE RECEIVED
	Mayor- City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	City Administrator City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	Police Department City of Cloquet 508 Cloquet Ave Cloquet MN 55720	
	Cloquet Area Fire District City of Cloquet 508 Cloquet Ave Cloquet MN 55720	
	Engineering Department City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	Assessor's Office Carlton County PO Box 440 301 Walnut St Carlton MN 55718	
	Public Utilities Commission City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	Public Works Department City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	City Clerk/Finance Director City of Cloquet 1307 Cloquet Ave Cloquet MN 55720	
	City Attorney's Office 813 Cloquet Ave Cloquet MN 55720	
	Independent School District 94 Central Administration /Business 302 14 th St. Cloquet MN 55720	

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

PLAN COPY NUMBER	LOCATION OF OFFICE	DATE RECEIVED
	Rick Breuer Community Memorial Hospital 512 Skyline Blvd Cloquet MN 55720	
	Gerry Wotczak St. Louis County EMD St. Louis County Sheriff's Dept. 5735 Old Miller Trunk Highway Duluth MN 55811	
	Jeff Lane Cloquet Transit 1203 Avenue B Cloquet MN 55720	
	Director Dave Lee Public Health & Human Services Carlton County 14 N 11 th Street Cloquet MN 55720	
	Brian Belich Carlton Co Emergency Manager PO Box 530 Carlton MN 55718	

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

I. REASON FOR EMERGENCY OPERATIONS PLAN AND IMPLEMENTATION

“Emergency Management” means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by flood, fire, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps or emergencies that are technological in nature. These functions include, without limitation, fire fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out the foregoing functions. Emergency management includes those activities sometimes referred to as “Civil Defense” functions.

“Disaster” means a situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in a catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

“Emergency” means an unforeseen combination of circumstances, which calls for immediate action to prevent a disaster from developing or occurring.

“Emergency Management Forces” means the total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this resolution or any rule or order hereunder. This includes personnel from City departments, authorized volunteers, and private organizations and agencies.

“Emergency Management Organization” means the staff element responsible for coordinating city-level planning and preparation for disaster response. This organization provides City liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
II. PURPOSE OF THE PLAN**

Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure or emergencies that are technological in nature; and in order to insure that preparations of this City will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this City, it is hereby found and declared to be necessary:

- A. To establish a City emergency management organization responsible for City planning and preparation for emergency government operations in time of disasters.
- B. To provide for the exercise of necessary powers during emergencies and disasters.
- C. To provide for the rendering of mutual aid between this City and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
- D. To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, this requires that each political subdivision of Minnesota shall establish a local organization for emergency management.

The City of Cloquet has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in Cloquet. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property.
- B. Ensure the continuity of the government.
- C. Sustain survivors.
- D. Repair essential facilities and utilities.

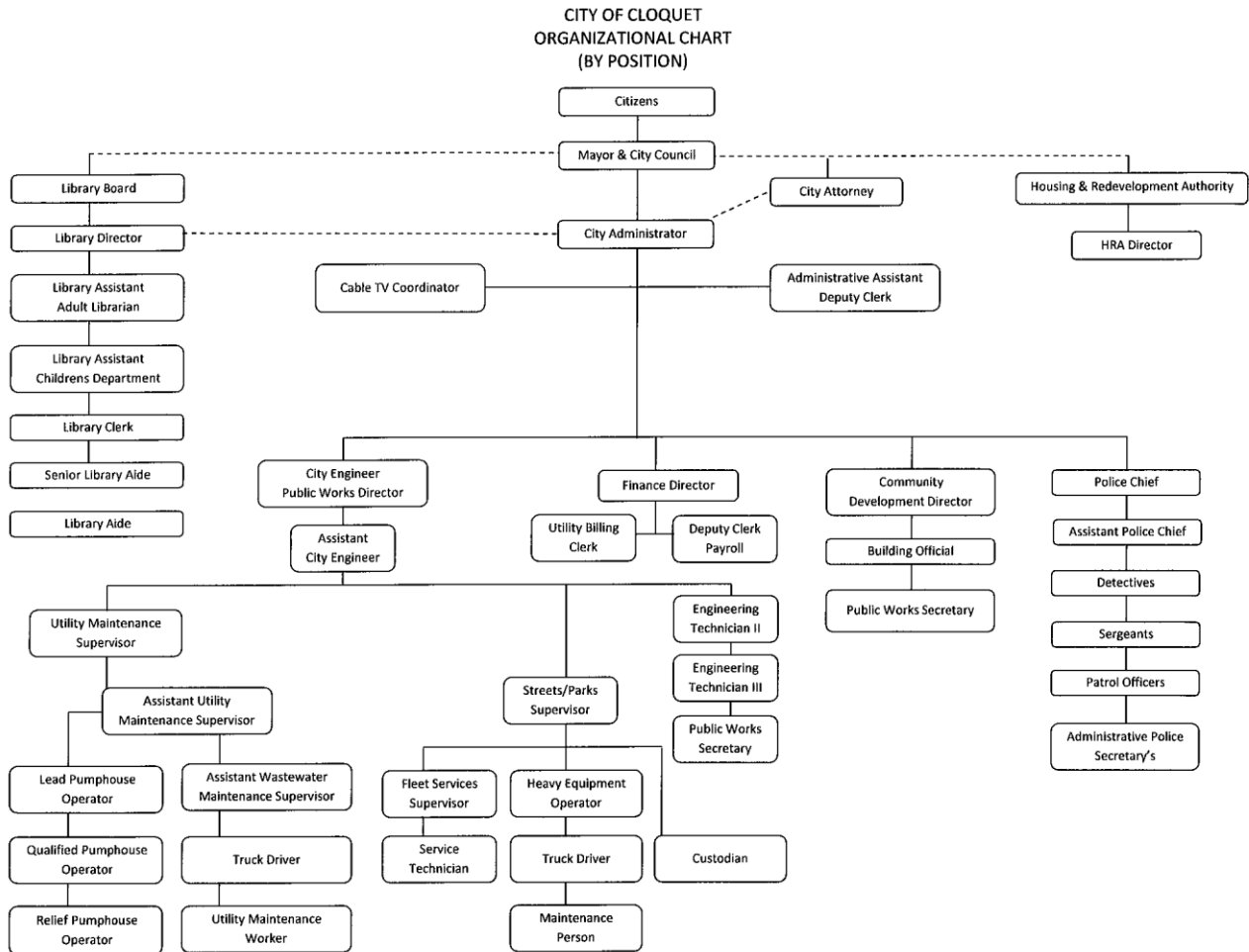
CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
III. LEGAL BASIS, REFERENCES, AND SUPPORTING DOCUMENTS

1. Public Law 920, as amended.
2. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986.
3. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
4. Minnesota Statutes, Chapter 299J, as amended (The Minnesota Pipeline Safety Act).
5. Minnesota Statutes, Chapter 299K.01 (The Minnesota Emergency Planning and Community Right to Know Act).
6. Carlton County & St. Louis County, Countywide Emergency Operations Plan.
7. Mutual Aid Agreements, as noted.
8. City of Cloquet Emergency Management Ordinance, established on June 21, 2011.

CITY OF CLOQUET EMERGENCY OPERATIONS PLAN IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, City departments will perform emergency activities related to those they perform on a day-to-day basis.

City organization and interrelationships are shown on **Chart A**, below:



CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
V. DIRECTION AND CONTROL

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

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

The City Emergency Management Coordinator, Chief of Police, will serve in a staff capacity to the Mayor, and will coordinate emergency operations. The City Emergency Management Coordinator will also serve as a liaison with the Carlton County & St. Louis County Emergency Management Coordinators.

Direction and control of the City's response to a major disaster will take place from the Emergency Operating Center (EOC), which is located at the Public Safety Building at 508 Cloquet Avenue. (For additional information such as staffing, communications, Minnesota Incident Management System, etc., refer to Annex 2, Direction and Control Annex to this plan.)

The need to implement any or all for the Emergency Operations Plan will be determined first by the Mayor or Acting Mayor. If the Mayor or Acting Mayor is unavailable, the Emergency Management Coordinator will be responsible for implementation of the plan. This will be done in conjunction with other Emergency Services Personnel.

CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
VI. EMERGENCY RESPONSIBILITIES ASSIGNMENTS

- A. A summary of the City of Cloquet’s emergency responsibility assignments, by function, is shown on Chart B on page 16 of this plan. Heads of the various departments and agencies will be responsible for carrying out the assignments shown on this chart.

Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B.

Lastly, City departments and agencies are expected to develop whatever Standard Operating Guidelines (SOGs) they may need in order to carry out these responsibilities.

- B. Responsibilities have been assigned by a code letter: “P”, “S” or “C”.
1. “P” indicates **Primary** operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function.
 2. “S” indicates **Support** responsibility, which means the agency so assigned, will if possible, support and assist the official or agency designated primarily response.
 3. “C” indicates **Coordination** responsibility and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

CHART B - EMERGENCY RESPONSIBILITY ASSIGNMENTS

P= Primary, S=Secondary, All are coordinated by Emergency Management Management Coordinator

FUNCTION	RESPONSIBLE AGENCIES	CONTACT/TELEPHONE
1. Warning and Notification See page 21	P = Carlton County 911 & St. Louis County 911	9-1-1
	S = Cloquet Police Dept.	9-1-1
2. Direction and Control See page 23	P = Mayor	Bruce Ahlgren
	S= EMC	Wade Lamirande
3. Emergency Public Information See page 25	P = Mayor	Bruce Ahlgren
	S = City Administrator	Brian Fritsinger
	S = EMC	Wade Lamirande
4. Search and Rescue See page 26	P = Cloquet Fire District. OR Mutual Aid Depts.	9-1-1
	S = Police Department	9-1-1
5. Health and Medical See page 27	P = Community Memorial Hospital	Rick Breuer
	S= Cloquet Area Fire District	9-1-1
6. Evacuation, Traffic Control & Security See page 30	P = Cloquet Police Dept.	9-1-1
	S = National Guard	800-442-0798 (State Duty Officer)
7. Fire Protection See page 32	P = Cloquet Area Fire District	9-1-1
	S= Area Mutual Aid Agreement Depts.	9-1-1
8. Damage Assessment See page 33	P = Engineering Department	James Prusak
	S = City Administrator	Brian Fritsinger
9. Congregate Care See page 35	P = American Red Cross	Northland Chapter
	S = Salvation Army	

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

CHART B - EMERGENCY RESPONSIBILITY ASSIGNMENTS

P= Primary, S=Secondary, All are coordinated by Emergency Management Management Coordinator

FUNCTION	RESPONSIBLE AGENCIES	CONTACT/TELEPHONE
10. Debris Clearance See page 37	P = Engineering Department	James Prusak
	S = Public Works Department	Les Peterson
11. Utilities Restoration See page 38	P = Cloquet Pump House Utilities Department	Tim Johnson
	S = Cloquet Water Dept.	
	S = Minnesota Energy (Gas)	
	S = Minnesota Power (Electric)	
12. Radiological Protection See page 39	P = Carlton County Public Health	9-1-1
	S = CMH	Rick Breuer
13. Hazardous Materials See page 41	P = Cloquet Fire District	9-1-1
	S = Mutual Aid Departments	9-1-1
	S = State Haz-mat Team	9-1-1
14. Biological Protection See page 43	P = Carlton County Public Health	9-1-1
	S = CMH	Rick Breuer
15. Telecommunications See page 44	P = EMC	Wade Lamirande
	S = Cloquet Fire District.	9-1-1

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
CHART C – RESOURCES, LISTED BY CATEGORY
VII. OPERATIONS**

- A. Protection of life and property, and alleviation of human distress will be the primary goals of City government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City Emergency Management Coordinator will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting County, State, or Federal assistance.
- E. Each agency, department, or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the Mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the City of Cloquet to take such actions as may be required to protect lives and property.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
VIII. SUPPORT**

A. County Government Support

Information and assistance in securing County Government Support may be obtained by contacting the Carlton County Emergency Management Office or St. Louis County Emergency Management Office through 911.

B. State and Federal Government Support

1. General

Information and assistance in securing State and Federal support should be obtained by contacting the Carlton County Emergency Manager, Brian Belich at 218-384-9141.

In addition, the nearest Minnesota Division of Emergency Management (DEM), regional program coordinator will provide additional technical information and assistance, if requested.

2. Emergency Assistance

In the event of a major emergency/disaster (as defined by the Emergency Management Ordinance) which exceeds the capabilities of the City of Cloquet, Carlton County, St. Louis County governments, and which necessitates immediate State assistance, contact the State Duty Officer at (800) 422-0798 (24 hours). For Federal Emergency Assistance involving chemical, biological or environmental concerns, contact The National Response Center at (800) 424-8802.

3. National Guard

When a disaster or other major emergency is beyond the capability of the City of Cloquet, Carlton County, and St. Louis County Governments, the National Guard may be available.

Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

The Carlton County Sheriff or the St. Louis County Sheriff is the only local government authority authorized to submit the request for National Guard assistance. Such requests are to be submitted to the Minnesota Duty Officer (800) 422-0798 (24 hours).

4. Federal Assistance

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capabilities of the City of Cloquet, Carlton County, St. Louis County governments, and which necessitates immediate State assistance, contact the State Duty Officer at (800) 422-0798 (24 hours). For Federal Emergency Assistance, contact The National Response Center at (800) 424-8802.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN
IX. PLAN UPDATING, TRAINING AND EXERCISES**

- A. For purposes of this plan, the City of Cloquet Emergency Management Coordinator, Cloquet Police Chief, shall serve as the planning coordinator. As such, the Coordinator will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Coordinator for the City of Cloquet will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the Coordinator may request assistance from the Carlton County Emergency Management Director and St. Louis County Emergency Management Director.
- C. This plan will be distributed to all City government departments and agencies which have emergency assignments in the event of a major disaster in the City of Cloquet. The City Emergency Management Coordinator will maintain a plan distribution list.
- D. The City of Cloquet will comply with public law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the City Clerk's Office at City Hall.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

ANNEX 1. WARNING AND NOTIFICATION

A. Purpose

To activate the warning system during a disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary – Carlton County 911 & St. Louis County 911
Secondary – Police Department - 911

C. Procedures

The Carlton County Communications Department 9-1-1 is the County Warning Point and is responsible for relaying emergency notification to Cloquet Police & Cloquet Area Fire District.

Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance must call 911. The personnel who answer 911 calls are responsible for determining the appropriate agency or agencies to dispatch to the scene of an emergency.

The City Warning Point will:

1. Notify key City government officials.
2. Notify the Community Memorial Hospital.
3. Activate the outdoor warning sirens as necessary in accordance with policy and procedure.
4. Carry out direct warnings (house-to-house) with the use of public address systems on law enforcement vehicles as needed. (See also “Annex 3, Emergency Public Information”.)
5. Request an emergency activation of the Carlton County Hazard Mitigation Plan.
6. County Emergency Alert System (EAS) & the St. Louis County Emergency Alert System (EAS). [See Supplement 1 in this manual.]

Activation of the outdoor warning system in cases of sudden violent storms and tornadoes should be at the discretion of the on-duty Police Supervisor. When 911 or other sources report severe weather and/or tornadoes are approaching, the officers in the field should verify the conditions and relay the information to their Supervisor who will make the decision on whether or not to activate the sirens. NOTE: Sirens are an OUTDOOR warning/alert device that tells people to turn on a radio or TV for instructions. For weather related alerts, the National Weather Service MAY have broadcast a message, but if you activate sirens for any reason, you need to consider a follow up of information to the public.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

D. Civil Defense Sirens

The Civil Defense Sirens shall be tested monthly on the 1st Wednesday of every month at 1:00 p.m. Testing will be done by the Carlton County Dispatch Center.

The Civil Defense Sirens are located at the following locations:

1. Churchill School
2. Athletic Park
3. Pinehurst Park
4. Additional sites to be identified in the future

SIGNED:

Authority having Responsibility

Date

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

ANNEX 2. DIRECTION AND CONTROL

A. Purpose

To control the response of City department heads in the case of a disaster as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary – Mayor
..... Acting Mayor

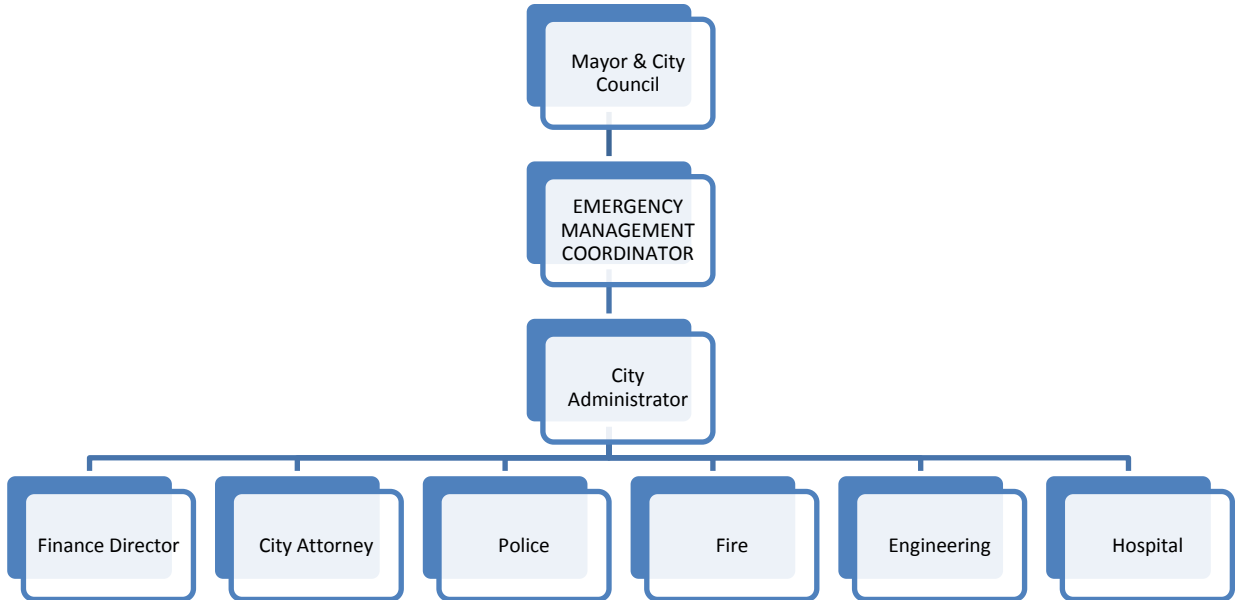
Secondary – Carlton County Emergency Manager

The Mayor, as chief executive, shall be responsible for providing overall direction and control of all resources involved in the response to a disaster.

It is anticipated that the Council and all City administrative staff will assist and support the Mayor in this task. The Emergency Management Coordinator (EMC) will serve in a staff capacity to the Mayor/Council and attempt to coordinate aspects within his/her sphere.

All City Crews will report to a centralized location as designated by the EMC for dispatching.

City of Cloquet



C. Procedures

The Emergency Operations Center (EOC) located in the Public Safety Building at 508 Cloquet Avenue will be secure and staffed only by persons designated in this plan. The Training Room at the Police/Fire Department will serve as the EOC unless otherwise designated by the Mayor or EMC.

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

1. Criteria for EOP (Emergency Operations Plan) Activation

Degree of activation will be determined by the severity of the emergency.

- a. The EOP may be partially activated due to a potential threat to life and/or property by disaster (as defined in the City of Cloquet Emergency Management Ordinance).
- b. The EOP will be fully activated in response to an emergency in an actual threat to life and property by disaster (as defined in the City of Cloquet Emergency Management Ordinance).

2. Responsibilities for EOP Activation

In the event of a major disaster (as defined by the Emergency Management Ordinance), EOP staff will be expected to automatically report to the EOC. However, the EMC is responsible for ensuring that the EOP is activated according to the previously described criteria.

3. Staffing the EOC (Emergency Operations Center)

Staffing will normally consist of the Mayor, EMC, Chief of Police, City Engineer and anyone else requested by the Mayor.

EOP staff is responsible for operations of their particular area of assignment. Each department/agency that is represented in the EOC is responsible for ensuring that the representative is familiar with the duties they will be expected to perform in the EOC as well as all aspects and capabilities of their individual departments.

4. EOC Equipment/Supplies

The EMC is responsible for ensuring that the EOC is operational. The necessary maps, displays, tables, chairs, communications equipment, message logs, etc. will be obtained as needed for use in the EOC.

All EOP Staff should be familiar with the EOC. All required staff shall have a key to the EOC telephone locker.

SIGNED:

Authority having Responsibility

Date

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

ANNEX 3. EMERGENCY PUBLIC INFORMATION

A. Purpose

To gather, evaluate and disseminate information to the public, government entities, and other agencies in support of emergency operations. To coordinate all releases during a disaster and post-disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary – Mayor
..... City Administrator
Secondary – Emergency Management Coordinator

The only official spokesperson authorized to serve as Public Information Officer for the City is the currently serving Mayor. If the Mayor is unavailable, the EMC will designate an alternate. These individuals will be given access to all information necessary to carry out their role as Public Information Officer for the incident.

C. Procedures

1. All releases to the news media by the various staff will be through the Mayor.
2. All messages to the media must be cleared with the Mayor or EMC before issuance.
3. Information will be provided to government agencies as directed by the Mayor or EMC.
4. If it becomes necessary to establish a news briefing room, the Mayor or EMC will determine the location.
5. Media crews with trucks, satellites and related equipment will be directed to the City Municipal Parking Lot in order to keep the roadways, disaster areas, etc. clear.
6. The Carlton County Emergency Alert System or the St. Louis County Emergency Alert System (EAS) may be invoked by calling 911. (See Supplement 1 in this plan.)
7. Public Information will be disseminated through the following means:
 - a. Door-to-Door Notification with use of public address systems on law enforcement vehicles as needed.
 - b. Local Radio and Television.
 - c. Duluth Area Radio and Television Stations.
 - d. Website/Internet.
 - e. Carlton County Emergency Alert System (EAS) or St. Louis County Emergency Alert System (EAS) (See Supplement 1).
8. Daily press passes will be issued by the Mayor or EMC.

SIGNED:

Authority having Responsibility

Date

**CITY OF CLOQUET
EMERGENCY OPERATIONS PLAN**

ANNEX 4. SEARCH AND RESCUE

A. Purpose

To search for and direct the rescue of people who may be missing, injured, and/or trapped as the result of a disaster or emergency situation.

B. Responsibilities

PrimaryCloquet Area Fire District
SecondaryPolice Department

C. Procedures

The Cloquet Area Fire District has Standard Operating Guidelines for Search and Rescue. Copies of these guidelines may be found in the dispatch office of the department.

They have engaged in area-wide cooperation efforts with other agencies engaged in search and rescue. (Mutual Aid agencies listed below)

The CAFD will assign a Field Officer as a liaison to the EMC. It will be the Field Officer’s responsibility to coordinate all search and rescue.

Law Enforcement will maintain scene security, evacuation and family notification.

D. Resources

1. Mutual Aid Fire Departments
2. Carlton County Sheriff Rescue Squad
3. Public Works Department
4. Community Memorial Hospital
5. Minnesota State Patrol Aviation Department
6. St. Louis County Sheriff Rescue Squad
7. Tri-Mark Industrial Supply
8. American Red Cross – Northland Chapter
9. Salvation Army
10. AHIMT (All Hazard Incident Management Team) Minnesota Duty Officer
11. MNICS – Minnesota Incident Command System Overhead Team

Both the Cloquet Area Fire District and Police Departments Dispatch Offices have “key holder” lists for area businesses and entities and MSDS sheets for various chemicals.

E. Please see “Annex 15. Telecommunications” for communication capabilities.

SIGNED:

Authority having Responsibility

Date

**CITY OF CLOQUET
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ANNEX 5. HEALTH AND MEDICAL

A. Purpose

In coordination with existing public and private resources, provide treatment and medical care to minimize the effects of any major disasters, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary Community Memorial Hospital

Secondary Cloquet Area Fire District

C. Procedures

1. Pre-Hospital Emergency Care

The Cloquet Area Fire District will provide immediate medical care to disaster victims and transport injured persons. Patient transport via ambulance is calculated on a one (1) critical patient or two (2) less serious patients per unit.

Upon arrival of the first unit on the scene, a brief initial survey will be conducted. If the combined patient load, multi-agencies, or the severity of the injuries requires additional support, **usually five (5) or more serious patients**, the following will be implemented:

- A. Identify an individual (that stays with the radio) to act as Incident Command.
 - This may be a First Responder or Cloquet EMS personnel most familiar with command structure.
 - The role of Incident Command may change but should be maintained by CAFD staff until the situation is mitigated or escalates into a larger command module (MIMS). The Incident Commander shall remain in command and on scene unless or until relieved.
 - This individual should put on the medical command vest.
- B. Contact Cloquet EMS Units and/or Cloquet Area Fire District Headquarters and 911 to inform them of the situation and patient load.
- C. The first available CAFD officer unit shall identify itself as the Incident Command vehicle.
- D. The following will act as a resource guide for multi-patient responses. All resources must be requested by the On Scene Commanders and paged out by 911:

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LEVEL 1 (5-10 patients)	LEVEL 2 (10-20 patients)	LEVEL 3 (20 or more patients)
<p>These resources are pre-designated to provide efficient patient care.</p> <p>Patient transport via ambulance is calculated on a one (1) critical patient per unit or two (2) less serious patients per unit basis.</p>	Helicopter	Helicopter
	SLC Rescue Squad (Command Van)	SLC Rescue Squad (Command Van)
	Disaster Trailer (SLCRS)	Disaster Trailer (SLCRS)
	On Scene Dispatcher (911/RACES)	On Scene Dispatcher (911/RACES)

2. Hospital Treatment

All injured persons will be transported to the Community Memorial Hospital.

If the number of injured requires additional hospitals or the seriousness (burn, head trauma, dialysis) of the injuries requires a higher level of care, other health care providers will be used.

3. Emergency Mortuary Operations

Mortuary operations will be the responsibility of the Carlton County Coroner Office and the St. Louis County Medical Examiner.

The Minnesota Funeral Directors Association shall have a support role.

4. Health Threats

Serious potential or actual health problems (epidemic, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the Carlton County and St. Louis County and/or CMH Infection Control Person. The Carlton County and St. Louis County Health Officer shall have a support role. (See also Supplement 5, *St. Louis County Emergency Operation Plan, Annex 5, Health and Medical*)

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5. Injury and Referral Service

These operations will be the responsibility of the American Red Cross, Northland Chapter.

D. Resources

1. Area Ambulance Services (Mutual Aid)
2. Other Area Ambulance Services
3. Air Ambulances
4. Area Hospitals
5. Area Clinics
6. Pharmacies
7. Medical Supplies

D. Supporting Plans

1. The Community Memorial Hospital maintains an emergency management plan. (See Supplement 3 in this manual.)
2. The Community Memorial Hospital maintains a chemical, biological, and nuclear emergency plan and is included in the above emergency management plan.
3. Cloquet Area Fire District and Community Memorial Hospital has established procedures regarding which hospitals injured persons are to be transported to and which mode of transportation will be used (mutual aid).
4. The Cloquet Area Fire District/Ambulance Service has mutual aid agreements with area fire/ambulance services.
5. County officials (if needed) can be called by notifying the Carlton County Emergency Management Director or the St. Louis County Emergency Management Director through 911. (Please also see Supplement 5, Annex 5 Health and Medical)
6. State support is available from the Minnesota Department of Public Safety by calling the State Duty Officer at 1-800-422-0798.

SIGNED:

Authority having Responsibility

Date

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ANNEX 6. EVACUATION, TRAFFIC CONTROL & SECURITY

A. Purpose

To assist evacuation of persons to lesser risk area, including routes of travel, traffic control, emergency associations and special circumstances.

B. Responsibilities

PrimaryPolice Department

SecondaryPublic Works

Evacuation should be jointly implemented by: Mayor, EMC, and Public Safety Director

C. Procedures

1. Notification

City of Cloquet residents to be evacuated will be notified by:

- a. Door-to-door notification.
- b. Carlton County/St. Louis County Emergency Alert System (EAS) (See Supplement 1).
- c. Local Radio and Television.
- d. Duluth Area Radio and Television Stations.

2. Evacuation Routes

Selection of specific evacuation routes will be based on the extent of evacuation required, weather, road conditions and other pertinent factors.

For the purpose of evacuation, the City has been divided into three (3) sections: Sunnyside (North of the North Channel Bridge), the center of Cloquet including the City of Scanlon and, South of 14th Street known as the Antus Addition. Hwy 33, I-35, County Rd 7 and Hwy 45 will play a pivotal part in a citywide evacuation, as they pass through the City of Cloquet and the City of Scanlon.

a. Main Evacuation Routes from Cloquet

North/South	East/West
Hwy 33 South to I-35	Avenue B
Hwy 33 North	Hwy 45 or Cloquet Ave
14 th Street	Carlton Ave
22 nd Street	Doddridge Ave
	Washington Ave
	County Road 7 (Big Lake Road)

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b. Evacuation Routes from Sunnyside

North/South	East/West
Hwy 33 English Road Prevost Road Laine Road Crosby Road Freeman Road	St. Louis River Road Stark Road North Road

These routes will lead to Highway 53, Hwy 33 or I-35

c. Evacuation Routes from Central Cloquet

North/South	East/West
Hwy 33 North Hwy 33 South to I-35 14 th Street 22 nd Street	Hwy 45 (Cloquet Ave) Carlton Avenue Doddridge Avenue Washington Avenue County Road 7 (Big Lake Rd)

Traffic Control & Security points will be determined by what portion(s) of the City is to be evacuated and will be coordinated through the Police Department.

3. Transportation

Mobility-impaired and other individuals unable to evacuate themselves can obtain assistance by calling 911. They, in turn, will notify the Police & Fire Departments for transportation arrangements.

Facilities (hospitals, nursing homes, schools, etc.) shall develop their own evacuation plans.

4. Communication Capabilities

Please see “Annex 15. Telecommunications” for communication capabilities and radio equipment.

D. Resources

1. Fire Department
2. Police Department
3. Buses
4. Minnesota State Patrol
5. Minnesota Army National Guard (Call MN State Duty Officer)
6. Pet Care and Transport

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Authority having Responsibility

Date

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ANNEX 7. FIRE PROTECTION

A. Purpose

To summarize how Fire Protection is provided in the City of Cloquet.

B. Responsibilities

Primary Cloquet Area Fire District (CAFD)

Secondary Area Mutual Aid Agreement Departments

C. Procedures

1. **Mutual Aid Agreements** – written agreements are on file at the CAFD.

a. PRIMARY

b. SECONDARY

2. **Communications Capabilities**

a. Radio equipment

Each piece of fire apparatus is equipped with communication equipment (stationary and portable) with ability to scan and transmit on 32 separate channels.

b. Please see “Annex 15. Telecommunications” for communication capabilities and radio equipment.

3. **Standard Operating Guidelines**

The Cloquet Area Fire District is responsible for developing and maintaining whatever Standard Operating Guideline (SOG) it may need in order to carry out its fire protection responsibilities. Copies of the guidelines are kept at the Cloquet Area Fire District.

Such SOG(s) should include guidance and instructions for responding to a fire scene that involves hazardous materials. Refer also to the radiological/hazardous materials protection annexes to this plan.

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Authority having Responsibility

Date

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ANNEX 8. DAMAGE ASSESSMENT

A. Purpose

To collect information to make the most accurate estimate of damage caused by a disaster, as defined by the City of Cloquet Emergency Management Ordinance. Such an assessment may be necessary to State and Federal Agencies.

B. Responsibilities

Primary City Engineer

Secondary City Administrator

The City Engineer is responsible for:

1. Developing a damage assessment “team” composed of municipal and/or private sector agency representative(s).
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining procedures to be followed for damage assessment.
4. Coordinating the initial damage assessment process, following the occurrence of a disaster.

County officials (if needed) can be called by notifying the Carlton County Emergency Management Director through 911 or the St. Louis County Emergency Management Director through 911.

C. Procedures

1. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
2. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sites.
3. Damage assessment forms will be used for tabulation of property damages.
4. Tabulation of all damages, both public and private, will be coordinated through the EMC and/or the City Clerks Office.

D. General Plan

1. **Define the area of damage**
 - a. Outline on a city map
 - b. Decide manpower needs

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2. Identify properties that are damaged

- a. Address
- b. Owner
- c. Mailing address
- d. Legal description
- e. Parcel Code

3. Collect data on each property

- a. Inspect property
 - 1. Describe damage
 - 2. Take pictures

4. Analyze data

5. Determine value

- a. Individual
 - 1. Contents
 - 2. Property
- b. Total of event

6. Report

E. Resources

Other agencies to help may include:

- 1. FEMA (Operations Center)
- 2. Minnesota Association of Assessing Officers
- 3. American Red Cross – Northland Chapter
- 4. The Salvation Army
- 5. Local Realtors
- 6. Insurance Adjusters
- 7. Engineering/Architectural Firms

F. Supporting Documents

For additional information and guidance, refer to:

Supplement 6 - Minnesota Department of Public Safety, Division of Emergency Management Damage and Impact Assessment

Supplement 7 - Minnesota Department of Public Safety, Division of Emergency Management, Presidential Disaster Declaration Process

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Authority having Responsibility

Date

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ANNEX 9. CONGREGATE CARE

A. Purpose

To provide human needs prior to, during, and after disasters, as defined by the Emergency Management Ordinance, that necessitates mass assembly, movement or otherwise displaces people.

B. Responsibilities

The EMC will be responsible for providing overall coordination of the congregate care function. In order to facilitate this, the EMC will appoint a representative of the Red Cross to serve on the EOC as a liaison.

PRIMARY NEEDS

Emergency Housing	American Red Cross The Salvation Army
Emergency Feeding	American Red Cross The Salvation Army
Emergency Clothing	American Red Cross The Salvation Army
Crisis Counseling	CISD Team American Red Cross Local clergy Local funeral directors

OTHER NEEDS

Registration of Victims	American Red Cross
Inquiry and Referral	The Salvation Army
Decontamination of Victims	Cloquet Area Fire District Community Memorial Hospital State Haz-Mat Team
Coordination of Volunteers	
Heating Crisis Team	

C. Procedures

The American Red Cross and Salvation Army have written plans for congregate care.

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D. Resources

1. Food Suppliers
2. Wholesale Grocers
3. Incoming Reception Centers/Temporary Housing
4. Churches
5. Pet Care/Transport
6. Portable Toilets
7. Water Suppliers
8. Volunteer Coordination/Manpower

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ANNEX 10. DEBRIS CLEARANCE

A. Purpose

To open main thoroughfares to and from public/private properties and maintain refuse disposal efforts in the event of a disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary Engineering Department

Secondary Public Works Department

C. Procedures

1. Except for unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
2. Debris of a natural origin (trees, shrubs, etc.) will be disposed of at tree disposal site at old City dump.
3. Debris of a man-made origin (building materials, manufactured goods, etc.) will be disposed of in the manner prescribed by Carlton County.
4. Hazardous materials disposal will be the responsibility of the Minnesota Department of Public Safety haz-mat response teams. They have standard operating guidelines in place to deal with such emergencies.
5. The Department of Public Utilities is responsible for removal of debris from power lines.

D. Resources

- 1. Public Works**
- 2. Water/Sewer Department**
- 3. Private firms**
- 4. Fuel Suppliers to City of Cloquet**
- 5. Engineering Firms**

E. Communication Capabilities

Please see “Annex 15. Telecommunications” for communication capabilities and radio equipment.

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Authority having Responsibility

Date

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ANNEX 11. UTILITIES RESTORATION

A. Purpose

To coordinate the use of personnel, facilities, and equipment in the recovery effort of power, heat, and water.

B. Responsibilities

Primary City Engineer

Secondary Cloquet Public Utilities

C. Procedures

If required, State support can be obtained by contacting the State Duty Officer at 800-422-0798. This support is requested only after local resources are exhausted, or if there exists a State and/or Federal statutory requirement, or because of the consequences of utility disruption. (See also Supplement 4, Dept. of Public Utilities Emergency Plan for Security and Water).

D. Resources

1. **Water**
2. **Natural gas**
3. **Sewage services**
4. **Water treatment**
5. **Solid waste disposal**
6. **Telephone services** (Please also see “Annex 15. Telecommunications”)

E. Communication Capabilities

Please see “Annex 15. Telecommunications” for communication capabilities and radio equipment.

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Authority having Responsibility

Date

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ANNEX 12. RADIOLOGICAL PROTECTION

A. Purpose

To detect, measure, evaluate, and report radiation levels existing as a result of a disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

PrimaryCloquet Area Fire District

Secondary Community Memorial Hospital, Nuclear Medicine

C. Procedures

The Cloquet Area Fire District has the primary responsibility for responding to a hazardous material incident including radiological emergencies. The Cloquet Area Fire District is trained to the “AWARENESS” response level.

In all cases, consult the Cloquet Area Fire District Standard Operating Guidelines – “Hazardous Materials Incidents”. A copy of the CAFD Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in the CAFD's Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 422-0798.

Primary efforts at a Radiological emergency shall be directed at identification, isolation, containment and evacuation. Specific responsibilities are as follows:

1. Peacetime Incidents

In all likelihood, most peacetime incidents will be confined to a relatively small area and will be minor in impact. However, if an incident is beyond the resource capabilities of the City, the Carlton County EMD and the St. Louis County EMD can be called for assistance through 911.

If the incident is beyond the scope of the County, the State Duty Officer will be called at (800) 422-0798 to summon the help of the State Haz-Mat Team, the Department of Public Safety and the Department of Health, Radiation Control Section. The Radiation Control Section has trained personnel, equipment, and authority to provide assistance to local government.

2. Enemy Attack

Although plans and preparations have been made at the State and Federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations, such assistance would probably be slow in coming.

D. Other Support

1. CAFD can provide medical treatment, monitoring, and decontamination of injured individuals.

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E. Resources

1. Hazardous Spill Calling List.

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Authority having Responsibility

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ANNEX 13. HAZARDOUS MATERIALS

A. Purpose

To identify, isolate, contain, and evacuate in the incident of a hazardous materials disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary Cloquet Area Fire District

Secondary State Hazardous-Materials Team

C. Procedures

In all cases, consult the Cloquet Area Fire District Standard Operating Guidelines – “Hazardous Materials Incidents.” A copy of the CAFD Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in the Fire Department’s Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 422-0798.

1. Pre-Identification and Analysis of Risk

The Cloquet Area Fire District Dispatch Office has a list of companies or organizations within the City that have hazardous materials requiring reporting, in accordance with SARA Title III, Section 304.

2. Hazardous Materials Release Determination

Facilities located in Cloquet that use, store, manufacture, or transport hazardous materials are responsible for developing plans and training personnel so as to be able to promptly determine and report that a release of hazardous materials has occurred.

Similarly, City personnel who respond to transportation or other incidents will receive training designed to help them determine if hazardous materials are present.

3. Response to a Hazardous Materials Release/Incident

Facilities that have hazardous materials that require reporting are required to develop and maintain a standard operating plan that their personnel will follow in the event of a release. Copies of these plans are kept on file at the Cloquet Area Fire District Dispatch Office.

4. City Response Capabilities

The Cloquet Area Fire District has the primary responsibility for responding to a hazardous material incident.

The Cloquet Area Fire District is trained to the AWARENESS response level. They will isolate, identify, deny entry, and evacuate all endangered personnel from the area. In addition, the State Haz-Mat response teams are available by calling the State Duty Officer (800) 422-0798.

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5. Identification Process

The Cloquet Area Fire District will begin their determination of the area affected by a hazardous materials release by identifying and verifying the materials involved. The following reference guides will assist in determining actions to minimize the danger to fire personnel and to the public.

1. The 2000 Edition of the DOT Emergency Response Guidebook
2. Emergency Response to Terrorism Job Aid 1.0 Edition
3. Chemtrec (1-800-424-9300)
4. Material Safety Data Sheets (dispatch pre-plan book)

6. Federal Support

If a hazardous materials incident is beyond the capabilities of Local, County, and State Governments, the Incident Commander can request Federal assistance through the National Response Center at (800) 424-8802.

Reimbursement of costs for hazardous materials incidents are available through the U.S. EPA. To be eligible for reimbursement, contact must be made to the National Response Center (800) 424-8802 within 24 hours of the incident and subsequently submit application for reimbursement.

D. Resources

FEMA Civil Preparedness Guide 1-30

National Response Team's *Hazardous Materials Emergency Planning Guide and The Technical Guidance for Hazardous Analysis*

U.S. Department of Transportation's *Emergency Response Guidebook*

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Authority having Responsibility

Date

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ANNEX 14. BIOLOGICAL PROTECTION

A. Purpose

To identify, isolate, contain, and evacuate in the incident of a biological disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

PrimaryCloquet Area Fire District

Secondary Community Memorial Hospital

C. Procedures

In all cases, consult the Cloquet Area Fire District Standard Operating Guidelines – “Hazardous Materials Incidents”. A copy of the CAFD Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in CAFD's Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 422-0798.

1. Analysis of Risk

The Cloquet Area Fire District has the primary responsibility for responding to a biological incident. The Carlton County Health Department Area Fire District in concert with the Cloquet Memorial Hospital shall begin an analysis process that will involve broad-spectrum data collection from State and Federal Resources.

2. Response to a Biological Threat

Upon recognition of a biological disaster, as defined by the City of Cloquet Emergency Management Ordinance, a primary concern shall be to isolate the incident.

However, if an incident is beyond the resource capabilities of the City, Carlton County, St. Louis County EMD can be called for assistance through 911.

If the incident is beyond the scope of the County, the State Duty Officer will be called at (800) 422-0798 to summon the help of the State Haz-Mat Team, the Department of Public Safety and the Department of Health.

D. Resources

1. Biological Incident – contact State Duty Officer.

SIGNED:

Authority having Responsibility

Date

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ANNEX 15. TELECOMMUNICATIONS

A. Purpose

To establish guidelines for and to maintain communication between all City departments and entities during a disaster, as defined by the City of Cloquet Emergency Management Ordinance.

B. Responsibilities

Primary Emergency Management Coordinator

Secondary Cloquet Area Fire District

..... Cloquet Police Department

C. Procedures

In the case of a disaster, the Emergency Operations Center (EOC), located in the Training Room at the Cloquet Public Safety building, will be the center of communications for the City of Cloquet.

If the Emergency Operations Center is not accessible, Cloquet City Hall, will serve as the center of communications for the City of Cloquet.

1. Communication via Radio in a Disaster

- a. The Public Works Team Leader, and any other department without the capability to speak with the Fire Department via their radios, will report to the EOC so that they may be provided with a Cloquet Area Fire District portable radio so that they can communicate with the EOC.
- b. All department heads with portable/mobile radios will be asked to turn to the Fire Department radio channel #1 so that they can communicate with the EOC.
- b. Cloquet Memorial Hospital Emergency Room is accessible via the radio at the Fire Department.

c. Fire Department Radio Channels and Frequencies

CHANNEL		Rx FREQUENCY	Tx FREQUENCY
01	Cloquet Fire	154.250	155.985
02	Cloquet Fire TAC 1	153.830	153.830
03	Cloquet Fire TAC 2	153.740	153.740
04	9-1-1	153.860	155.940
05	Hospital	155.355	155.550
06	Cloquet PD	151.250	155.850
07	State ALS	155.400	155.400
08	Cloquet Utility	158.805	153.995
09	State Wide Fire	154.295	154.295
10	MINSEF	155.475	155.475
11	MIMS	155.370	155.370
12	Duluth P.D. 1	155.640	154.710
13	St. Louis County	155.415	154.950

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- d. EOC phone number is 218-879-6514. This number can only be used in an EMERGENCY.
- e. The ISD #94 Transportation Director, will report to the EOC so that they may be provided with a Cloquet Area Fire District portable radio so that they can communicate with the EOC.
- f. FEMA contact person.
- g. Amateur Radio Emergency Services, Northern St. Louis County, Emergency Plan and phone directory is Supplement 8 to this annex.

D. Resources

- 1. Cell Phone Service and Repair
- 2. Pagers
- 3. Voicemail Services/Equipment
- 4. Repair of Telephones (City Offices/Department of Public Utilities)
- 5. Computers/Networks
- 6. Radio Equipment Dealers and Suppliers
- 7. Radio Frequencies, Call Signs and Cell Phone Numbers
- 8. Amateur Radio Emergency Services (HAM Radio)
- 9. Websites
- 10. Community Memorial Hospital (CMH) Communications Department

SIGNED:

Authority having Responsibility

Date