

# Emergency Operations Plan

## Version 1.2

# Duluth Township

*St Louis County, Minnesota*

Amended  
**January 2016**

(see the associated, [Emergency Contact](#) document)

Emergency Contact Information – 2016  
(a separate, associated document located at the EOC)

1. 2016 Township Personnel and Contact Information
2. Township Organizational Chart
3. Other Contact Information
4. Private Contractors Willing to Respond in an Emergency
5. Inventory of Emergency Supplies and Location

## Suggestions on Use of this Plan

### Overview of Duluth Township:

Duluth Township is located between the City of Duluth and Two Harbors along Expressway 61 and Lake Superior. We have a well-functioning Town Board of Supervisors and established Police and Volunteer Fire/EMS Departments. The Township covers some 51 square miles, much of it forested and crossed by streams. Electric power is supplied by Coop Light and Power (CLP) in Two Harbors and Minnesota Power (MPL) in Duluth. The northern part of the Township is crossed by an underground 16" natural gas pipeline operated by Northern Natural Gas Company, Omaha, NE. There is a pressurized sewer line along the Scenic Highway by Lake Superior. Our Volunteer Fire/EMS Department also serves Alden Township to our north. Except for one fire hydrant at McQuade Safe Harbor on Lake Superior, there are no water lines in the Township. Streams are often low so most firefighting water comes from Lake Superior. Most residents have wells.

There are four main north-south roads through the Township (*Homestead, Bergquist, Ryan, McQuade*), East-west roads include: Highway 61 Expressway, Scenic Drive along the lake shore, Lismore, Korkki/Shilhon, Hegberg, and West Knife River Road, which connects northeast to Two Harbors. Communications are primarily Century Link land lines, Lake Connections fiber optic cable, CLP's Lakenet wireless internet, Fire and Police radios, and various other individual internet, satellite, and cell phone services. A few residences have wind and solar power.

Larger institutions in the Township include North Shore Community School (NSCS), Old Apostolic Lutheran Church, and French River Lutheran Church all along Ryan Road. There are two restaurants in the Township: Scenic Café and Clearwater Grill on the Scenic Highway. Potential shelter sites in the Township are listed in Annex 9.

Historically, the greatest public dangers have been fire, weather events (*wind, rain, snow*) and flooding, although gas line problems are a potential. The Township community is fortunate to have a rather high level of experienced and trained individuals who are willing to help each other and have the experience and implements suitable for rural living (*including hauling, construction and excavation*).

### Contents:

This plan includes initial pages governing the overall plan and emergency responsibilities. The attached Annexes contain information specific to an area of responsibility (see **Chart C** for a list), Township emergency organization, a Township road map, and an index. An associated confidential document lists specific contact information and current Township officials. It is kept updated at the EOC.

### In an Emergency:

Use reference sections for action plans and the separate confidential document for specific updated contact information. The Town Hall on Homestead Road is the *Emergency Operations Center (EOC)* unless otherwise specified. The designated *Emergency Management Director (EMD)* is in charge of overall emergency planning and the direction, control and coordination of Township emergency operations.

### In Preparation:

Read over plan.

Determine areas of responsibility and check and correct contact information in the confidential listing.

Review needs to carry out your area of responsibility under various problem conditions.

**Annual Exercise:** Set up **EOC** with a prepared scenario. (*Date to be announced*)

**Annual plan update:** Update contact information and individuals who are responsible for various areas.

Update materials. The Board of Supervisors may assign a liaison to the EPC.

### Acronyms:

EMD	Emergency Management Director ( <i>Appointed by the Town Board upon recommendation by the Emergency Planning Committee (EPC). The EMD must be trained in FEMA's Incident Command Structure – IS-100; IS-200; IS-700; ARW-160</i> ).
EPC	Emergency Planning Committee ( <i>advisory group to the EMD</i> )
EOC	Emergency Operations Center ( <i>Town Hall or designated site</i> )
SOP	Standard Operating Procedures ( <i>Of various departments</i> )
CWP	County Warning Point ( <i>County 9-1-1 issues warnings</i> )
SDO	State Duty Officer ( <i>24/7 Minnesota Emergency contact</i> )
EBS	Emergency Broadcast Station ( <i>Broadcasts emergency warnings</i> )
IC	Incident Command ( <i>on scene, usually police or fire</i> ) (this is <u>not</u> the EOC)

# Emergency Operations Plan #1.2

## Duluth Township

St Louis County, Minnesota

This Emergency Operations Plan #1 was initially approved by the Town of Duluth (*Duluth Township*) Board of Supervisors, on April 9, 2015. Amended (#1.1) June 11, 2015, Amended (#1.2) January 2016, approved by the Town of Duluth Board of Supervisors on February 11, 2016.

### I. Reason for Emergency Operations Plan

Main types of hazards expected to affect Duluth Township include:

<b>Rank</b>	<b>Type of Hazard</b>	<b>Threat/Hazard/Technological Accident</b>
1	Natural	Wildfire
2	Natural	Straight line winds and tornadoes
3	Natural	Extreme winter weather
4	Natural	Extreme summer weather
5	Natural	Flooding
6	Tech. Accident	Power grid failure
7	Tech Accident	Communication failure
8	Tech Accident	Hazardous materials
9	Tech Accident	Pipeline accident (gas, sewer)
10	Threat	Civil unrest
11	Threat	Infectious diseases

An emergency operations plan is needed to ensure the protection of the public from the effects of these hazards. Duluth Township will utilize and follow the National Incident Management System (**NIMS**) as a template for response guidelines, in accordance with Homeland Security and Emergency Management requirements.

### II. Purpose of Emergency Operations Plan

Duluth Township has limited capabilities and resources that could be used in response to any major disaster. These include our facilities, equipment, personnel, and the skills of Township officials, staff and volunteer citizens. The purpose of this plan is to ensure the effective coordinated use of these resources to:

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

### III. Legal Basis, References and Supporting Documents

- A. Mutual Aid Agreements, (*see Annex 7*)
- B. Hazardous Materials Plans (*see attached list*)
- C. St. Louis County, Countywide Emergency Operations Plan
- D. St Louis County #302 dated May 8, 1961.
- E. Minnesota Division of Emergency Services Bulletin #87-1
- F. Minnesota Governor Executive Order #5-02
- G. Minnesota Statutes, Chapter 12, as amended
- H. Minnesota Statutes, Section 299J, as amended
- I. Homeland Security Presidential Directives #5 and 8
- J. Public Law 920, as amended

#### IV. Organization

Emergency Plan Organizational chart for Duluth Township (see **Chart A**)

Existing government is the basis for emergency operations. Township Departments will perform emergency activities related to those they perform on a day-to-day basis. **Chart A** shows the interrelationships between components of Duluth Township for emergency planning.

Emergency Planning Committee (**EPC**). This is an advisory committee to the Emergency Management Director (EMD) to review and suggest plan updates and help with other planning activities. The EMD may appoint members to EPC. The Town Board may designate a Supervisor to serve in a liaison capacity to the EPC. In an emergency, the EPC has no official standing but may be called upon by the EMD to help in unofficial capacity.

#### V. Direction and Control

The direction and control of governmental operations from a central, protected and secure facility with adequate communications and key personnel, is essential for emergency operations.

The Emergency Management Director (**EMD**) has responsibility for Township emergency preparedness/management and must have current training in FEMA's Incident Command Structure: IS-100; IS-200; IS-700; ARW-160. The **EMD** also serves as a liaison with the St. Louis County EMD and the State of Minnesota Department of Homeland Security and Emergency Management.

Direction and control of the Town's response to a major disaster will take place from the Duluth Township **Emergency Operations Center (EOC)**, located in our Town Hall at 6092 Homestead Road (or an alternative site if one has been designated by the EMD – usually Fire Hall #1, Ryan Road).

#### VI. Emergency Responsibility Assignments (see **Chart C**)

**A.** A summary of the Town's emergency assignments, by function, is shown in **Chart C**. Heads of various Town government departments and agencies will be responsible for carrying out assignments shown on this chart. Additional information about these emergency responsibilities is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown in **Chart C**. Town department and agency *Standard Operating Procedures (SOP's)* may be available to guide them in carrying out these responsibilities.

**B.** Responsibilities have been assigned by code letters (P), (S), or (C). (See **Chart C**)

1. **(P)** indicates **Primary** Operational Responsibility  
The official or agency is in charge of, and responsible to make provisions for that function. As a rule, Town government officials are assigned responsibility for carrying out a function unless relevant County, State or Federal agencies are available.
2. **(S)** indicates **Support** Responsibility  
The agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
3. **(C)** indicates **Coordination** Responsibility  
Coordination responsibility 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-governmental agencies are involved.

#### VII. Operations

- A.** Protection of life and property and alleviation of human distress will be the primary goal of the Duluth Township government 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 Township **EMD (Emergency Management Director)** will assist in providing resource coordination between governmental agencies and the private sector.

- D. Township government resources will be utilized to the maximum extent possible prior to requesting assistance from either County, State or Federal agencies.
- E. Each agency, department or service of the Township will provide for maintenance of records during an emergency. These records shall include person-hours, equipment-hours, equipment types, supplies and materials consumed, injuries to personnel, and damage to public equipment and facilities. Camcorders, digital cameras and standard cameras should be utilized to document damage and costs, etc.
- F. It is expected that all departments will assist with damage/loss documentation as needed and appropriate. The Town Clerk will take the lead in this instance, utilizing cameras, camcorders, digital cameras, etc. to establish photo documentation related to damage, both public as well as private (as necessary).

## **VIII. Support**

### **A. County Government Support**

Information and assistance in securing County Government Support may be obtained by contacting the St. Louis County Emergency Management Office (through 9-1-1).

### **B. State and Federal Government Support**

1. General – The Minnesota Office of Homeland Security and Emergency Management State Duty Officer is a 24 hour contact at 1-800-442-0798.  
The National Response Center is 1-800-424-8802. For HazMat events call: 9-1-1 .
2. Emergency Assistance – In the event of a major emergency or disaster which exceeds the capabilities of both Duluth Township and St. Louis County governments, and which necessitates immediate state and/or federal assistance, contact the Minnesota State Duty Officer at (24-hour number) 1-800-422-0798.
3. National Guard – When a natural disaster or other major emergency is beyond the capabilities of local government, support from the National Guard may be available. Only the Sheriff can request activation of the National Guard by the Governor. The purpose of this activation is to ensure the preservation of life and property and to support local civil law enforcement authorities.
4. Federal Assistance for Serious Hazardous Materials Incidents – If the party responsible for a serious hazardous materials incident is unknown, or is not taking appropriate action, and the response is beyond the capabilities of state and local governments, the federal government may be able to provide assistance. This assistance can be requested through the Minnesota Office of Homeland Security and Emergency Management – State Duty Officer. 1-800-422-0798.

## **IX. Plan Updating, Training and Exercises**

### **A. Responder Training**

The Clifton Volunteer Emergency Medical Responders are trained to Basic Life Support level. Emergency Medical Responders refresh and renew their license for Emergency Medical Responder Basic Life Support bi-annually.

The Clifton Volunteer Fire Department is trained for a Basic Level Hazardous Materials response. The Department supports the NFPA 1403 Guidelines for training of fire personnel and annually reviews aspects of Basic Level Hazardous Materials Response and General Fire Fighting Tactics.

### **B. Exercise Schedule**

**EOC** - The Town Emergency Operation Center will participate in an annual disaster exercise. This exercise encompasses all sections of the Emergency Operations Plan and will focus upon specific areas of the Plan each year.

**IC** – Police and Fire Departments schedule incident command (IC) exercises periodically.

# X. CHARTS and ANNEXES

**Chart A – 2016 Duluth Township Emergency Preparedness Organizational Chart**

**Chart B – Map of Township Transportation Routes**

**Chart C – 2016 Emergency Responsibility Assignments**

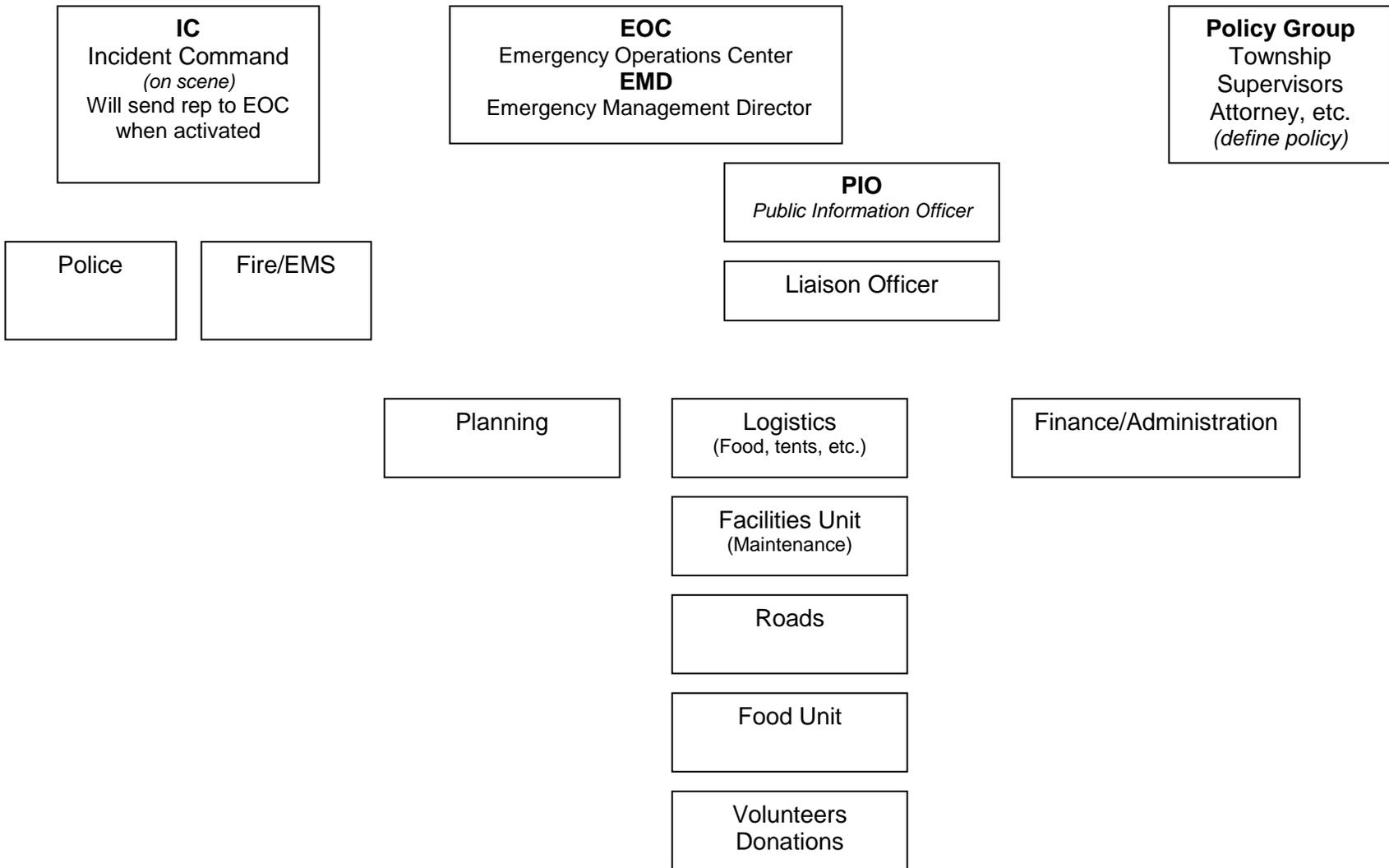
## **Annexes** *(Functional Areas, See Chart C)*

- 1. Warning and Notification**
- 2. Direction and Control**
- 3. Emergency Public Notification**
- 4. Search and Rescue**
- 5. Health and Medical**
- 6. Evacuation, Traffic Control and Security**
- 7. Fire Protection**
- 8. Damage Assessment**
- 9. Congregate Care**
- 10. Debris Clearance**
- 11. Utilities restoration**
- 12. Radiological Protection**
- 13. Hazardous Materials Protection**
- 14. Climate Events**

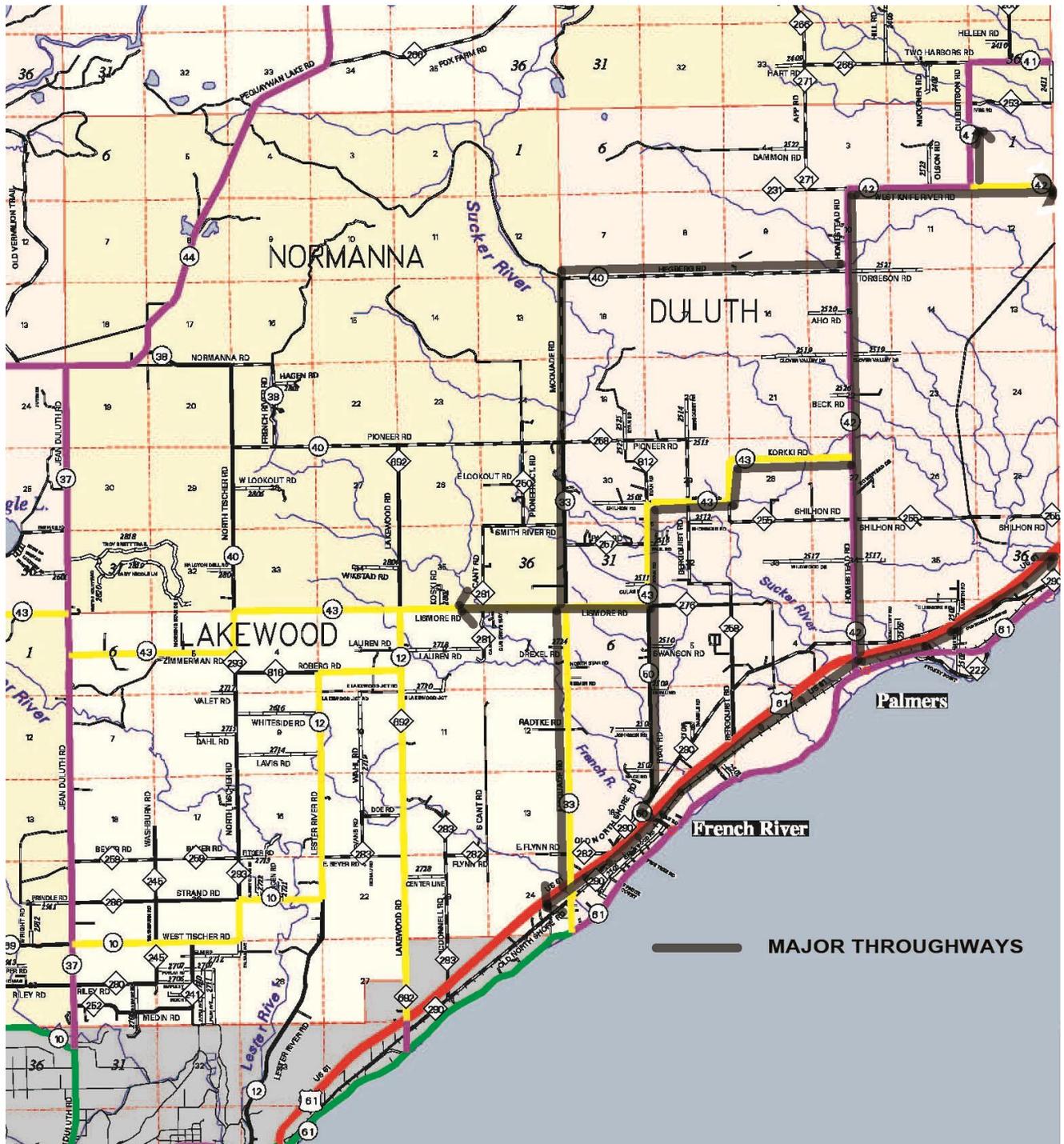
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**Notes**

**Chart A**  
**DULUTH TOWNSHIP EMERGENCY PREPAREDNESS ORGANIZATIONAL CHART**



### Chart B Map of Township Transportation Routes



**Chart C**  
**EMERGENCY RESPONSIBILITY ASSIGNMENTS and CONTACT INFORMATION -- 2016**  
*(See Emergency Contact Information supplement document.)*

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

Emergency Function and Annex Identification	Responsible Agencies	Remarks <i>(Telephone/Contact see separate Emergency Contact document)</i>
<b>1. Warning &amp; Notification</b>	P = St. Louis County S = Clifton Volunteer Fire Dept S = Duluth Township Police Dept	9-1-1 911, 525-5705 or Hall-1 525-9240 911, 525-5705 or mobile 393-8407
<b>2. Direction &amp; Control</b>	P = EMD - Emergency Management Director	218-525-5705
<b>3. Emergency Public Information</b>	P = Chair, Town Board S = Vice Chair, Town Board S = Emergency Management	218-525-5705 218-525-5705 218-525-5705
<b>4. Search &amp; Rescue</b>	P = St Louis Cty Search & Rescue S = Lake County Search & Rescue S = Clifton Volunteer Fire/EMS S = Mutual Aid Departments	911 911 911, 525-5705 or Hall-1 525-9240 911
<b>5. Health &amp; Medical</b>	P = St. Louis County S = Clifton Volunteer Fire/EMS	911 911, 525-5705 or Hall-1 525-9240
<b>6. Evacuation, Traffic Control &amp; Security</b>	P = Duluth Township Police Dept. S = Clifton Volunteer Fire/EMS	911, 525-5705 or mobile 393-8407 911, 525-5705 or Hall-1 525-9240
<b>7. Fire Protection</b>	P = St. Louis County S = Clifton Volunteer Fire/EMS	911 911, 525-5705 or Hall-1 525-9240
<b>8. Damage Assessment</b>	P = Duluth Twp. Road Supervisor S = Duluth Township Police Dept.	218-525-5705 911, 525-5705 or mobile 393-8407
<b>9. Congregate Care</b>	P = St. Louis County S =	911
<b>10. Debris Clearance</b>	P = Chair, Town Board S = Duluth Twp. Road Supervisor	218-525-5705 218-525-5705
<b>11. Utility Restoration</b>	P = <u>Relevant Utility</u> : CLP, MN Power, Communication. WLSSD, D/NSSD, etc.	CLP: 800-580-5881 MPL: 800-279-5000 WLSSD: 218-722-3336
<b>12. Radiological Protection</b>	P = St. Louis County Health Dept.	911 or 800-422-0798
<b>13. Hazardous Materials</b>	P = State Haz-mat Teams S =	911 or 800-422-0798
<b>14. Climate Events</b>	P = St Louis County S =	911

# Annex 1

## Warning and Notification

### I. Responsibilities:

- A. The St Louis County Sheriff's Office (9-1-1) is the **County Warning Point**. The County warning point is responsible for relaying emergency notification (*i.e. severe weather, technological disasters, etc.*) which it sends to the Clifton Volunteer Fire Department, the Duluth Township Police Department, as well as our EMD. **The Clifton Fire Department and our EMD are the Duluth Township Warning Points.**
- B. Businesses, industries and members of the general public who need to either report an emergency or to request emergency assistance must call (9-1-1). The personnel who answer (9-1-1) calls are responsible for determining the appropriate response agency or agencies to dispatch to the scene of an emergency.
- C. The **Township Warning Point** is responsible for ensuring that all emergency notifications received are handled properly. Specifically, the **EMD** will:
  - 1. Notify key Township government officials.
  - 2. Carry out route altering notification (*house to house*) with the use of public address systems on law enforcement vehicles.

### II. Supporting Documents.

The Town of Duluth *Notification and Warning Standard Operation Procedures* (NWSOP's) will be developed to detail notification and warning procedures to be followed by the Township Warning Point. The NWSOP will be on file at the Duluth Township Town Hall.

### III. Methods of Determining Areas Affected:

Duluth Township has five known potential hazardous areas. Planned evacuation areas are as follows:

- Northern Natural Gas Pipeline (*Omaha, NE 888-367-6671*) cutting through northern area of the Township:
  - Mandatory evacuation area is within ¼ mile of the incident.
  - Recommended evacuation area is within the next ¼ mile of the incident.
- Old Bomarc missile site on Bergquist Road. Possible gun manufacturing materials.
  - Evacuation area: Adjacent land owners.
- French River Fish Hatchery on the Scenic Highway. Possible chemical storage area.
  - Evacuation area: Public parking turnout and adjacent land owners.
- Highway 61 Expressway. Possible tanker spill and related trucking problems.
  - Evacuation area: ¼ mile of incident, more depending on spill and wind conditions.
- Railroad. Possible tanker spill, accident involving passengers, fires along right of way.
  - Evacuation area: ¼ mile of incident, more depending on conditions.

## Annex 2 Direction and Control

The Township Emergency Operations Plan uses the National Incident Management System (**NIMS**) protocol. The relevant highest ranking official on scene is in charge of the scene.

**I. Responsibilities: Township Emergency Management Director (EMD)** will provide direction and control, and coordinate emergency operations for the Township. The EMD must have current training in FEMA's Incident Command Structure: IS-100; IS-200; IS-700; ARW-160.

The line of succession to the **EMD** is as follows:

1. The Township Emergency Management Director (EMD) (*as available*)
2. Town of Duluth Clerk (*has IC training*)
3. Fire Department Secretary (*has IC training*)

### II. Duluth Township Emergency Operations Center (EOC)

Direction and control of the Township response to a disaster will be carried out at the Town of Duluth Town Hall (*or alternate site as designated by the EMD such as Fire Hall #1, Ryan Road*).

**A. Criteria for EOC Activation.** The degree of activation of the EOC will be determined by the EMD depending on the severity of the emergency. The EMD may also act on a request for assistance by the Township Police Chief and/or the Clifton Volunteer Fire/EMD Fire Chief

1. The EOC may be partially activated due to a potential threat to life and/or property from severe weather or man-made or technical disaster.
2. The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This includes, but is not limited to: tornado touch down, pipeline leak, flooding, severe weather, hazardous materials incident, etc. that may cause damage to the public and private sector. Any incident that requires a coordinated response effort involving the response of several agencies, such as surrounding municipalities, county, state and federal resources, will trigger the activation of the EOC.

#### B. Responsibilities for EOC Activation.

The EMD is responsible for ensuring that the EOC is activated according to the previously described criteria. In the event of a major disaster, EOC staff will be expected to automatically report to the EOC.

#### C. Staffing the Emergency Operations Center (EOC)

*Note: The Incident Command (IC) is at the incident scene and is not the EOC.*

Staffing of the EOC will normally consist of:

1. Emergency Operations Center Management Director (**EMD**)
2. Chair of the Duluth Township Board of Supervisors (*or official representative*)
3. Police Chief (*or official representative*)
4. Fire Chief (*or official representative*)
5. Others as requested by the EMD (*e.g. the Roads Supervisor, lawyer, Town Clerk, etc.*).

Each unit that is represented in the EOC is responsible for ensuring that their representative is familiar with the duties they will be expected to perform in the EOC. Designated EOC staff have the responsibility given by their superior and do not need to be the actual Chief or Director.

For example, if the Fire Chief is at a fire or emergency scene, the Assistant Chief (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, captain, etc.) may be assigned to the EOC and would be assigned the responsibility to act as needed on the EOC by the Fire Chief. Similar authority would be given to each unit's representative so that the EOC could act effectively. It is expected that each unit would develop appropriate procedures for representation.

**D. Communication Capabilities**

*(for specific contacts, see the Emergency Contact Information document.)*

<b>FROM Duluth Township TO</b>  <i>(see supplement for up dated phone numbers)</i>	St. Louis County EOC	Telephone land line Radio: ARMER Cellular Phone
	Cities within St. Louis County	Telephone land line Radio: ARMER Cellular Phone
	Essentia Health System St Luke's Health System LakeView Memorial Hospital	Telephone land line Radio: ARMER Cellular Phone
	State EOC	Telephone land line Radio: ARMER Cellular Phone
	Township Department Field Units	Telephone land line Radio: ARMER Cellular Phone
	Radio Amateur Civil Emergency Services (RACES)	

**E. EOC Equipment/Supplies**

The Township Emergency Operations Center Management Director (**EMD**) is responsible for ensuring that the EOC is operational.

Necessary supplies such as maps, displays, tables, chairs, communication equipment, message logs, forms, computers, printer, copier, generator, etc. should be readily available at the EOC and will be obtained and utilized as necessary.

## Annex 3 Emergency Public Notification

### I. Spokesperson (Public Information Officer, PIO)

The ONLY official spokesperson authorized to serve as the Public Information Officer (**PIO**) for Duluth Township is the currently serving Chair of the Board of Supervisors. If the Chair is unavailable, the EOC Manager (EMD) will designate an alternate PIO. This individual will be given access to all information necessary to carry out their role as PIO for the incident and will work in cooperation with other jurisdiction PIO's.

### II. PIO Responsibilities:

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases before, during and after an emergency. The Duluth Town Chair or designee Incident Commander (**IC**) is responsible for reviewing and approving all information releases before they are disseminated.

### III. Policies and Procedures:

- A. The media are not to be allowed in the EOC area. If it becomes necessary to establish a news briefing room, a designated location away from the EOC area will be utilized for this purpose. News media personnel will be asked to report to this location.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis at the above location.
- C. Public information will be disseminated through the following means:
  1. Local Radio and Television Stations:
    - a. KDAL
    - b. NWS EAS (weather radios, through St Louis County)
    - c. Two Harbors Radio
  2. Duluth Area Television Stations:
    - a. WDIO/WIRT (Channels 10 and 13)
    - b. KBJR (Channel 6)
    - c. KDLH (Channel 3)
  3. Township web site emergency notification ([www.duluthtownship.org](http://www.duluthtownship.org))
  4. Duluth Township Newsletter and special printed notifications for households.

## **Annex 4 Search and Rescue**

The St. Louis County Sheriff's Office has the responsibility for Search and Rescue in St. Louis County, their department has a Standard Operating Procedures for such activities.

The Clifton Volunteer Fire/EMS Department and the Duluth Township Police Department will assist with all Search and Rescue operations as requested within the area of Duluth Township. The St. Louis County Sheriff's Office, the Northland Chapter of the American Red Cross, and local clergy may be requested for support in family notification and assistance as needed.

## Annex 5 Health and Medical

### I. Primary Responsibilities:

- A. Hospital Care:** All injured persons will be transported to either St. Luke's Hospital or Essentia Medical Center in Duluth or Lake View Memorial Hospital in Two Harbors. If the number of injuries require a higher level of care, these hospitals have standard operating procedures. These may include hospitals such as Hennepin County Medical Center, Minneapolis, MN, or Regions Hospital, St Paul, MN
- B. Ambulance Service:** The following ambulance services will be used to transport injured persons to medical care facilities:
  - Gold Cross Ambulance, Duluth, MN
  - Lake County Ambulance, Two Harbors, MNIf additional ambulances are needed, ask for assistance from St Louis County 9-1-1.
- C. Pre-Hospital Emergency Medical Care:** Clifton Volunteer Fire/EMS will coordinate and provide immediate medical care to disaster victims until ambulance personnel arrive on the scene.
- D. Emergency Mortuary Operations:** These operations are the responsibility of the St. Louis County Medical Examiner.
- E. Health Threats:** Serious potential or actual health problems (*epidemics, food and/or water contamination, toxic fumes, etc.*) associated with a disaster are coordinated with the St Louis County Health Department and the Minnesota Department of Health.

### II. Coordination:

If a serious disaster resulting in multiple casualties occurs in Duluth Township, overall coordination of the various health and medical organizations responding to the disaster will take place at the EOC.

The Clifton Volunteer Fire/EMS is equipped with ARMER radio communications equipment and can communicate with all responding agencies. An ARMER radio also located at Fire Hall #2 near the EOC.

#### A. Local Supporting Plans, Procedures and Personnel:

1. St Louis County has an Emergency Operation Plan that includes procedures and personnel.
2. Lake County has an Emergency Operation Plan that includes procedures and personnel.

#### B. County and State Support:

1. Support is available through both St. Louis County and Lake County Emergency Management Offices and 9-1-1.
2. Support is also available from the State of Minnesota Department of Public Safety by calling the State Duty Officer at 1-800-422-0798. (*see also MNEM website*)

## Annex 6 Evacuation, Traffic Control and Security

**I. Responsibility:** The following officials will be responsible for recommending evacuation:

Officials in charge of an emergency incident center (**IC**)  
Chair, Duluth Town Board of Supervisors  
Chief, Clifton Volunteer Fire/EMS Department  
Chief, Duluth Township Police

Coordinating evacuation: The Duluth Township Police Department will be responsible for coordinating all evacuation efforts. The evacuation plans are the responsibility of the Duluth Township Police Department.

Traffic control and security: The Duluth Township Police Department has the primary responsibility for traffic control and security.

**II. Procedures:**

**A. Notification of Residents:**

Residents to be evacuated would be notified of the need to evacuate by:  
Public address/loud speaker or face to face  
Township web site emergency notification ([www.duluthtownship.org](http://www.duluthtownship.org))  
Local radio and television stations.  
Printed flyers delivered to households

**B. Evacuation routes:**

The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other pertinent factors. The primary traffic arteries That may be used for evacuation of all or part of the Township are as follows (see **Chart B**):

McQuade Road	Lismore Road
Ryan Road	Hegberg Road
Bergquist Road	
Homestead Road	
West Knife River Road	
Fox Farm Road	<i>(may not be available, check first)</i>

**C. Traffic Control Points** will be established by the Duluth Township Police Department, depending upon which roads are used for evacuation.

**D. Evacuation Assistance:**

Mobility impaired and other individuals unable to evacuate themselves can obtain assistance by calling 9-1-1. North Shore Community School/Community Center may have access to busses to assist in evacuation.

**E. Facilities at risk** (*Town Hall, NSCS/community center, churches, and businesses in the Township*) have developed their own evacuation plans, but they must be coordinated through the EOC or an Incident Commander (IC).

**III. Resources Available:**

- A.** Clifton Volunteer Fire Department and Emergency Medical Responders may have a rescue vehicle available to evacuate non-ambulatory persons.
- B.** Buses (school, church, or other agencies, if available).
- C.** Assistance for traffic control and security is the responsibility of the Duluth Township Police Department. The Department representative at the EOC will determine which agencies to contact to request this assistance.

## Annex 7 Fire Protection

**I. Responsibility:** Fire protection is provided by Clifton Volunteer Fire/EMS Department. This is a volunteer fire and EMS department made up of Township members who are on call when they are in The Township area.

**II. Mutual Aid Agreements:** Clifton Volunteer Fire/EMS participates in mutual aid agreements with the following departments:

1. Normanna Fire Department
2. Lakewood Fire Department
3. North Star Fire Department
4. Two Harbors Fire Department
5. Lakehead Association
6. Dept. of Natural Resources (DNR) for wildfires

**III. Communications:** Clifton Volunteer Fire and EMS has ARMER communication capability with the following agencies:

1. St Louis County Communications (9-1-1)
2. Gold Cross Ambulance
3. St. Luke's Hospital
4. Essentia Medical Center
5. St. Louis County Sheriff
6. Lake County Sheriff
7. Lake County Rescue
8. Lake County Ambulance
9. Duluth Township Police Department
10. And many others through ARMER NE regional and MN state talk groups.  
This can be used for multi-agency/jurisdiction response.

**IV. Supporting Documents:**

Clifton Volunteer Fire/EMS Department has developed Standard Operating Procedures (SOP's) to deal with emergencies that may occur. These **SOP's** are available at the Clifton Volunteer Fire and EMS Hall #1 located at 2146 Old North Shore Road, Duluth MN 55804.

## Annex 8 Damage Assessment

- I. **Responsibilities:** The Clifton Volunteer Fire/EMS are responsible for medical and fire related issues (*i.e. leaking propane, structure/grass/vehicle fires and medical incidents*) until agencies of higher authority and training become available.
- II. **Damage Assessment:** The Town Board of Supervisors along with the Chief of Police and the Chief of the Fire Department are responsible for coordinating the initial damage assessment process following the occurrence of a disaster.
- III. **Support:** County Officials, if needed, can be called by notifying the St. Louis County Emergency Management Director through 9-1-1.

Volunteer Organizations Active in Disasters (VOADS) include the Red Cross and the Salvation Army.

## Annex 9 Congregate Care

**I. Support:**

A. Primary needs will be met with help sought from:

Emergency housing	Red Cross
Emergency feeding	Red Cross
Emergency clothing	Red Cross Salvation Army
Crisis counseling	Red Cross Local Clergy
Others	Red Cross Salvation Army Coast Guard MN Dept. of Natural Resources Local facilities and businesses may be asked for assistance as needed.

B. Additional needs:

Reception Center	Town Clerk Red Cross
Inquiry and Referral	Red Cross
Decontamination of victims	Clifton Volunteer Fire/EMS Dept. State HazMat teams

**II. Coordination of Congregate Care:**

The Emergency Management Director (EMD) will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the EMD may appoint a liaison.

**III. Available Reception Centers:**

In the event of a major disaster local businesses would also be contacted for assistance.

**IV. Potential Emergency Feeding Providers**

In the event of a major disaster local businesses would also be contacted for assistance.

**V. Supporting Documents:**

The listed agencies and facilities have either written plans for congregate care or have agreed to serve in the capacity outlined in each section.

## Annex 10 Debris Clearance

### Responsibilities:

The Township Road Supervisor will be responsible for the safe and rapid opening of roads in Duluth Township in areas affected by a disaster, in coordination with the St Louis County Highway Department and the Minnesota Department of Transportation (MnDOT).

- A. Duluth Township will have primary responsibility for debris clearance on Township roads. The St. Louis County Highway Department has primary responsibility for debris clearance on County property.
- B. The St. Louis County Highway Department may be asked to assist the Township with debris clearance if the Township has expended all of its resources or if a delay in cleanup would cause danger to life or property. Duluth Township may contract through established contract procedures, with private contractors for debris removal and hauling.
- C. Removal of debris from privately maintained roads and private property, except in unusual circumstances, is the responsibility of the property owner.
- D. In the case of spilled or leaked hazardous materials, the Minnesota Duty Officer (800-422-0798) and Minnesota Pollution Control Agency (MPCA) will be contacted. Cleanup and disposal will be the responsibility of the party responsible (*facility, company or person*) for the release of the spill.
- E. Duluth Township will cooperate with the Western Lake Superior Sanitary District (WLSSD), and St. Louis County Public Works Department on the establishment of temporary and final debris disposal sites, and determine types of debris acceptable at the temporary and final disposal sites.
- F. Debris will generally be disposed of at a Western Lake Superior Sanitary District facility. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). The MPCA and WLSSD will be requested to assist Duluth Township in coordinating disposal of animal carcasses, farm chemicals, hazardous and infectious waste.

## Annex 11 Utilities Restoration

This includes management of electricity, gas, communication, sanitary sewer, and internet services.

Utility restoration will be accomplished by the owners of each utility or facility that serves Duluth Township.

If access to an area is blocked, these entities will coordinate with the St. Louis County Public Works and/or Duluth Township Board of Supervisors to open routes.

Restoration of sewage facilities, and/or providing temporary water and sewer systems in their service area, will be the responsibility of the Duluth North Shore Sanitary District (D/NSSD). In the case of private ISTS systems, it will be the responsibility of the owner.

Public information regarding safe drinking water, limited water supplies or malfunctioning sewer systems will be disseminated through the EOC. It may become necessary to bring in potable water and/or sewage disposal facilities to affected areas.

Emergency generator power will be available (at the Town Hall) and the Town Hall addition is wired to support EOC functions.

Drinking water is available at the Town Hall through an outside spigot from the Town Hall well. Power to run the well pump may be supported by the emergency generator.

Contact information for utilities is located in **Chart C** of this plan and in the **Emergency Contact Information Supplemental Document**.

## Annex 12

# Radiological Protection

**I. Responsibilities:** The Clifton Volunteer Fire/EMS Department and the Police Department may be called to a radiological materials incident. Their responsibility will be to identify a problem, protect themselves, deny entry, evacuate all endangered persons from the area and call the State Duty Officer (800-422-0798).

**II. Procedures:** Response to Radiological Materials Incidents/Accidents

**A. 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 Township, the St. Louis County Emergency Management Director (9-1-1) can be called for assistance.

If the incident is beyond the scope of the County, the State Duty Officer will be called to summon the help of the Department of Public Safety and the Minnesota Department of Health (MDH), Radiation Control Section. The MDH Radiation Control Section has trained personnel, equipment and authority to provide assistance to local governments. Specific guidelines will be followed by the Township'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.

**B. 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.

The EMD should prepare guidelines for initial Township response.

## Annex 13 Hazardous Materials Protection

### I. Procedures:

- A. Pre-identification and Analysis of Risk:** The Clifton Volunteer Fire/EMS Department has a list of companies or organizations within the Township that have hazardous materials requiring reporting, in accordance with SARA Title III, Section 304. 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 available plans are kept on file at the Clifton Volunteer Fire Department, Hall 1.
- B. Hazardous Materials Release Determination:** Facilities located in Duluth Township 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 Township personnel who respond to transportation or other incidents will receive training designated to help them determine if hazardous materials are present.
- C. Response to a Hazardous Materials Release Incident:** Within the Township, the Clifton Volunteer Fire Department has the primary responsibility for responding to a hazardous material incident. Fire and EMS personnel are trained to the Hazardous Materials Awareness level. Their responsibility will be to identify a problem, protect themselves, deny entry, evacuate all endangered persons from the area and call the State Duty Officer. Responders trained at the awareness level cannot take direct action to try to stop a leak, clean up a spilled substance, or otherwise be involved directly with a hazardous material.
- D. Identification Process:** The Clifton Volunteer Fire/EMS Department 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.
- The 2012 edition of the DOT Emergency Response Guidebook  
Emergency Response to Terrorism Job Aid, 1.0 edition.  
Chemtrec (1-800-424-9300)  
Material Safety Data Sheets  
Web based or apps: WISER, FIRST, CAMEO/MARPLOT/Aloah
- E. State Support:** In the event of a hazardous materials incident the State Duty Office is to be called.
- F. Federal Support:**  
In the event of a hazardous materials incident that is beyond the response capabilities of Local, County and State Government, the Incident Commander can request Federal assistance through the National Response Center at 1-800-424-8802.

Reimbursements 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 within 24 hours of the incident and subsequently submit application for reimbursement.

### II. Resources:

1. FEMA Civil Preparedness Guide 1-30
2. National Response Team's *Hazardous Materials Emergency Planning Guide*, and *The Technical Guidance for Hazardous Analysis*.
3. U.S. Department of Transportation's *Emergency Response Guidebook*.

## **Annex 14 Climate Events**

Climate events that may affect the Township include floods, snowstorms, hail, heavy winds and tornadoes, drought, etc. When these events become unusually strong and have a broader impact on the Township, the EOC may be activated by the Emergency Management Director **(EMD)**.

Anticipated activities may include:

1. Educating residents ahead of time and encourage pre-planning for disasters.
2. Aid in warning residents of an imminent danger.
3. Identifying residents who are affected by a damaging event.
4. Setting up any needed warnings of dangerous areas.
5. Help in protecting residents and property.
6. Aiding in evacuation.
7. Providing shelter and support where possible.

and other items that are identified as necessary.

# INDEX *(to be updated to Jan. 2016)*

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**EOC**, Emergency Operations Center  
*(Town Hall or designated site)*

**EMD**, Emergency Management Director  
*(See line of succession)*

**EPC**, Emergency Planning Committee  
*(Advisory to EMD)*

**SOP**, Standard Operating Procedures  
*(of various Depts.)*

**CWP**, County Warning Point  
*(County 911 issues warnings)*

**SDO**, State Duty Officer  
*(24/7 Minnesota emergency contact)*

**IC**, Incident Center  
*(on scene, usually police or fire, this is not the EOC)*

**EBS**, Emergency Broadcast Station  
*(broadcasts emergency warnings)*

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  - Duluth Township Police Dept, 525-5705,
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  - Road Supervisor, (see separate document)
  - St Louis County Health Dept, 1-800-422-0798
  - St Louis County Roads, 218-720-1500
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