

CITY OF WYOMING

EMERGENCY OPERATIONS PLAN

Revised

August 2014

CONFIDENTIAL FOR STAFF USE ONLY

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
CHISAGO COUNTY			
Dispatch	651-257-4100		
Sheriff Rick Duncan	651-213-6301		
Chief Deputy Chad Worden	651-213-6302		
Highway Department	651-213-8700		
Maintenance Superintendent Bruce Lind	651-213-8734		
Emergency Management & Homeland Security: Scott Sellman	651-213-6313	651-248-7421	
CITY OF WYOMING			
	651-462-0575		
City Administrator Craig Mattson		651-528-9398	
Assistant City Administrator Robb Linwood		612-232-5863	
BUILDING OFFICIAL			
Fred Weck		651-925-9976	
CITY COUNCIL			
Eric Peterson		651-238-0245	
Roger Elmore		651-492-2830	651-462-4925
Linda Yeager		651-210-6556	651-462-1830
Steven Zerwas		651-775-5902	
Joe Zerwas			651-462-1428
FIRE DEPARTMENT			
	651-462-0577		
Chief JJ Hastings		651-755-0766	
Deputy Chief Joe Kusky		651-238-3310	
Assistant Chief John Hastings		651-238-8317	
Phil Niemczyk		651-249-3438	
Alexander Palmquist		651-331-8211	
Travis Parson		651-357-3090	
Nick Acker		651-373-1894	
Zach Fecteau		217-299-8456	
Kathleen Nyquist		651-329-8530	
Dillon Orth		763-238-7332	
Michael Ostlund		612-924-5525	
Matt Pikus		612-254-4056	
Jason Van Tassel		612-685-0725	
Scotty Van Wagner		651-785-5348	
Jacob Grindeland		612-834-7026	

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
Mike Hendrickson		612-594-9332	
William Hutchins		651-788-1579	
Traci Johnson		612-978-7407	
Matt Haslach		651-792-5452	
Eric Lamwers		651-528-1946	
Jeff Mueller		651-308-4565	
Karen Brown		651-442-7077	
Jacque Hastings		651-262-8987	
Jeremy Hastings		651-245-1944	
Matt Joesting		651-248-7147	
Jesse Milligan		612-850-2042	
Scott Blascyk		612-718-5031	
Nathan Ennis		612-386-8076	
Mark Darwin		651-285-9390	
Joe Tener		651-399-1497	
Jake Woinarowicz		651-500-9634	
POLICE DEPARTMENT	651-462-0577		
Chief Paul Hoppe		651-295-2354	
Sergeant Brian Rod		651-248-2271	
Sergeant Lance Beardsley		651-346-9509	
Officer Trent Strandberg		651-925-7524	
Officer Scott Boecker		651-955-2188	
Investigator Matt Paavola		218-349-5790	
Officer Rachel Columbus		651-755-0749	
Officer Scott Thomas		651-755-6830	
Officer Michael Tadych		952-406-1125	
Officer Lyndsay Hicken		612-719-8587	
Officer Aaron Anderson		651-357-5116	
Jeanine Rabe		320-309-1972	
PUBLIC WORKS	651-462-0580		
Director Jason Windingstad		651-253-8067	651-462-0148
Supervisor Bill Eisenmenger		651-343-3560	651-464-1945
Eric Rydeen		651-402-9514	
Dave Torma		612-239-4007	651-462-9993
Mike Jensen		612-328-4521	651-462-3853
Josh Smith		651-278-7904	

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
HEAVY EQUIPMENT CONTRACTORS			
Red Rock Fire Interstate removal, experienced in emergency management OJ Rinehart Greg Dumke Butch Murphy	877-688-8885	651-248-1699 612-803-3237 651-248-0700	
Tom Griffith Contracting (North Branch)(Has room for debris piles on his property; loaders, dozers, clam buckets, dump trucks, skid loaders, pumps, backhoes and trash pumps)	651-462-3247		
Peterson Companies	651-257-6864	612-366-4008	
Olson Excavating-John Olson (Forest Lake)(Dozer, dump trucks, bobcat T300 (tracks) and backhoes	651-464-2082		
Dresel Contracting-Josh Dresel (Chisago City)(Dozer, dump truck, skid loaders, backhoes)	651-257-9469	612-328-1470	651-213-0605
R.E. Excavating-Richard Peterson (Lindstrom)(Dozers, dump trucks, backhoes, loaders, skid loaders, demolition, disaster cleanup)	651-257-1815		
Polaris Industries (6-20 four wheelers)	651-408-7200		
LUMBER YARDS			
Menards (Forest Lake)	651-982-6600		
Menards (Cambridge)	763-691-1271		
McCarron's Building Center (Forest Lake)	651-464-5427		
Lamperts Lumber (North Branch)	651-674-4415		
MEDICAL SERVICES			
FAIRVIEW LAKES MEDICAL CENTER	651-982-7000		
Emergency Department	651-982-7300		
Facility Operations	651-982-7117		
Security	651-982-7370		

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
POLICE RESOURCES			
Washington County Sheriff	651-439-9381		
Forest Lake PD	651-464-5877		
Anoka County Sheriff	763-427-1212		
Lino Lakes PD	651-982-2300		
Centennial Lakes PD	763-784-2501		
Blaine PD	763-785-6168		
Ramsey County Sheriff	651-484-3366		
White Bear Lake PD	651-429-8511		
Isanti County Sheriff	763-689-2141		
Isanti PD	763-444-5512		
Cambridge PD	763-689-9567		
Pine County Sheriff	320-629-8380		
STATE RESOURCES			
American Red Cross Minneapolis/St. Paul area Cambridge area	612-871-7676 763-689-3591		
Medical Examiner's Office	651-224-7627		
ChemTrec	800-424-9300		
Metro Transit Council (MTC)	612-349-7317		
Minnesota Relay Service	711		
Emergency Management State Duty Officer	651-649-5451 800-422-0798		
Salvation Army: 2445 Prior Ave N, Roseville	651-746-3400 800-456-4483		
National Guard (request must be made by the county sheriff to the State Duty Officer)	800-422-0798		
State Patrol (ask for on duty/on call lieutenant or captain)	651-582-1509		
Department of Transportation (MNDOT) (contact State Patrol)	651-582-1509		
TIRE REPAIR SERVICE			
Reub's Tire Shop (Forest Lake)	651-464-2245		
Wingfoot Commercial Tire (South St. Paul)	651-450-0053	651-454-0540	
Prime Auto and Tire (Forest Lake)	651-464-8410		

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
TOW COMPANIES			
Dan's Towing (Forest Lake)	651-464-5551		
Harold's Towing (Forest Lake)	651-464-5313		
Lakes Towing (Forest Lake)	651-464-7447		
Tom's Towing (Shafer)	651-257-4869		
Peterson's Towing (Lindstrom)	651-257-1062		
Swede's Towing (Wyoming)	651-462-5513		
Roger's Towing (North Branch)	651-674-7119		
TRANSPORTATION			
St. John's Church: Stacy Pastor Ed Wheatley 5502 264th St., Wyoming	651-462-5115		651-462-5060
Forest Lake Bus Garage Emergency Contact: John Gray Steve Delmont Jim Beck	651-982-8190	651-200-8261 651-343-6935 651-955-1197	
North Branch Bus Garage Emergency Contact: Jason Schoolmeesters	651-674-1030	651-491-8225	
Chisago County Heartland Express	763-689-8131		
TREE AND DEBRIS REMOVAL			
Tom Griffith Contracting (North Branch)	651-462-3247		
Ceres Environmental Services (Brooklyn Park)	763-425-8822		
SRC Recycle Center (Wyoming)	651-462-1099		
UTILITIES			
ELECTRIC			
CONNEXUS ENERGY			
24-hour outage and emergency	763-323-2660		
EXCEL ENERGY			
Life-threatening emergencies such as downed power lines (<i>not for general public</i>)	800-641-4400		

EMERGENCY TELEPHONE LISTINGS

Agency/Employee	Office	Cell	Home
Non life-threatening emergencies and outages that affect sewage and pumping stations, water wells and essential municipal buildings (<i>not for general public</i>)	800-771-7300		
Reporting by general public	800-895-1999		
Street lights, local stop lights, traffic lights	800-895-4999		
GAS			
EXCEL ENERGY			
Life-threatening emergencies such as downed power lines or a gas odor/leak (<i>not for general public</i>)	800-541-8441		
Reporting by general public	800-895-2999		
Northern Natural Gas Pipeline	888-367-6671		
SEWER			
Hass Septic Cleaning (Isanti)	763-444-5892		
Smilies Sewer Service ((Hugo)			
TELEPHONE			
Century Link Security Response Center	800-215-4829		
Frontier Communications	877-755-3488		

EMERGENCY OPERATIONS PLAN ALERTING LIST

1. Public Safety Director Chief Paul Hoppe
Office: 651-462-0577
Cell: 651-295-2354

2. City of Wyoming Mayor Eric Peterson
Cell: 651-238-0245

3. City of Wyoming Administrator Craig Mattson
Office: 651-462-0575
Cell: 651-528-9398

4. Fire Chief JJ Hastings
Office: 651-462-0577
Cell: 651-755-0766
Home: 651-528-9398

5. Public Works Director Jason Windingstad
Office: 651-462-0580
Cell: 651-253-8067
Home: 651-731-0985

6. City of Wyoming Engineer Mark Erichson
Office: 763-287-7163
Cell: 612-360-1278
Home: 651-439-2025

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.

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.

TRANSFER OF OFFICE
THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

CITY OF WYOMING

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document will transfer it to his/her successor or to the city emergency management coordinator.

Copy No. _____ Assigned to: _____

PLAN UPDATING, TRAINING, AND EXERCISES

- A. For purposes of this plan, the **City of Wyoming** emergency management coordinator 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 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 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 major disaster in the **City of Wyoming**.

A plan distribution list will be maintained by the city emergency management coordinator.

- D. The **City of Wyoming** will comply with Public Law 99-499, (SARA) training exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at your county emergency management office.

BASIC PLAN

LEGAL BASIS

The Legal Basis for this development of this municipal plan is stated in the following documents:

MUNICIPAL ORDINANCE: 1118

COUNTY ORDINANCES: Resolution 99-100

MINNESOTA STATE STATUTES: Chapter 12

MUTUAL AID AGREEMENTS: Forest Lake Fire Department

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DEM	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORMED DISASTER SITUATION REPORT
ICS	INCIDENT COMMAND SYSTEM
MIMS	MINNESOTA INCIDENT MANAGEMENT SYSTEM

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

The municipal plan has been developed to provide procedures for Wyoming government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Wyoming is part of the county emergency management program. This municipal plan is to be used in conjunction with the Chisago County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Chisago County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Chisago County. These hazards are outlined in the Chisago County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with the county officials if county assistance is necessary.

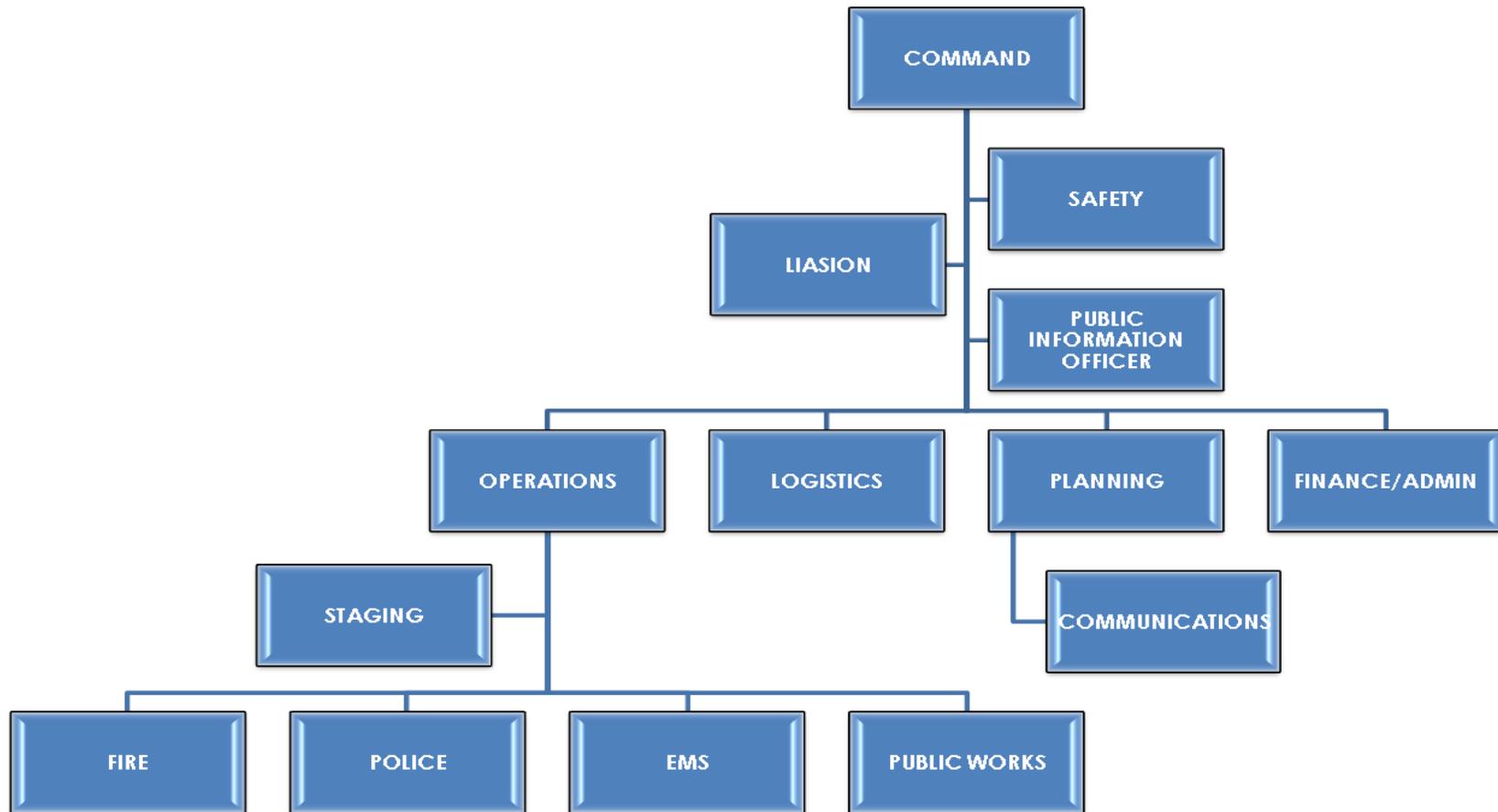
D. PRIMARY EOC LOCATION

1. City Hall, 26885 Forest Blvd. Wyoming, MN

*In the event that the primary EOC is affected by the incident and cannot be used as an operational center then the secondary EOC site will become the primary EOC

2. **Secondary EOC Location** – Wyoming Police Department –
7665 Wyoming Trail, Wyoming, MN

E. EOC ORGANIZATIONAL CHART



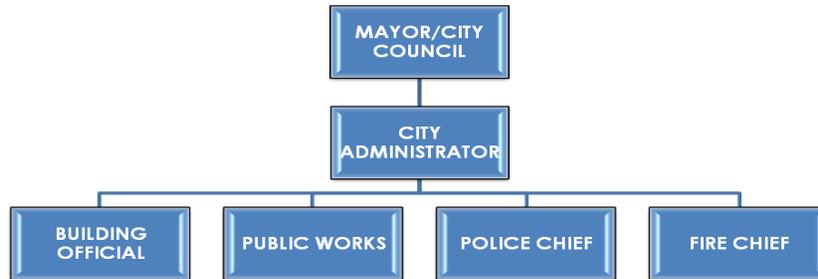
Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Emergency Management Coordinator advises the Mayor and coordinates all emergency response actions.
 - b. Mayor declares a local state of emergency and notifies the Chisago County Emergency Management Director of this action.
 - c. Forward the local and state of emergency declaration to the County Emergency Management Directors office.
 - d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at City Hall, 26885 Forest Boulevard, Wyoming, MN.
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
 - f. Mayor directs departments/agencies to respond to a situation.
 - g. Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the Chisago County Emergency Management Director.
4. If assistance is requested, the Chisago County Emergency Management Director assesses the situation and makes recommendations.

5. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC
 - b. Implement the County EOP
 - c. Respond with county resources as requested
 - d. Activate mutual aid agreements
 - e. Coordinate county resources with municipal resources
 - f. Notify Minnesota Division of Emergency Management (DEM) Regional Coordinator
 - g. Forward Uniform Damage Situation Report (UDSR) form
 - h. Assist municipality with prioritizing and allocating resources
6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State DEM duty officer.
7. If state assistance is requested , the DEM Director in conjunction with the Regional Coordinator, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the DEM Regional Coordinator immediately notifies the State DEG Director.
9. The State Director of Emergency Management notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Minnesota EOP and the County EOP.

F. ORGANIZATION:

Insert the organizational chart for your municipality.



G. RESPONSIBILITIES AND TASKS:

See attachments A-K for emergency responsibilities of key officials in your jurisdiction.

H. RESOURCE MANAGEMENT:

Additional support from Chisago County Departments may include Sheriff, County Administration, Public Works, and Public Health.

Mutual Aid Reciprocal Agreements: *Chisago County Law Enforcement Mutual Aid

Support from State and Federal Agencies: *Red Cross
*Salvation Army

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director and sheriff to the State Duty Officer then to the DEM state Director.

I. PLAN DEVELOPMENT AND MAINTENANCE:

The Wyoming EOP Development Team is composed of representatives from Administration, Police, Fire, and Public Works Departments. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Mayor. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Eric Peterson

Mayor

Craig Mattson

City Administrator

Paul Hoppe

**City Emergency Management
Coordinator/Police Chief**

JJ Hastings

**Assistant Deputy Coordinator/
Fire Chief**

Jason Windingstad

Public Works Director

Fred Weck

Building Official

ATTACHMENT A

MAYOR

KEY ACTION CHECKLISTS

The Mayor is responsible for the overall management of Wyoming. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR SHOULD:

1. Ensure that the City Emergency Management Coordinator/Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the City Emergency Management Coordinator/Director or designated person provide an initial damage assessment and casualty report.
4. Ensure that the City Emergency Management Coordinator/Director and city officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.

In consultation with the City Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested.

ATTACHMENT B

CITY EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

The City Emergency Management Coordinator coordinates all components of the emergency management program in Wyoming. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

CITY EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the City/Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff has reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor and to the County Emergency Management Director.
5. Conduct regular briefings on EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

CITY ADMINISTRATOR

KEY ACTION CHECKLISTS

The City Administrator is responsible for assigned activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY ADMINSTRATOR SHOULD:

1. Report to the City EOC/CP.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damaged as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.

ATTACHMENT D

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

The municipal Emergency Management Coordinator is responsible for warning and communications in Wyoming. The following tasks represent a checklist of actions this officer should consider in an emergency or disaster situation.

The Wyoming Police Department is responsible for warning and communications activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Official
 - b. Municipal Emergency Management Coordinator
 - c. County Emergency Management Director
 - d. Municipal Emergency Operations Center representatives
 - e. Special facilities:
 - ❖ Wyoming Elementary School
 - ❖ Maranatha Church
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephone, pagers, mobile telephone, fax, etc.
3. Activate public warning system via the Chisago County Sheriff's Department. This equipment consists of telephone, pagers, mobile telephones, fax, etc.
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is telephone, pagers, and fax.
5. Establish communications with Command Post if established.

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLIST

The Wyoming Police Department is responsible for law enforcement activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff has been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the city EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

Municipal Emergency Management Coordinator will serve as the Human Service Coordinator in Wyoming and is responsible for human service activities in Wyoming. The Coordinator will organize human service activities with a representative from the Chisago County Department of Social Services. This person will keep the County Human Services Officer informed of all human service activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments, which provide human services type services. (Identified in County Resource Manual).
2. Report to the emergency operations center.
3. Coordinate with the Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Public Works Director is responsible for public works activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the City EOC/Command Post.
3. Review the disaster situation with field personnel and report situations to the City Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, establish a staging area for public works.
12. Report public facility damage information to the Damage Assessment Team.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT H

EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

Fairview Hospital/Ambulance Supervisor will serve as the Public Health and Emergency Medical Liaison in Wyoming and is responsible for public health and emergency medical services activities in Wyoming . They will coordinate health services activities with a representative from the Chisago County Public Health Department and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Coordinate emergency medical care to victims **(hospital and ambulances)**.
2. Establish a triage area for victims.
3. Coordinate medical transportation for victims.
4. Establish a staging area in the municipality.

ATTACHMENT I

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The City Administrator is responsible for public information activities in Wyoming. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situations.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT J

FIRE SERVICES

KEY ACTION CHECKLISTS

The Wyoming Fire Department is responsible for fire service activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped person.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The Municipal Emergency Management Coordinator is responsible for damage assessment activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team, which consists of the following municipal department/agencies; fire/police departments are responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the Chisago County Emergency Management Director.

6. Plot damages assessment information on status boards in the municipal EOC and locates damaged sites on map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

ATTACHMENT L

DEPARTMENT OF BUILDING SAFETY

KEY ACTION CHECKLISTS

The Building Official is responsible for building inspection and damage assessment activities in Wyoming. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

14. Ensure that all department personnel have been alerted and that they report as the situation directs.
15. Report to the City EOC/Command Post.
16. Review the disaster situation with field personnel and report situations to the City Emergency Management Coordinator.
17. Assist with initial damage assessment of structures and report to the City Emergency Management Coordinator.
18. Conduct detailed inspections of damaged structures and placard them as to their occupancy worthiness.
19. Document and report results of inspections.
20. Inform building owners and occupants the status of any restrictions on their building(s) and the steps necessary to reconstruct and/or reoccupy.
21. Issue building permits, inspect repairs, and enforce contractor licensing.

ADDENDUM -- POSSIBLE STAGING AREAS AND NUMBERS

West side of Interstate 35

- | | |
|--|---------------------------|
| A. McDonalds / Shell Station / Park and Ride | 651-462-0556 |
| B. Village Inn / Family Pathways | 651-462-2669/651-462-6632 |
| C. Forest Lake Sportsmen's Club | 651-462-9931 |

Between Interstate 35 and Highway 61

- | | |
|--|---------------------------|
| D. Fairview Hospital | 651-982-7000 |
| E. General Safety / Sunrise Fiberglass | 651-462-1000/651-462-5313 |
| F. Xccent Site (not available now) | |
| G. AT&T Tower site | |

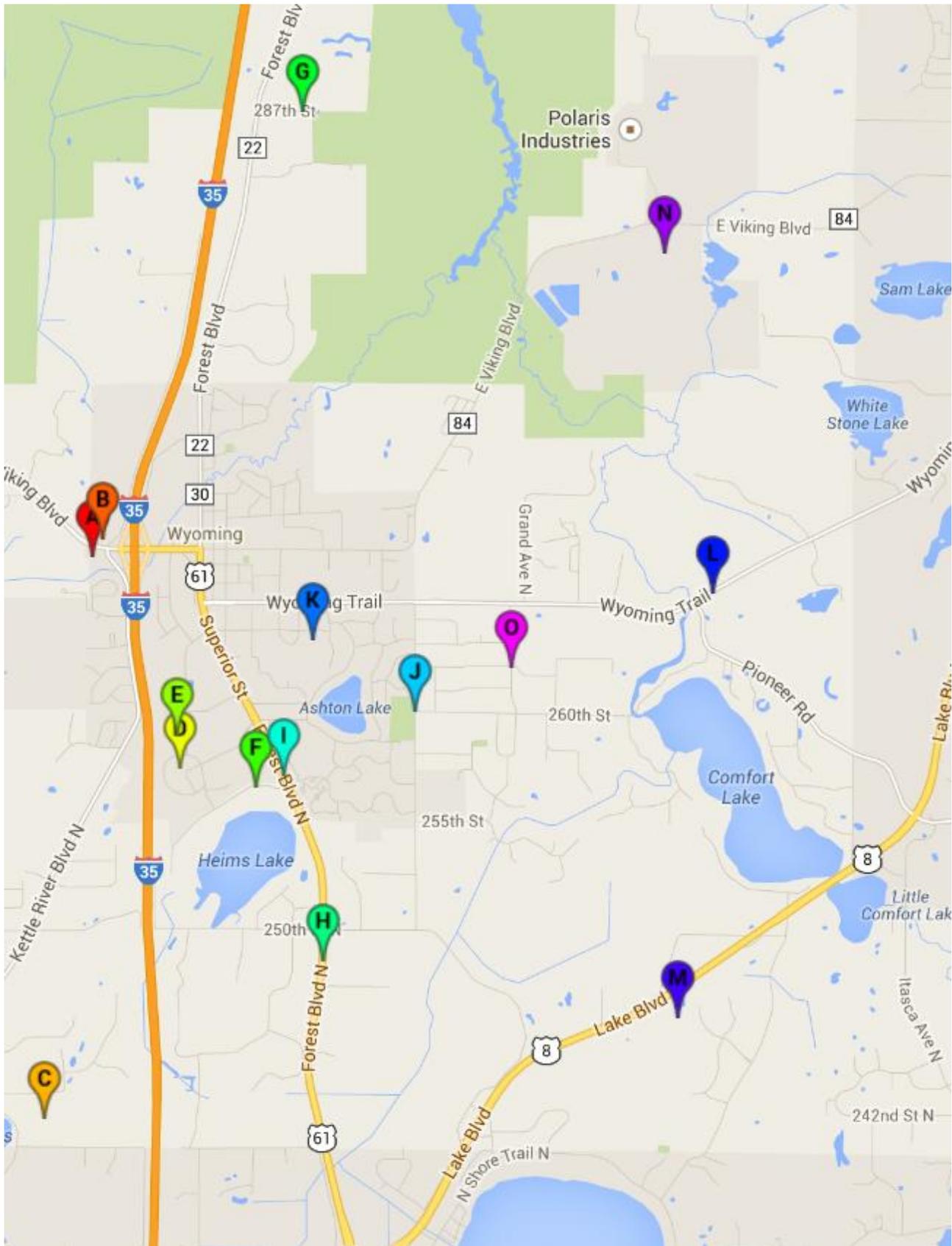
Between Highway 61 and Goodview Avenue

- | | |
|------------------------------|--------------|
| H. Maranatha | 651-464-3131 |
| I. Wyoming Elementary School | 651-982-8000 |
| J. Goodview Park | |
| K. St. Paul Lutheran Church | 651-462-5212 |

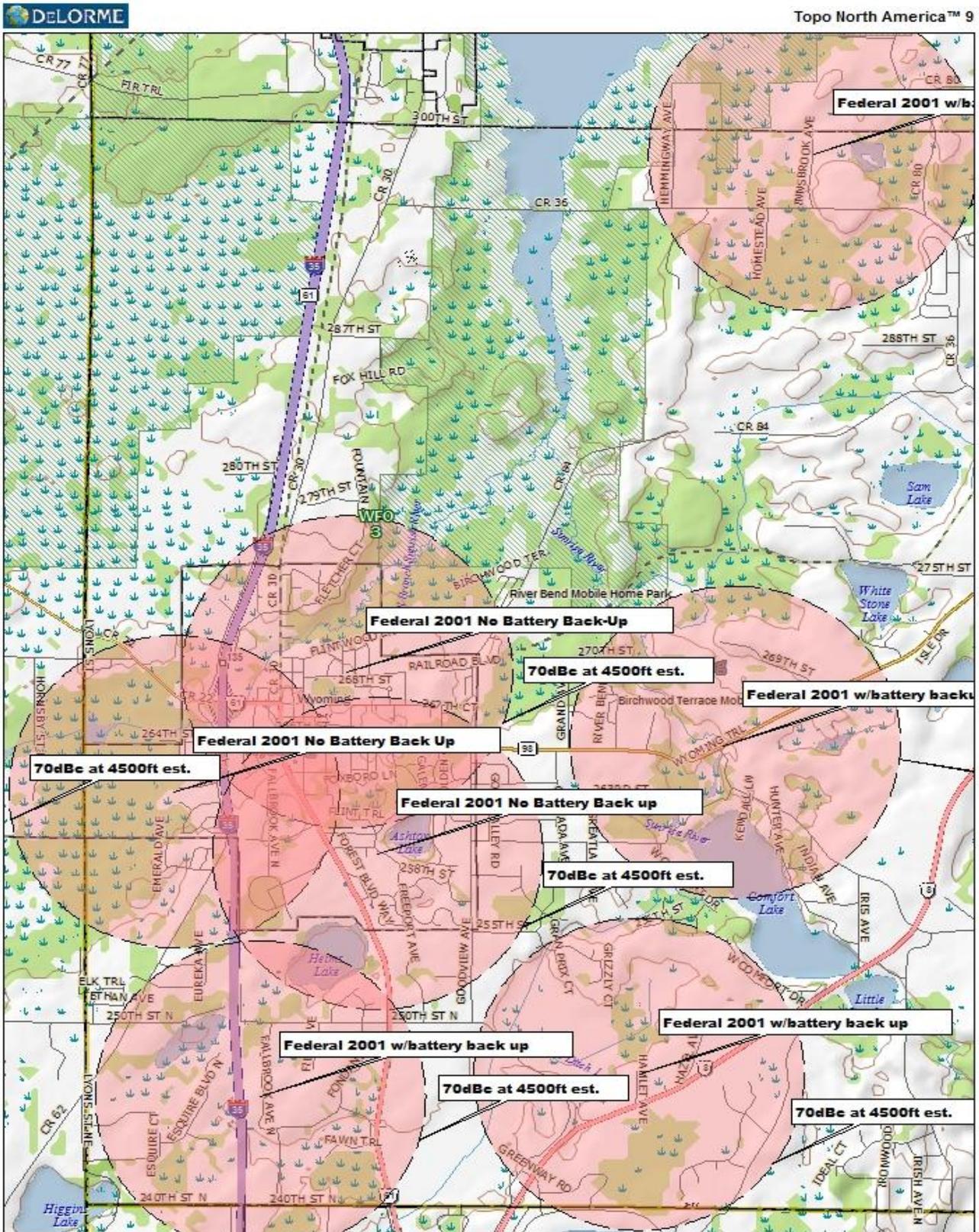
East of Goodview

- | | |
|-------------------------|--------------|
| L. Police Station | 651-462-0577 |
| M. Sigstad's Carpets | 651-462-5698 |
| N. Polaris | 651-408-7200 |
| O. Rebecca Meadows Park | |

ADDENDUM -- STAGING AREAS MAP



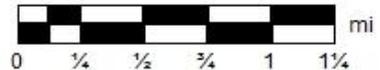
ADDENDUM -- SIREN COVERAGE MAP



Data use subject to license.

© DeLorme. Topo North America™ 9.

www.delorme.com



Data Zoom 12-2