

# CITY OF HAYWARD EMERGENCY OPERATIONS PLAN (EOP)

## UPDATED VERSION

### Freeborn Mower Co-Op Services (Electric)

Business Hours Emergency Phone Number: (507) 373-6421

After Business Hours Emergency Phone Number: 1-800-734-6421

### Minnesota Energy Resources (Gas)

24-Hour Emergency Phone Number: 1-800-889-4970

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

### COMMAND:

#### Direction and Control:

Mayor Anthony Cox; Councilors: Darwin Dolph, Eugene Flaskerud, Susan Ruble

#### Emergency Public Information:

Mayor Anthony Cox (or designee) is primarily responsible for the efforts

Emergency Management Director/Liaison, Eric Knutson, is primarily responsible for the efforts

**NOTE:** Mayor Anthony Cox (or designee) is the ONLY official authorized to serve as the public information officer for the City of Hayward – serves as the office point of contact for the media.

#### Emergency Management Director:

Hayward Fire Chief, Eric Knutson (or the Assistant Fire Chief)

- Serves as Emergency Management Director:
- Serves in a staff capacity to the Mayor
- Serves as a liaison with other outside agencies
- Coordinates all aspects of this plan – responsible for changes to this plan
- Line of succession to the Emergency Management Director (Fire Chief) is as follows:
  - Assistant Emergency Management Director/Fire Chief
  - Firefighters

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## **OPERATIONS:**

### **Search and Rescue:**

Emergency Management Director, **Eric Knutson**, coordinates efforts

**Hayward Fire Department** is primarily responsible for the efforts

**Freeborn County Sheriff's Department** supports efforts

**Mayor Anthony Cox** is the only public information officer (unless he designates position)

### **Evacuation and Traffic Control:**

Emergency Management Director, **Eric Knutson**, coordinates efforts (as Hayward does not have a local police department).

**Public Works, Travis Reichl**, supports efforts

**Freeborn County Sheriff's Department** supports efforts

**MN State Patrol** support efforts

### **Fire Protection:**

**Hayward Fire Department** is primarily responsible for the efforts

### **Debris Clearance:**

**Public Works, Travis Reichl**, is primarily responsible for the efforts

### **Utilities Restoration:**

Municipal and Private Companies are primarily responsible for the efforts

**Public Works, Travis**, coordinates the efforts

## **PLANNING:**

### **Notification and Warning:**

Emergency Management Director, **Eric Knutson**, is primarily responsible for the efforts

**Freeborn County Sheriff's Department** supports efforts

### **Radiological/HAZMAT:**

**Hayward Fire Department** is primarily responsible for efforts

**Freeborn County Sheriff's Department** supports efforts

**Freeborn County Emergency Management Director, Rich Hall**, supports efforts

### **Congregate (group/crowd/community) Care:**

**Freeborn County Social Services** is primarily responsible for the efforts

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American Red Cross supports efforts

Salvation Army supports efforts

**Health/Medical:**

Freeborn County Health Services is primarily responsible for the efforts

Local Hospitals, Clinics, Ambulance Services support efforts

**FINANCE:**

**Damage Assessment:**

Hayward City Mayor and Council are primarily responsible for efforts

Emergency Management Director, Eric Knutson, coordinates efforts

Freeborn County Assessor, Jaci Koeppen, supports efforts

Hayward City Clerk/Treasurer, Kathryn Aase, supports efforts

Provides overall direction and control of city resources involved in a response to a disaster

**OPERATIONS POLICIES**

- In the event of a major disaster, the Mayor of Hayward, Anthony Cox, may declare a local emergency.
- Such a declaration will invoke necessary portions of this plan and will permit the City to take necessary action in order to protect the lives and property within the City limits. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide public safety.
- Protection of life, property, and alleviation of human distress is the primary goal of city government emergency operations.
- In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible. This coordination will be accomplished through the Freeborn County Emergency Operations Coordinator, Rich Hall and Emergency Operations Plan (EOP)

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- The City of Hayward Emergency Management Director, Eric Knutson, will assist in providing resource coordination between government agencies and people in the private sector.
- Maximum city government resources must be utilized before county, state, or federal assistance can be requested and made available. Mutual aid agreements between fire departments within the county are on file with the respective fire departments.
- Each agency, department or service city of government will provide for the maintenance of records during an emergency including those records deemed essential for continuing governmental operations. The records should include work hours, equipment hours, supplies and materials used, injuries to personnel, and damage to public facilities and equipment.

## COUNTY, STATE, FEDERAL SUPPORT

**General:** The Freeborn County Emergency Management Director, Rich Hall, will be responsible for assisting the county or any requesting city in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the Freeborn County EMD will contact the MN Dept of Public Safety, Division of Homeland Security and Emergency Management (HSEM). A summary of state and federal disaster assistance that may be available is contained in Disaster Management Handbook available on the HSEM website.

**Emergency Assistance:** In the event of a major emergency/disaster which exceeds the resources and capabilities of city government and which requires immediate county, state, and/or federal assistance, the state duty officer will be contacted at 1-800-422-0798.(make sure updated phone info).

**National Guard:** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the MN National Guard, has the authority to activate the Guard. The purpose is to ensure the preservation of life and property and to support civil law enforcement authorities.

## **NATIONAL GUARD OPERATIONAL POLICIES**

National Guard assistance will complement, and not be a substitute for county and/or city participation in emergency operations.

If made available, National Guard personnel will remain under military command at all times; but, will support and assist county and/or city forces in the accomplishment of a specific task or tasks.

## **NATIONAL GUARD REQUEST PROCEDURES**

The County SHERIFF is the only government official in Freeborn County authorized to submit a request to the governor for National Guard assistance. Such requests are to be submitted to the state duty officer.

## **CITY OF HAYWARD PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES**

Regarding this plan, the Hayward Emergency Management Director, Eric Knutson, will serve as the planning coordinator and have overall authority and responsibility for both the development and maintenance of the plan.

This plan will be reviewed and updated as changes occur, but be made at least annually. The Hayward EMD, Eric Knutson will be responsible for ensuring that this updating occurs.

This plan will be distributed to all city departments and agencies, which have emergency assignments in the event of a major disaster in the City of Hayward. A plan distribution list will be maintained by the EMD, Eric Knutson.