

CITY OF FALCON HEIGHTS

JULY 11, 1990

CONSENT AGENDA

- E-1. Disbursements
  - a. General Disbursements through 7/11/90, \$20,796.01
  - b. Payroll, 6/16/90-6/30/90, \$10,839.04
  
- E-2. Resignation of Leo Klisch from Solid Waste Commission and appointment of John Brynildson to complete the term.
  
- E-3. Request to Post Area between 1687-1717 Fry St. "Permit Parking Only" during State Fair.
  
- E-4. Licenses

Consent   X  

Agenda Item:   E-1  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/11/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

DISBURSEMENTS

**SUBMITTED BY:**

Tom Kelly

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

- (a) General Disbursements through July 11, 1990, \$20,796.01
- (b) Payroll, 6/16/90-6/30/90, \$10,839.04

**ACTION REQUESTED:**

Approval

*FK*      *JK*

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GENERAL DISBURSEMENTS

| CHECK NO. | ISSUED TO                       | REASON                                       | AMOUNT   |
|-----------|---------------------------------|--|----------|
| 24138     | United Way                      | June pledges                                 | \$67.00  |
| 24139     | Commissioner of Revenue         | State withholding for June                   | 1,000.79 |
| 24140     | North Star State Bank           | Federal, Medicare & FICA for June            | 5,478.30 |
| 24141     | PERA                            | June 16 through 30 retirement fund           | 933.66   |
| 24142     | ICMA Retirement Trust           | Retirement Deduction                         | 1,131.13 |
| 24143     | U of M                          | Municipal Clerk's Conference (S. Chenoweth)  | 270.00   |
| 24144     | Kevin Anderson                  | Mileage, firefighting conference expenses    | 256.33   |
| 24145     | American LaFrance               | Gauge  | 46.67    |
| 24146     | American Linen Supply           | Linen cleaning                               | 27.07    |
| 24147     | Tom Baldwin                     | League Conf., Mtg. with Roseville            | 420.84   |
| 24148     | Best Western Edgewater          | Rooms during League Conf., -Wiessner, Gehrz  | 256..56  |
| 24149     | Bumper to Bumper                | Running boards for truck                     | 171.90   |
| 24150     | S. Chenoweth                    | Misc. expenses, soap, film, gift for Bernice | 20.23    |
| 24151     | C&G Office Products             | Office supplies                              | 93.06    |
| 24152     | Dorsey & Whitney                | Bond fees                                    | 2,135.08 |
| 24153     | Ever-green Lawns                | Summer lawn treatment                        | 100.00   |
| 24154     | Sandra Greenstein               | Non-resident reimbursement                   | 4.00     |
| 24155     | Sue Gehrz                       | League conference expense                    | 91.12    |
| 24156     | Konica                          | Developer and supplies                       | 62.00    |
| 24157     | Clem Kurhezetz                  | 2 plastic tarps                              | 44.48    |
| 24158     | Adam Meah                       | Refund-recreation class                      | 14.00    |
| 24159     | MN Benefit Assoc.               | Cancer insurance                             | 5.85     |
| 24160     | Dolores Wendorf, Treasurer      | Membership to MCFOA                          | 50.00    |
| 24161     | NSP                             | Electricity and street lights                | 2,012.75 |
| 24162     | Road Rescue, Inc.               | Rescue services, misc. supplies              | 200.01   |
| 24163     | Susan Hoyt Taff                 | Parking                                      | 2.75     |
| 24164     | United Laboratories             | Supplies                                     | 1,018.50 |
| 24165     | U.S. West                       | Ambulance phone                              | 20.73    |
| 24166     | Warner Industrial               | Yellow paint for striping                    | 79.20    |
| 24167     | Tom Kelly                       | Coffee, cream, sugar, mileage, GFOA meetings | 128.13   |
| 24168     | Bd. of Water Commissioners      | May water services                           | 71.01    |
| 24169     | BRC Elections                   | Service contract                             | 158.00   |
| 24170     | Bureau of Criminal Apprehension | Arson investigation class                    | 90.00    |

| CHECK NO. | ISSUED TO              | REASON                       | AMOUNT             |
|-----------|------------------------|------------------------------|--------------------|
| 24171     | Boyer Truck            | Repair truck                 | \$87.50            |
| 24172     | Bumper to Bumper       | Tools                        | 26.92              |
| 24173     | Champion Auto Store    | repair parts, brass fittings | 134.43             |
| 24174     | Custom Products        | Repair of park equipment     | 61.74              |
| 24175     | Colonial Insurance     | Insurance premiums           | 48.00              |
| 24176     | Fuller's Radio         | 2nd half radio service       | 1,437.90           |
| 24177     | M-75 Bldg. Maintenance | June cleaning - City Hall    | 195.00             |
| 24178     | Superior Lamp          | Fluorescent lamps            | 226.14             |
| 24179     | SuperAmerica           | Motor fuel                   | 311.59             |
| 24180     | SuperCycle             | June recycling               | 1,679.85           |
| 24181     | Toll Company           | 10 gas cylinders             | 35.70              |
| 24182     | T. A. Schifsky & Sons  | 4.29 ton AC fine mix         | 90.09              |
|           |                        | <b>TOTAL:</b>                | <b>\$20,796.01</b> |

| Check Number | Employee Number | Employee Name         | Pay Period | Pay Group | Pay Description | Check Amount | Check Date | Status      |
|--------------|-----------------|-----------------------|------------|-----------|-----------------|--------------|------------|-------------|
| 018491       |                 |                       | 0          |           |                 | 0.00         | 29-Jun-90  | VOID        |
| 018492       |                 |                       | 0          |           |                 | 0.00         | 29-Jun-90  | VOID        |
| 018493       | 000000002       | Wiessner, Janet R.    | 12         | 01        | semi-monthly    | 1,158.73     | 29-Jun-90  | Outstanding |
| 018494       | 000000004       | Kriegler, Carol J.    | 12         | 01        | semi-monthly    | 645.65       | 29-Jun-90  | Outstanding |
| 018495       | 000000011       | Chenoweth, Shirley G. | 12         | 01        | semi-monthly    | 757.63       | 29-Jun-90  | Outstanding |
| 018496       | 000000020       | Iverson, Terry D.     | 12         | 01        | semi-monthly    | 806.69       | 29-Jun-90  | Outstanding |
| 018497       | 000000027       | Morgan, Jay M.        | 12         | 01        | semi-monthly    | 709.51       | 29-Jun-90  | Outstanding |
| 018498       | 000000038       | Wright, Vincent D.    | 12         | 01        | semi-monthly    | 772.23       | 29-Jun-90  | Outstanding |
| 018499       | 000000048       | Marshall, Timothy     | 12         | 01        | semi-monthly    | 393.59       | 29-Jun-90  | Outstanding |
| 018500       | 000000063       | Phillips, Patricia A. | 12         | 01        | semi-monthly    | 649.69       | 29-Jun-90  | Outstanding |
| 018501       | 000000065       | Kelly, Thomas R.      | 12         | 01        | semi-monthly    | 825.47       | 29-Jun-90  | Outstanding |
| 018502       | 000000066       | Bogerholm, Garin W.   | 12         | 01        | semi-monthly    | 522.28       | 29-Jun-90  | Outstanding |
| 018503       | 000000077       | Posel, Amy E          | 12         | 01        | semi-monthly    | 44.94        | 29-Jun-90  | Outstanding |
| 018504       | 000000079       | Hoyt Taff, Susan L.   | 12         | 01        | semi-monthly    | 389.18       | 29-Jun-90  | Outstanding |
| 018505       | 000000091       | Swenson, DeLoris J.   | 12         | 01        | semi-monthly    | 538.88       | 29-Jun-90  | Outstanding |
| 018506       | 000000092       | Peterson, Gregory S.  | 12         | 01        | semi-monthly    | 279.16       | 29-Jun-90  | Outstanding |
| 018507       | 000000094       | Larkin, Gregory J.    | 12         | 01        | semi-monthly    | 195.40       | 29-Jun-90  | Outstanding |
| 018508       | 000000001       | Baldwin, Thomas W.    | 6          | 03        | monthly 2       | 300.31       | 29-Jun-90  | Outstanding |
| 018509       | 000000003       | Baumann, Nicholas B.  | 6          | 03        | monthly 2       | 50.71        | 29-Jun-90  | Outstanding |
| 018510       | 000000005       | Berndt, Ross          | 6          | 03        | monthly 2       | 41.50        | 29-Jun-90  | Outstanding |
| 018511       | 000000008       | Brown, Raymond F.     | 6          | 03        | monthly 2       | 63.00        | 29-Jun-90  | Outstanding |
| 018512       | 000000012       | Ciernia, Paul C.      | 6          | 03        | monthly 2       | 250.00       | 29-Jun-90  | Outstanding |
| 018513       | 000000018       | Holmgren, John M. Sr. | 6          | 03        | monthly 2       | 135.00       | 29-Jun-90  | Outstanding |
| 018514       | 000000021       | Kurhajetz, Clement M. | 6          | 03        | monthly 2       | 53.00        | 29-Jun-90  | Outstanding |
| 018515       | 000000024       | Lindig, Leo           | 6          | 03        | monthly 2       | 303.34       | 29-Jun-90  | Outstanding |
| 018516       | 000000033       | Schauffert, Craig F.  | 6          | 03        | monthly 2       | 135.00       | 29-Jun-90  | Outstanding |
| 018517       | 000000034       | Smida, Gail           | 6          | 03        | monthly 2       | 63.00        | 29-Jun-90  | Outstanding |
| 018518       | 000000037       | Wallin, Gerald E.     | 6          | 03        | monthly 2       | 200.00       | 29-Jun-90  | Outstanding |
| 018519       | 000000039       | Morgan, Jay           | 6          | 03        | monthly 2       | 41.50        | 29-Jun-90  | Outstanding |
| 018520       | 000000082       | Gehrz, Susan L.       | 6          | 03        | monthly 2       | 213.65       | 29-Jun-90  | Outstanding |
| 018521       | 000000089       | Jacobs, Sam L.        | 6          | 03        | monthly 2       | 300.00       | 29-Jun-90  | Outstanding |

Grand Total

10,839.04

Consent X

Agenda Item: E-2

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 7/11/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

RESIGNATION OF LEO KLISCH FROM SOLID WASTE COMMISSION  
APPOINTMENT OF JOHN BRYNILDSON TO COMPLETE THE TERM

SUBMITTED BY:

Tom Baldwin

REVIEWED BY:

Solid Waste Commission  
Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

John Brynildson's resume is attached. John previously was a member of the Commission but found it necessary to take a leave due to expanded job responsibilities although he continued to serve as a resource person. He is now available to complete the term vacated by Leo's resignation (term expires 12/31/91).

ACTION REQUESTED:

Handwritten signatures, possibly of the submitter and reviewer, located at the bottom right of the page.

FALCON HEIGHTS COMMISSION/COUNCIL APPLICATION

file with other records

DATE

NAME: JOHN EDWARD BRYNILDSON

ADDRESS: 1489 WEST IOWA AVE (FH) PHONE 644-3407 H

HOW LONG AT ABOVE ADDRESS? 12 YEARS 933-8906 W

IN WHAT CAPACITY DO YOU WISH TO SERVE? SOLID WASTE COMMISSION MEMBERSHIP

REASON YOU WISH TO SERVE ON ABOVE: I BELIEVE I CAN HELP MAKE USEFUL DECISIONS RELATED TO THE GENERATION, TRANSPORTATION AND DISPOSAL OF SOLID WASTE IN OUR COMMUNITY. NEW ALTERNATIVES TO LANDFILL DISPOSAL AND INCINERATION NEED TO BE INVESTIGATED AND EVALUATED.

PRIOR PUBLIC (OR RELATED) SERVICE: SCHOOL DISTRICT 623 : FACILITIES AND CURRICULUM TASK FORCE SCHOOL DISTRICT 623 : ELEMENTARY SCHOOL TASK FORCE FALCON HEIGHTS COMMUNITY EDUCATION ADVISORY COUNCIL FALCON HEIGHTS/LAUDERDALE LIONS CLUB

OTHER RELEVANT BACKGROUND (OR COMMENTS): LICENSED PROFESSIONAL ENGINEER - MINNESOTA, WISCONSIN, IOWA

Consent   X  

Agenda Item:   E-3  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/11/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

REQUEST TO POST AREA BETWEEN 1687-1717 FRY ST. "PERMIT PARKING ONLY" DURING STATE FAIR

**SUBMITTED BY:**

Trish Baumann, 1717 N. Fry

**REVIEWED BY:**

Tom Baldwin  
Shirley Chenoweth

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

When the streets are posted "No Parking" for the period of the State Fair, it does create a parking problem for apartment dwellers. Ms. Baumann is requesting that the residents of the Fry Street apartments be granted the same privileges as residents of the apartments at Larpenteur and Arona. They have had "Permit Parking Only" during the Fair for several years.

**ATTACHMENT:**

Letter dated June 5, 1990 from Ms. Baumann

**ACTION REQUESTED:**

Approval

*SAC* *JPW*



June 5, 1990

Falcon Heights City Council,

This is a written request that you consider putting in parking with permit only on the west side of Fry street from 1687 -1717 Fry street during the fair. We have an over amount of vehicles and my tenants are finding it very hard to obtain parking spots in our lot, we then have to park up on the grass and even then we don't always have enough spots.

Thank you for your consideration in this very important matter,

*Trish Baumann*

Trish Baumann  
1717 N. Fry Street #3  
Falcon Heights, MN 55113

Resident Manager

Consent   X  

Agenda Item:   E-4  

Policy           

CITY OF FALCON HEIGHTS

Meeting Date:   7/11/90  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

LICENSES

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Corporate License

Custom Video Productions #567  
1854 Howell Ave.  
Falcon Heights, MN 55113

Mechanical Contractor

Benke Heating & A.C. #565  
1408 Northland Drive  
Mendota Heights, MN 55120

General Contractors

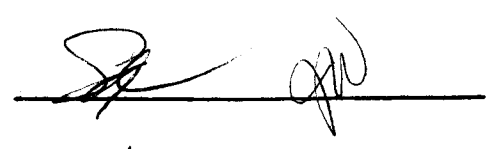
Bryant Construction #566  
10125 Hage Dr.  
Rogers, MN 55374

\* Mark A. Lenz Company #564  
6176 Hodgson Rd.  
Lino Lakes, MN 55014

\* indicates renewal, others are new licenses

ACTION REQUESTED:

Approval

Handwritten signatures and initials at the bottom right of the page, including a large signature and the initials 'JW'.

FALCON HEIGHTS CITY COUNCIL

WED., JULY 11, 1990

7:00 P.M.

WORKSHOP AGENDA

1. Fire Marshal's Update
2. Emergency Operations Plan
  - a. Emergency Operations Plan
  - b. Standing Operating Procedure
3. Light Duty Policy
4. City Computer System
5. 1991 City Budget Process




CITY OF  
**FALCON HEIGHTS**

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2077 W. LARPEN TEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

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7/11/90  
Workshop Agenda  
Item #3

TO: Mayor Baldwin and Council Members  
FROM: Jan Wiessner   
RE: Fire Department Light Duty Policy

ATTACHMENTS:

- A. Proposed Falcon Heights Fire Department Light Duty Policy
- B. Memo from Carol Carlson dated 5/1/89
- C. Excerpt from LMC magazine article, Feb., 1980
- D. Other cities' policies

SUMMARY:

For the past year the City has been working on a light duty policy. Administrative Intern, Carol Carlson, researched the issue (particularly as it relates to pregnancy) and the Fire Department formed a "Limited Duty Task Force" made up of the following individuals: Kevin Anderson, Ross Berndt, Jerry Gilbert, John Holmgren, Jr., Clem Kurhajetz, Doug LeMay, Kevin McNabb, Jay Morgan and Greg Peterson.

The policy as proposed is not discriminatory in that a disability resulting from pregnancy is handled the same as any other temporary disability. The Fire Chief would have the authority to review and make assignments with the input of a physician.

JW:pp

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HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE

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PRINTED ON RECYCLED PAPER

## FALCON HEIGHTS FIRE DEPARTMENT

## PROPOSED LIGHT DUTY POLICY

JULY 11, 1990

Purpose.

To provide the opportunity to reassign members of the Fire Department from active duty to limited duty for temporary physical or psychological conditions which limit the individual's ability to perform the full range of expected duties of a firefighter or rescue worker.

Policy

The mission of the Fire Department is to provide fire fighting and rescue services in a manner that is safe to the public and to the members of the department. To meet this goal, members of the department may have to be reassigned to limited duties due to a disability for a limited period of time.

Procedure:

1. Applications for reassignment shall be submitted to the Fire Chief in writing and shall include a written statement from the individual's physician specifying restrictions and anticipated length of recovery from injury, illness or condition.
2. The Fire Chief shall have the responsibility of reviewing and acting upon each application for reassignment from active duty to limited duty. The Chief shall consider each request on a case by case basis.
3. While on limited duty, the individual shall respond to the fire station and perform duties assigned by the Fire Chief such as the following:
  - a. Communications
  - b. Coordination of activities
  - c. Clerical functions
4. An individual assigned to limited duty shall not be reassigned to active duty without a physicians statement that the individual can resume fire and rescue duties. Personnel on light duty shall not respond to the scene of an emergency unless this type of duty has been authorized by the Fire Chief in consultation with the attending physician.
5. Light duty is temporary and shall not exceed 12 months.

6. While on light duty, all standard rules governing response, pay, retirement, and attendance shall remain in effect as applicable.
7. Training requirements shall be reviewed and applied on a case by case basis.
8. Individuals who are injured or become ill during the course and scope of their employment with the City may be eligible for worker's compensation benefits and must follow procedures established by the insurance company.
9. Any exception to this policy shall require City Administrator and City Council approval.

MEMORANDUM

B.

TO: Jan Wiessner  
FROM: Carol Carlson  
DATE: May 1, 1989  
SUBJECT: Light Duty Policy

I have researched the issue of "light duty" assignments for pregnant firefighters and comments were received as follows:

- Columbia Heights - no policy specifically dealing with pregnant firefighters as they are considered under disability due to discrimination issues.
- Brooklyn Park - requires a doctor's certification that the individual can physically do the work - the Fire Dept. requires physical examinations with standards established by a physician
- Anoka - no females on the fire department - not an issue
- Roseville - in process of developing a policy for light duty assignments - pregnancy to be treated as any disability.
- Minneapolis - pregnant firefighters assigned to light duty due to concern for fetus - see attached policy
- Bloomington - does not have this situation and did not respond
- Crystal - no policy - but Fire Chief brought it up at Fire Chief's meeting and only a few cities have adopted policies
- Minnetonka - has a light duty policy - see attached

Also contacted was the League of Minnesota Cities and attached

are copies of materials received regarding laws, cases, and letters identifying legal liability.

The issues seem to be health, safety and welfare of the individual, the fetus, the co-workers and the public. The difficulty is to develop a policy that protects all the classes without discriminating against anyone.

In reviewing Minnetonka and Roseville's policies the issues of paying someone to stay away from work and creating work was also addressed.

If a pregnant firefighter is automatically reassigned to light duty and she objects - it could result in a discrimination claim especially if other individuals on the department have physical limitations and are not reassigned to light duty - and the city has not developed a policy or set standards. Refer to M.S. 181.940 which requires pregnancy be treated as any other disability. Brooklyn Park requires routine physical examinations with the standards established by a physician. Pregnant firefighters must have a doctor's certification that she is capable of performing the normal duties of the firefighters.

Health insurance and/or worker's compensation benefits are a second major issue. The general public is covered under the city's liability policy. Worker's compensation is available to all members of the department if any injury or illness results in the line of duty; however, the issue is whether the fetus's health/life is covered under the city's insurance program. Based on current information a problem exists in this area. The City of Minneapolis in order to protect the fetus has developed a personnel policy that requires a pregnant firefighter to report her condition and she is reassigned to light duty.

The third concern focuses on the city's liability in the event any firefighter with a known "disability" or limitation responds to a call and consequently jeopardizes himself/herself, other firefighters or the public. This does not mean that a pregnant firefighter or someone else with limitations could not fulfill the requirements of the position but situations could arise that could be strenuous which would result in problems.

Other studies of light duty assignments address the problem of the department's efficiency, the need for additional training and the overall department's needs, the individual's abilities and health restrictions. In all instances the Fire Chief is the one responsible for the approval of the light duty assignment. Also the distinction of injuries/illnesses on duty/off duty.

Solutions to address these issues must apply to all individuals to alleviate the potential legal liabilities.



# did you know?

*EDITOR'S NOTE: The questions below are typical of the thousands of inquiries the League receives each year. For more comprehensive treatment of questions, the information service of the League is always available to municipal officials.*

## PERSONNEL — MATERNITY

*What kind of ordinances or rules should govern maternity leave, disabilities, and other employment requirements as they relate to pregnant employees and new parents?*

M.S. 363.03 Subd.1 (5) makes it an unfair employment practice and thus illegal, except when based on a bona fide occupational qualification, for:

an employee, an employment agency, or a labor organization, with respect to all employment related purposes, including receipt of benefits under fringe benefit programs, not to treat women affected by pregnancy, childbirth, or disability related to pregnancy or childbirth, the same as other persons who are

not so affected but who are similar in their ability or inability to work.

The thrust and intent of this provision was obviously to protect pregnant women and new mothers. Yet the plain language makes it illegal to treat other persons similar in their ability to work differently from women affected by pregnancy and childbirth. Thus, it is arguably illegal to grant pregnancy leave as such. Observance of this statute would seem to be most surely accomplished if leaves for pregnancy and child care, if granted, are granted under a more general policy of leaves without pay and on similar conditions as leaves granted for other worthwhile purposes.

The conditions applicable to unpaid leave ought to be very clear on such matters as to whether vacation, sick leave, and seniority continue to accrue to persons on leave and whether a person on leave receives any paid group insurance coverage or is eligible to claim paid sick leave for disability occurring while on leave.

The law clearly requires that if paid sick leave is granted for disabling medical problems, it must also be granted in instances where the medical disability is the result of, or related to, pregnancy or childbirth. The occurrence of a pregnancy without other medical complications or indications does not normally disable most women

from most jobs. Therefore, when more than a few days of sick leave are granted for a pregnancy-related disability, most employers insist that the woman and a doctor not only certify to the fact of disability but specify the reason the individual is disabled and the extent to which she can or cannot safely perform any of the job's requirements. Of course, since disability rules may not treat people disabled by pregnancy differently from others, the need for a doctor's certificate of disability is often triggered by the number of days absent from work. Thus, many employers will require the doctor's certificate for all employees medically disabled longer than one week if wages are to be continued.

An alternative policy often used is to confer on the administrator or governing body the discretion to ask for medical evidence of disability. The problem with such discretion is that to avoid successful claims of discrimination, a uniform and defensible policy on requesting such evidence must still be applied. Whatever policy on requiring a doctor's certificate of disability is chosen, the employer may want to reserve the right to require the employee to submit to a second examination by a doctor of the employer's choice.

The bona fide occupational qualification exception to the prohibition against discrimination

## MIDWEST UNDERGROUND INSPECTIONS INC:

ROUTE 4 BOX 140

PHONE 612-742-5501

ISANTI, MINNESOTA 55040

PROVIDING SPECIALIZED SERVICES FOR THE PAST SEVEN YEARS TO THE WATER WELL INDUSTRY.

**CLOSED-CIRCUIT TELEVISION INSPECTION OF:  
WATER WELLS & BORE HOLES**

**WE ALSO PROVIDE TELEVISION INSPECTION  
SERVICES FOR**

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- \* PERMANENT RECORDS AND LOGS OF NEW WELLS OR BORE HOLES.
- \* 35mm & POLAROID PICTURES IN CLEAR SHARP DETAIL INCLUDED IN ALL REPORTS.
- \* CAPABILITY OF VIEWING BORE HOLES AS SMALL AS THREE INCHES IN DIAMETER.

WATER TOWERS & TANKS — SANITARY & STORM SEWERS — INDUSTRIAL PIPELINES — FORCED MAINS — WATER MAINS — UNDERWATER RESCUE & SALVAGE OPERATIONS — PNEUMATIC TUBES & PIPES — LAKE BOTTOMS — MINESHAFTS — GAS & OIL LINES — SMOKE STACKS — DAM FACINGS

**SERVING: CONSULTANTS, MUNICIPALITIES, INDUSTRY, WATERWELL AND MINING INDUSTRIES.**

ROBERT R. FRIEDLE  
612-742-5501

24 HOUR EMERGENCY SERVICES  
DAY & NIGHT

# labor relations primer

## Diminishing the incentive to manage

CYRUS SMYTHE, JR.

Three results of the Minnesota Public Employment Labor Relations Act (PELRA) of 1971, as amended, are clearly evident in a large number of Minnesota cities:

1. The wages and fringes of essential employees have increased more than the wages and fringes of non-essential employees due to the impact of the threat and/or use of mandatory arbitration.
2. The wages and fringes of unionized non-management non-essential employees have increased less than those of essential employees, but more than those of management or supervisory employees.
3. The percentage wage differentials between management employees and the employees they manage have diminished. In some instances, if overtime pay is considered, the pay of many non-management employees exceeds the pay of their supervisors.

These results have not escaped the eyes of management employees, who have generally react-

ed in one of three ways:

1. They have changed employers in order to raise their salaries and fringes.
2. They have unionized, then threatened to go and/or gone to arbitration. (Unionized supervisory employee groups have the right to arbitration.)
3. They have diminished commitment/productivity to the city commensurate with the perceived new relative value placed on them by the city.

Of these three alternatives the most commonly taken is the third. For cities, this choice is the one most damaging and most difficult with which to deal.

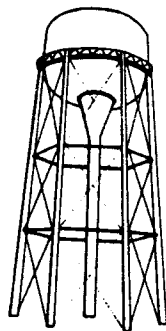
A review of the management group's wage program, and the development of a management pay plan which can provide for continuing incentives to perform, may be a worthwhile undertaking for cities. They may thus avoid the loss of overall work performance which usually accompanies management employees' diminishing incentive to perform when they perceive that their rewards are inadequate.

## Did you know

(continued)

seems to have little or no application to most types of employment cities generally offer. Arguments for such exception might be made for occupations where the worker is necessarily exposed to unusual levels of radiation, for example. However, the answer of society to most such claims has been to force employers to provide safer working environments.

The model personnel ordinance available from the League office provides examples of policies discussed herein.



- ★ Maintenance Contracts
- ★ Exterior Painting
- ★ Epoxy Liners
- ★ Construction and Repair
- ★ Sandblasting
- ★ Welding
- ★ Emergency Winter Crews

**H&A Water Tank Specialists, Inc.**

P.O. BOX 18

BROOKINGS, S.D. 57006

DIAL 605/692-4507

We Are Fully Insured and Guarantee Our Work

MEMBER AWWA

D.

DRAFT

Policy/Procedure No. 30-030

Subject: Request for Light Duty

Date of Issue:

Effective Date:

TO: All Personnel

I. Purpose

To establish guidelines for light duty requests and authorizations. Light duty is defined as temporary work outside or inside an employee's normal job description/classification, due to employee's inability to perform normal job requirements due to an on or off duty injury or illness.

II. Policy

The Police Department realizes our employees are our most valuable resource. We do not want to waste the talents of possible light duty employees. We realize the light duty employee can gain valuable experience and knowledge while on temporary out of normal duty assignment. The Department also gains added productivity. To that end light duty work is encouraged and expected. It is also the policy of the Roseville Police Department not to create work or a job position for light duty employees. Each request for light duty by an employee will be treated individually, depending on the illness or injury, whether there is work to be done that is beneficial to the department, and the employee's ability to do that work.

III. Procedure

- A. The employee will make a written request to the Chief including a doctor's note containing the diagnosis, current treatment, expected length of recovery and work restrictions. This would last for a maximum of 30 calendar days.
- B. The Chief will: (1) Decide if there is beneficial work that can be done that needs attention; (2) Decide whether the employee is able to do that work.
- C. Light duty could be extended for 6 30 day periods with the appropriate monthly doctor reports. After that point, light duty would be terminated; the injured on duty employee's case would be turned over to workers compensation

rehabilitation as governed by state laws. One of the first duties of rehabilitation is to try to find suitable employment with the employee's current employer. The injured off duty employee would start using sick days. The above time periods would not apply if the employee's doctor said, at any time up to 6 months, the employee has permanent physical restrictions preventing her from returning to full former duties, the injured on duty employee would be referred to workers compensation rehabilitation. The injured off duty employee would be referred to the LTD insurance carrier.

- D. The Chief in consultation with the risk manager, the employee and the employee's doctor may extend these time limits if he deems appropriate.

## LIGHT DUTY POLICY

- 1.0 The purpose of this Policy is to set forth guidelines and restrictions for the use of light duty. Light duty is available under the terms of this Policy for department members who are physically unable to perform the full range of expected duties because of an injury, illness, elective surgery, pregnancy, or similar circumstances. The extent and nature of light duty is determined as each individual case occurs. In each case, the items which are to be considered are; the firefighters disability, full duty working capacity, rehabilitation process, and the attending physicians recommendation.
- 2.0 Light duty status may be granted by the Chief, Assistant Chief, or Battalion Chief under the following guideline:
  - 2.1 Light duty is temporary, and should not extend past 6 months. Past 6 months, light duty will be considered on a month-by-month basis. Light duty should not extend past 12 months, except in rare circumstances.
  - 2.2 Light duty will only be granted when recommended by a physician, in writing, and only for a disability that is correctable or temporary in nature. To return to full duty, an authorization from the physician will be required.
  - 2.3 Examples of light duty are; dispatching, assisting with communications van, station maintenance, vehicle maintenance, data entry, map and pre-plan assignments, and special projects as assigned.
- 3.0 Personnel on light duty must comply with the following requirements:
  - 3.1 Personnel on light duty shall not respond to the scene of an emergency, stop at the scene of an emergency, or place themselves in a situation where they would be expected to participate in an emergency operation, unless this type of duty has been authorized and assigned by the Fire Chief, in consultation with the physician.
  - 3.2 Personnel on light duty shall respond to their station and assume the duties assigned to them for the duration of any fire call to which they respond.
  - 3.3 Personnel on light duty shall not take assignments which may cause them apprehension about their condition, or that will detract from the rehabilitation and recovery efforts. It is the Firefighter's responsibility to bring to the Duty Supervisor's attention any hardship and/or concern that he/she has while on light duty status.
  - 3.4 While on light duty, all standard rules governing response, pay, retirement, and attendance shall remain in force as applicable.
  - 3.5 Training requirements will be reviewed and applied on a case-by-case basis.

Reid - 4-10-89

from Minnetonka

Art

BROOKLYN PARK FIRE DEPARTMENT  
VOLUNTEER FIRE FIGHTER  
PHYSICAL REQUIREMENTS

DESCRIPTION:

Volunteers respond to emergency calls for various reasons and at various hours of the day. Most firefighters respond with a high anxiety level. These emergency calls may be a major structure fire or minor damage to property.

Must work under stress and make judgements in emergencies based on observations and facts. May have to supervise the activities of others.

DEMANDS:

Carrying - Besides his protective gear (weight approximately 25 pounds), Self Contained Breathing Apparatus (weight approximately 30 to 50 pounds), and other equipment to perform various tasks from axes to charged fire hoses, exhaust fans to ladders.

Lifting - Up to 250 pounds  
Victims  
Hose, ladders, exhaust fans  
These tasks may require firefighters to raise these items over their heads.

Pulling - Hose lines, dry or charged

Climbing - Ladders or stairways two or more stories high

Kneeling - Stooping and crawling, depending on task

Must speak and hear clearly, with good eye sight.

ENVIRONMENT:

Work in smoke filled environment, with carbon monoxide levels up to 44%. Exposed to extreme heat, temperatures reaching 2,000 degrees Fahrenheit.

Firefighters can be confronted with these conditions in any weather and in any season of the year.

PROTECTIVE EQUIPMENT:

Nomax coat and pants with thermal barrier  
Helmet with eye shield  
Gloves  
Boots  
Self Contained Breathing Apparatus to protect respiratory system

OTHER:

There is an average of two emergency calls per day. There is at least one structure fire per month.



RETURN TO WORK  
MEDICAL RELEASE FORM B

EMPLOYEE NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

NATURE OF ILLNESS/INJURY \_\_\_\_\_

SICK LEAVE FROM \_\_\_\_\_ TO \_\_\_\_\_

The work of a firefighter is physically and mentally stressful. At times, this stress reaches maximal levels and remains at high levels for prolonged periods of time. In addition to the heavy physical and mental demands placed on the individual, the external stresses (weight of equipment, weight of clothing, polluted breathing atmosphere, heat environment, noise level) compound the load the firefighter encounters when he/she is called upon to provide services quickly and safely.

The cardiovascular and respiratory systems are particularly vulnerable during these periods of heavy stress. While the average physical load during firefighting is 7 to 8 METS, this load at times is increased to up to 15 METS. In terms of heart rate response to firefighting, immediately after the fire alarm sounds the heart rate increases an average of 47 beats per minute (bpm) and it remains elevated near maximal level for an extended period of time. Sustained heart rates of 160 to 190 bpm have been documented in firefighters from the time the alarm sounds until the firefighting task is complete.

Physical requirements - see other side.

I have no reservations that \_\_\_\_\_ is capable of safely performing all duties required of a Brooklyn Park volunteer firefighter.

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

PHYSICIAN: Date \_\_\_\_\_

(Print Name) \_\_\_\_\_

Facility/Clinic \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Phone)

1991 BUDGET TIMELINE

July 6 - Budget Worksheets to Staff

August 1 - Dept. of Revenue certifies levy limits and LGA  
to cities

August 20 - County auditors will notify cities of school  
district public hearing dates

Sept. 1 - Cities must certify proposed levies to county auditors  
by resolution. Cities must adopt proposed budgets by  
resolution.

Nov. 10 - Counties send tax notices to property owners.

Nov. 15-Dec. 20 -- Cities must hold public hearings (Truth in  
Taxation)  
Adopt final budget and tax levy  
2-6 days prior to hearing, cities must publish  
newspaper ad

Dec. 28 - Final levy certification deadline (to County Auditor).



CITY OF FALCON HEIGHTS  
1991 BUDGET PROCESS

| Week | July                                       | August   | September   | October | November                             | December  |
|------|--|--|---|---------|--------------------------------------|---|
| 1    | Budget Worksheets to Staff                 | 1. State Rev. Dept. certifies levy limits & LGA to cities<br>Staff finalizes proposed budget | 1. Certify proposed budget & levy to county by resolution |         |                                      |   |
| 2    | Council Discusses Budget Process           | 17. Staff distributes proposed budget to Council<br>-----<br>Council Budget Workshops (?)    | Council Budget Workshops (?)                              |         | Nov. 15 - Dec. 20 Public Hearing (?) | 12. Public Hearing on Budget continued (if necessary) |
| 3    |  | 22. Council resolution adopting proposed levy and budget                                     |   |         | 22. Thanksgiving Holiday             |   |
| 4    | Council Sets Budget Workshops and Hearings |  |   |         | 28. Public Hearing on Budget (?)     | 28. Final levy certification deadline                 |

STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Revision: 0

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PURPOSE

This standing operating procedure is to provide for the possible evacuation of several thousand residents to reception areas as defined in the Ramsey County Emergency Plan, and to provide for the control of traffic to, from and within the City of Falcon Heights while an evacuation mode is in effect.

- A. The Falcon Heights Fire Department bears the responsibility for any large scale evacuation. The Falcon Heights Fire will render assistance as needed for evacuation and traffic control (See Attachment 1 for list of both).
- B. Residents will receive evacuation notice via television and/or radio and the Falcon Heights Fire Department.
- C. Minnesota Highway 88, I-35W, Old Highway 8, and I-694 will be the main routes to evacuation routes as designated in the Ramsey County Emergency Plan (See Attachment 2).
- D. If needed, traffic control points will be established at the following major intersections:
  1. Snelling and Larpenteur
  2. Cleveland and Larpenteur

Two-way traffic will be maintained on all highways and streets.

- E. In the event of a large scale evacuation (assuming a nuclear attack) a need will arise for mass transport to county staging areas and from staging areas to designated reception areas. To accommodate those in need the City of Falcon Heights will have two pick up points for transport to county staging areas:
  1. 2077 West Larpenteur, Falcon Heights City Hall. This location will serve those residents west of Snelling.
  2. Falcon Heights Elementary School, 1393 Garden. This location will serve those residents east of Snelling.

2.

St. Paul Suburban Bus Company (Phone - 631-1755) and the Metropolitan Transit Commission (Phone - 349-7400) would provide buses, if needed to assist in evacuation process.

Health One Ambulance would provide transportation for non-ambulatory patients.

F. Law enforcement will provide the following services:

1. Security for critical facilities and resources.
2. If applicable, security in the disaster or other affected areas.
3. Local law enforcement will also be responsible for security and law enforcement at congregate care facilities within their jurisdiction; to include parking areas.
4. Local law officers also bear responsibility for the protection of property and/or damaged areas.
5. Law officers will also bear a responsibility to assist persons who might have mechanical problems with their vehicles.

#### Attachments

1. Listing of Superfund Amendments and Reauthorization Act, Community Right-to-Know Act of 1986, Covered Facilities and Transportation Routes.
2. Maps of main hazard areas, traffic flow, traffic control points and reception communities.
3. Listing of campgrounds and fairgrounds
4. Evacuation routes and reception sites for non-essential work force
5. Evacuation routes and reception sites for key work force
6. Individual municipal maps for traffic control and reception centers
7. Volunteer agency members

STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Attachment 1  
Revision: 0

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SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT  
COMMUNITY RIGHT-TO-KNOW ACT OF 1986

COVERED FACILITIES

TRANSPORTATION ROUTES

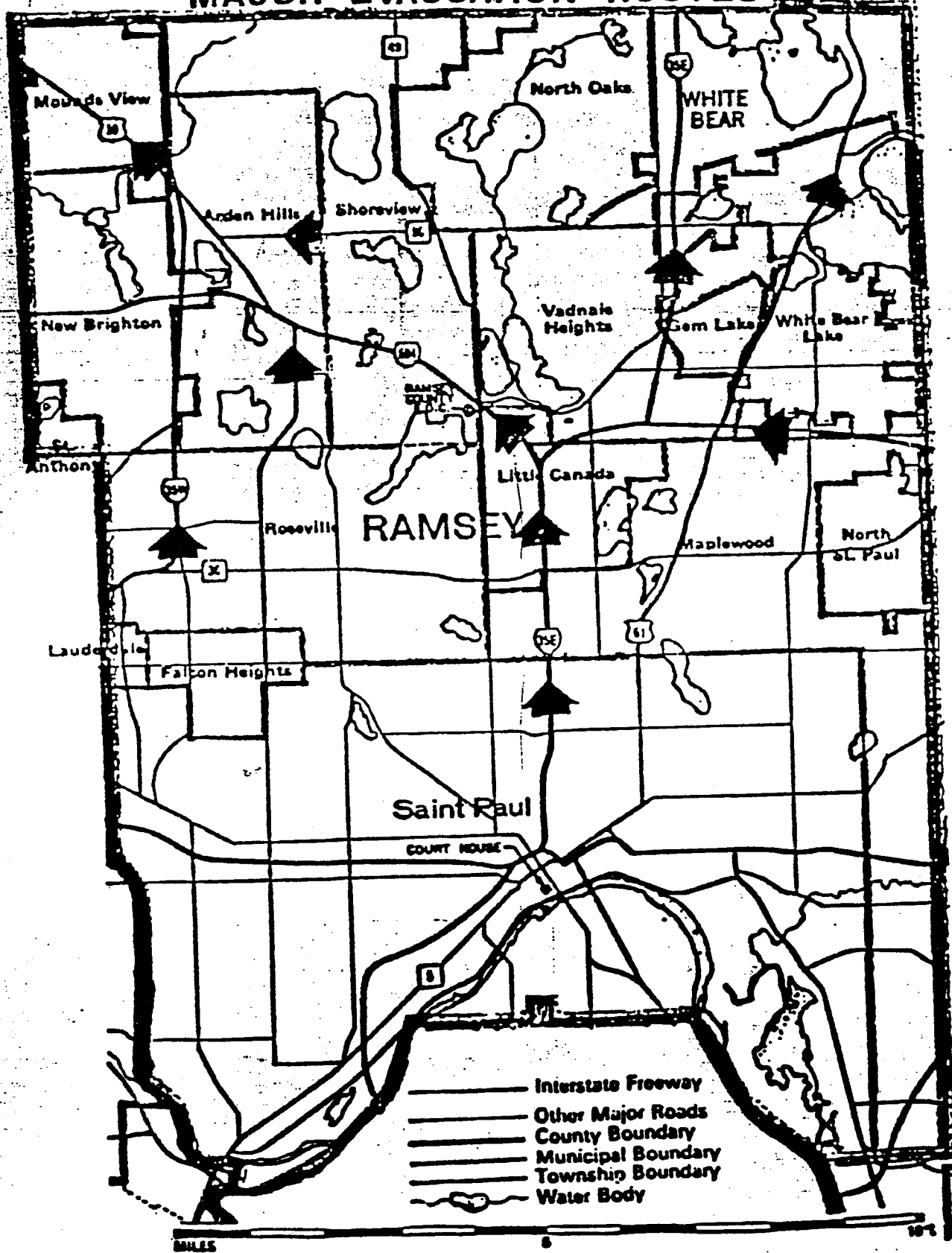
ADDITIONAL ENDANGERED FACILITIES

NONE

# RAMSEY COUNTY

Evacuation routes are identified for usage by community -

## MAJOR EVACUATION ROUTES



STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Attachment 3  
Revision: 0

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CAMPGROUNDS AND FAIRGROUNDS LISTING

One (1) Minnesota State Fair Grounds, Snelling and Como

STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Attachment 4  
Revision: 0

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RAMSEY COUNTY

COMMUNITY EVACUATION ROUTE AND RECEPTION SITES  
FOR NON-ESSENTIAL WORK FORCE

STANDING OPERATING PROCEDURE  
TO ANNEX G OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Fire Protection

Revision: 0

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PURPOSE

This procedure is to provide for evacuation of the population due to either peacetime or nuclear catastrophes.

WARNING PERIOD

- A. Upon receipt of a notification of a readiness condition (REACON) attack warning or a natural disaster, the Fire Chief will alert his officers and fire fighters. Readiness condition actions are listed in Annex G Attachment 2 of this standing operating procedure.
- B. Various options may be initiated to protect the population such as evacuating possible disaster areas or target areas under a REACON 2; or directing the populace to the best available shelter with little or no advance notice. The Coordinator for Ramsey County Fire and Rescue Service will coordinate the realignment of fire and rescue resources in the event of an evacuation.
- C. The Coordinator for Ramsey County Fire and Rescue Service will assist rural and municipal fire chiefs, as required, in relocating apparatus and personnel to give the best support to the geographical area of the greatest need.

Attachments

- 1. Fire Prevention
- 2. Increased Readiness Conditions



STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and  
Attachment 7  
Revision: 0

CITY OF FALCON HEIGHTS  
VOLUNTEER AGENCY MEMBERS

#72 GREG FULLER 490-3040 3080 GREENBRIER ST. LITTLE CANADA, MN 55117  
#77 MARVIN HALL 645-6459 1717 NORTH FRY ST. #9 FALCON HEIGHTS, MN. 55113  
#73 BRYAN MAYER 874-1017 2115 HIGHLAND PLACE COLUMBIA HEIGHTS, MN 55421  
#75 CRAIG LEISDON 788-4961 4927 ROYCE ST. COLUMBIA HEIGHTS, MN 55421  
#75 RICH HASSEL 489-5747 816 WEST CALIFORNIA AVE. ST. PAUL, MN 55117  
#00 DAMON DAILEY 291-7030 782 SHERBURNE AVE. ST. PAUL, MN 55104  
#71 TOM HAMMER 227-7793 112 JENKS ST. ST. PAUL, MN. 55104  
#00 JOHN PEASLEE 774-0053 335 BATES AVE. ST. PAUL, MN 55104  
#74 SHON DAVY 291-0837 124 JENKS ST. ST. PAUL, MN 55117

CADET ADVISORS :

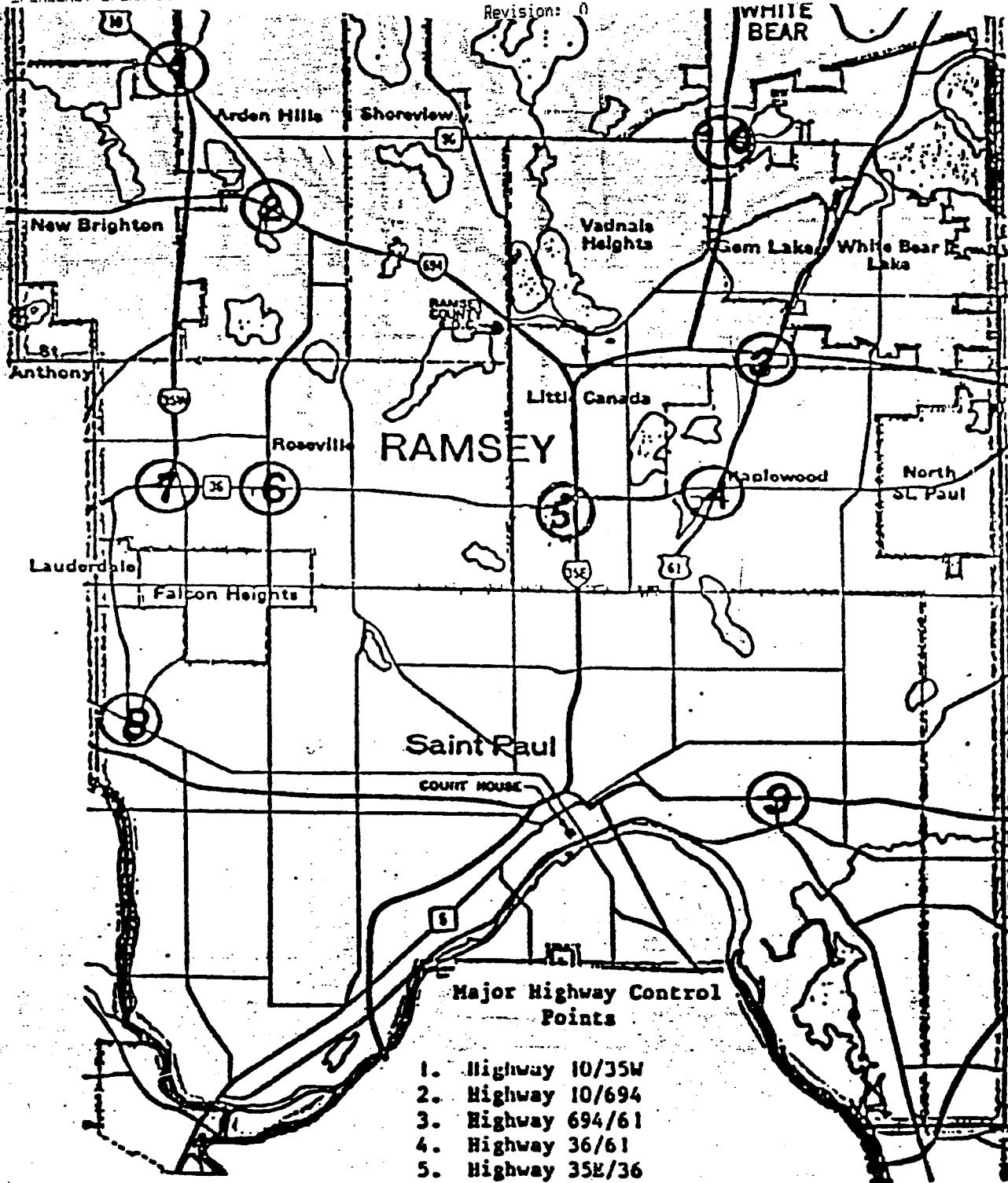
JIM FULLER 636-5237 3080 GREENBRIER ST. LITTLE CANADA, MN 55117  
GREG PETERSON 633-3589 2960 N. ASBURY AVE. ROSEVILLE, MN 55113  
KEVIN ANDERSON 331-6075 1040 24TH AVE. S.E. MINNEAPOLIS, MN 55414  
JOE MARTINEZ 646-8999 1122 RALEIGH ST. ST. PAUL, MN 55108  
MIKE YUNGERS 646-8540 1783 PORTLAND AVE. ST. PAUL, MN

| RECEPTION<br>COMMUNITY<br>SITE | KEY     |                   | RECEPTION |
|--------------------------------|---------|-------------------|-----------|
|                                | WORKERS | EVACUATION ROUTES | COUNTY    |
| Arden Hills                    | 1,202   | 35W N             | Chisago   |
| North Branch                   |         |                   |           |
| Falcon Heights                 | 794     | 35W N             | Chisago   |
| North Branch                   |         |                   |           |
| Gem Lake                       | 59      | 35E N             | Chisago   |
| Wyoming                        |         |                   |           |
| Lauderdale                     | 298     | 35W N, 8          | Chisago   |
| Rush City                      |         |                   |           |
| Little Canada                  | 1,065   | 35E N             | Chisago   |
| Rush City                      |         |                   |           |
| Maplewood                      | 4,043   | 35E               | Chisago   |
| Rush City                      |         |                   |           |
| Mounds View                    | 1,889   | 35W N, 8          | Chisago   |
| Lindstrom                      |         |                   |           |
| New Brighton                   | 3,450   | 35W N, 8          | Chisago   |
| Lindstrom                      |         |                   |           |
| North St. Paul                 | 1,788   | 35E N             | Chisago   |
| Lindstrom                      |         |                   |           |
| Roseville                      | 3,073   | 35W, 8NE          | Chisago   |
| Lindstrom                      |         |                   |           |
| St. Anthony                    | 354     | (See Hennepin)    | ( S e e   |
| Hennepin)                      |         |                   |           |
| St. Paul                       | 40,334  | 35E, 694, 65      | Isanti    |
| Cambridge                      |         |                   |           |
| Shoreview                      | 2,395   | 49, 35W           | Chisago   |
| Center City                    |         |                   |           |
| Vadnais Heights                | 767     | 35E, 8            | Chisago   |
| Center City                    |         |                   |           |
| White Bear Lake                | 3,379   | 61N, 35W          | Chisago   |
| Stacy                          |         |                   |           |
| White Bear Lake Twnsp          | 888     | 61N, 35W          | Chisago   |
| Stacy                          |         |                   |           |

STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Attachment 6  
Revision: 0



Major Highway Control  
Points

1. Highway 10/35W
2. Highway 10/694
3. Highway 694/61
4. Highway 36/61
5. Highway 35E/36
6. Highway 51/36
7. Highway 35W/36
8. Highway 194/290
9. Highway 194/61
10. Highway 35E

STANDING OPERATING PROCEDURE  
TO ANNEX F OF THE FALCON HEIGHTS  
Security  
EMERGENCY OPERATIONS PLAN

Evacuation, Traffic Control  
and

Attachment 5  
Revision: 0

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RAMSEY COUNTY

COMMUNITY EVACUATION ROUTE AND RECEPTION SITES  
FOR KEY WORK FORCE

| RECEPTION<br>COMMUNITY<br>SITE | 1980 CENSUS<br>POP. | EVACUATION ROUTES | RECEPTION<br>COUNTY |
|--------------------------------|---------------------|-------------------|---------------------|
| Arden Hills                    | 6,810               | 10N               | Morrison            |
| Little Falls                   |                     |                   |                     |
| Falcon Heights                 | 4,497               | 35W N             | Morrison            |
| Little Falls                   |                     |                   |                     |
| Gem Lake                       | 335                 | 35E N, 98E-10N    | Morrison            |
| Little Falls                   |                     |                   |                     |
| Lauderdale                     | 1,687               | 35N, 10N          | Crow Wing           |
| Brainerd                       |                     |                   |                     |
| Little Canada                  | 6,037               | 694, 10N          | Morrison            |
| Little Falls                   |                     |                   |                     |
| Maplewood                      | 22,942              | 694, 10N          | Benton              |
| Foley                          |                     |                   |                     |
| Mounds View                    | 10,704              | 10N               | Crow Wing           |
| Brainerd                       |                     |                   |                     |
| New Brighton                   | 19,779              | 10N               | Crow Wing           |
| Brainerd                       |                     |                   |                     |
| North Oaks                     | 2,419               | 96W-10N           | Crow Wing           |
| Brainerd                       |                     |                   |                     |
| North St. Paul                 | 10,133              | 694E, 10N         | Benton              |
| Foley                          |                     |                   |                     |
| Roseville                      | 30,477              | 35W N, 10N, 169N  | Yille Laas          |
| Milaca                         |                     |                   |                     |
| St. Anthony                    | 2,008               | 35N, 10N          | Morrison            |
| Little Falls                   |                     |                   |                     |
| St. Paul                       | 22,000              | 35N, 18E, 47N     | Aitkin              |
| Aitkin                         |                     |                   |                     |
| St. Paul                       | 3,843               | 35N, 18E          | Crow Wing           |
| Brainerd                       |                     |                   |                     |
| St. Paul                       | 45,300              | 94N               | Douglas             |
| Alexandria                     |                     |                   |                     |
| St. Paul                       | 33,073              | 35E N             | Pine                |
| Pine City                      |                     |                   |                     |
| St. Paul                       | 125,680             | 94N               | Stearns             |
| St. Cloud                      |                     |                   |                     |
| Shoreview                      | 14,705              | 694, 10N          | Morrison            |
| Little Falls                   |                     |                   |                     |
| Vadnais Heights                | 4,344               | 96, 10N           | Morrison            |
| Little Falls                   |                     |                   |                     |
| White Bear Lake                | 19,149              | 35E N, 70W, 65N   | Kanabec             |
| Mora                           |                     |                   |                     |
| White Bear Twosp.              | 5,033               | 35E N, 70W, 65N   | Morrison            |
| Little Falls                   |                     |                   |                     |

CITY OF FALCON HEIGHTS  
FIRE PREVENTION MEASURES

1. Coordinate all fire and rescue personnel with other service chiefs to help control the orderly movement of relocatees.
2. Set up surveillance teams for fire watch to cover the community during and after the community has been evacuated. Coordinate with the Law Enforcement Chief's security patrols.
3. Survey and coordinate the fire needs, and move personnel and equipment for standby assistance.
4. Provide inspection teams for fire preventative measures in all buildings and shelters.
5. Perform frequent fire safety inspections for fire hazards in congregate care facilities, other occupied areas due to relocation, and areas of flammable materials storage.
6. Establish, publish and enforce temporary fire safety regulations for congregate care facilities particularly in regard to smoking, cooking, and heating.
7. Assist in training residents and others in fire prevention and suppression techniques.
8. Assist in the return of evacuees to their homes.

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CITY OF FALCON HEIGHTS  
INCREASED READINESS (REACON) ACTIONS

Upon notification of a natural technological or nuclear emergency from Ramsey County Sheriff or Falcon Heights Police Department, the Fire Service Chief will alert his officers and other volunteer personnel to report to the fire station.

REACON actions are as follows for the fire service:

REACON\_3

1. Review emergency assignments.
2. Ensure continuous fire surveillance.
3. Arrange for concentrated and accelerated training to any new recruits, regulars, or volunteers to include radiological monitoring.

REACON\_2

1. Continue REACON 3 actions.
2. All personnel will be on standby basis at Falcon Heights fire stations.
3. Coordinate accelerated inspection of all assistance centers and fallout shelters within the City for possible fire hazards.
4. Assist local police department in controlling movement in vicinity of congregate care facilities and fallout shelters.

REACON\_1

1. Continue REACON actions to protect life and property until directed to shelter.
2. Coordinate with fire departments in the county to provide for fire safety within shelters.
3. Ensure the enforcement of fire safety regulations.

POST ATTACK

1. Coordinate with local law enforcement for shelter movement during a shelter emergency.
2. Coordinate with Radiological Service for radiological monitoring.
3. Coordinate with public works in decontamination operations.



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PURPOSE

The purpose of this standing operating procedure is to establish responsibility and criteria to accomplish damage assessments in the event of a disaster.

Critical personnel involved in damage assessment are: the Emergency Management Director, City Engineer, and Building Official, Public Works Director. Certain county officials, already listed in Annex H, may become involved in the process.

- A. A damage assessment will be initiated as soon as practical following a disaster.
- B. Damage assessment teams composed of city personnel, already mentioned, and civilian participants will conduct the actual assessments. Team members drawn from private industry may come from any or all of the following:
  - 1. North Star Chapter of Building Officials (a current roster and contact person, which may change yearly, is in the possession of the building official)
  - 2. Local lumber yards
  - 3. Realtors
  - 4. Red Cross personnel

Various personnel used from private industry will not necessarily always be the same and will depend somewhat on availability.

- C. Damage assessments will be based on current costs at the time, which in most cases will be derived by the City Engineer's office and primarily the current building official.
- D. Damage assessment carried out in conjunction with a request for state or federal disaster assistance, require the Falcon Heights Emergency Management Director to contact the County Emergency Management Director who will coordinate with the Minnesota Division of Emergency Services.

STANDING OPERATING PROCEDURE  
TO ANNEX I OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Congregate Care

Revision: 0

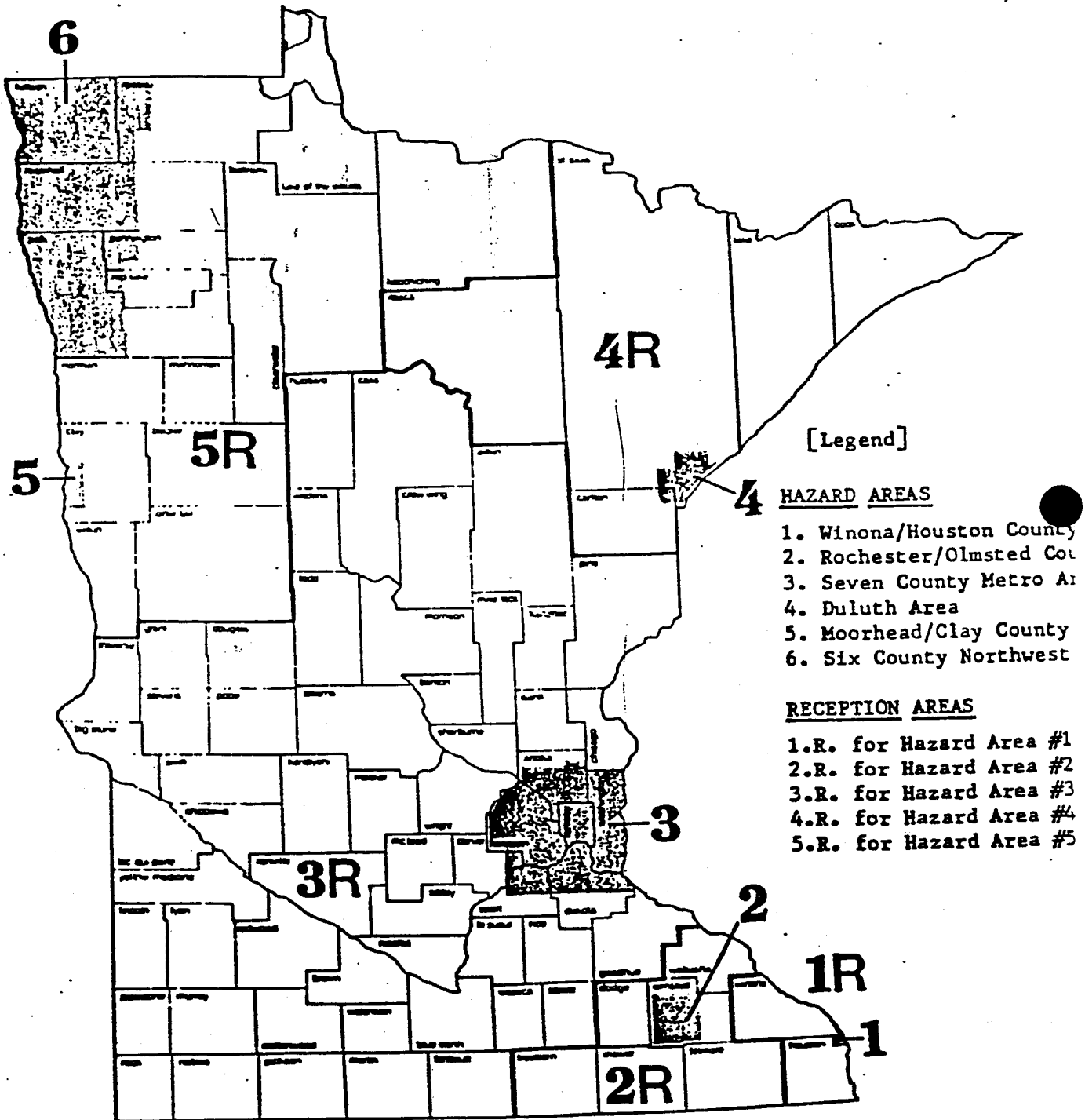
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PURPOSE

This standing operating procedure is to provide for family and individual assistance to include food, clothing and lodging in the event of nuclear attack or peacetime catastrophe.

- A. The Congregate Care Director is Carol Kriegler, Park and Recreation Director; Work phone - 644-5050; Home phone - 488-2711.
- B. Congregate care space has been located in schools, churches, and other miscellaneous establishments. A list of congregated lodgings can be found in the Resource Manual.
- C. The Red Cross and Salvation Army will bear the primary responsibility for:
  - 1. Emergency Housing
  - 2. Emergency Feeding Red Cross & Salvation Army
  - 3. Emergency Clothing
  - 4. Counseling - Red Cross
  - 5. Inquiry and Referral (disaster victims) - Red Cross
  - 6. Registration of victims - Red Cross
- D. Falcon Heights residents who have home basements will utilize them for fallout protection. Residents without basements will utilize space identified in existing buildings as noted in the plan.
- E. Ramsey County has established hazard and reception areas in event of nuclear attack. Hazard areas will share responsibility for resource supply when requirements exceed reception areas capabilities (a map of those areas is contained in Attachment 1).

### Minnesota Hazard and Reception Areas



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PURPOSE

This standing operating procedure provides for accomplishment of debris clearance in the event of a disaster.

A. The responsibility for basic debris clearance problems is with the City Public Work's office (See Attachment 1 for list of employees).

B. Debris clearance priorities are as follows:

1. Any life threatening situation
2. Street or right-of-way clearance
3. To assist or clear area for utility restoration

Note: It is understood that numbers 2 and 3 may be and are interchangeable.

C. Private property owners bear responsibility for removal of debris from their property, except in unusual circumstances.

D. Disposal of debris would be approved landfill and would depend on amount and type.

E. Potential for additional equipment to assist in removal, lies with the following agencies:

1. Ramsey County
2. Arden Hills
3. Fridley
4. Columbia Heights
5. Roseville
6. Shoreview
7. New Brighton
8. Maplewood
9. Lauderdale

Attachment

1. List of Public Works Employees

STANDING OPERATING PROCEDURE  
TO ANNEX J OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Debris Clearance  
Attachment 1  
Revision: 0

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PUBLIC WORKS EMPLOYEES

Public Works ----- 644-5050

|               |                      |               |
|---------------|----------------------|---------------|
| Vince Wright, | Public Works Foreman | Home 631-1030 |
| Jay Mogan     | Maintenance Worker   | Home 642-9795 |

Parks and Recreation ----- 644-5050

|                |          |               |
|----------------|----------|---------------|
| Carol Kriegler | Director | Home 438-2711 |
|----------------|----------|---------------|

STANDING OPERATING PROCEDURE  
TO ANNEX K OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Utilities Restoration

Revision: 0

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PURPOSE

This standing operating procedure is to guide restoration of lost utilities during and/or after a disaster.

- A. Generally gas, electric and phone service interruptions are either called in by residents or discovered in the field by police and other service agencies.
- B. Ramsey County Sheriff will and does everything they can to facilitate notification and dispatch of repair crews.
- C. In time of disaster police officers, maintenance personnel and other city employees discovering or becoming aware of utility interruptions should contact either Ramsey County Sheriff (483-6666 or 483-3366) or Falcon Heights Administration office (636-5050), during normal business hours. These two agencies will attempt to contact the utilities responsible:

- 1. Northern States Power - provide and restores electrical power.
- 2. Northern States Power - provides and restores gas service.
- 3. U.S. West/AT&T - provides and restores phone service.

Police officers, maintenance personnel or other city employees discovering or becoming aware of a life threatening utility problem are directed to take whatever precautions available to them to protect life and property.

- D. On-site personnel or EOC staff will monitor their own needs as to food, water, lighting, fuel, and other necessities.
  - 1. Food and water - if a need arises for food and/or water, such items will be obtained and transported by support personnel and/or organizations such as the Red Cross, Salvation Army, etc.
  - 2. Emergency lighting will be provided by fire department vehicles.

STANDING OPERATING PROCEDURE  
TO ANNEX L OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Radiological Protection

Revision: 0

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PURPOSE

This standing operating procedure is to serve as a guide in the event of a radiological emergency caused by various hazardous materials accidents or nuclear war.

The City of Falcon Heights Radiological Officer is Kevin Anderson, Fire Fighter.

The Falcon Heights Emergency Management Director is responsible for radiological protection system development and maintenance (See Annex L for details).

The Falcon Heights Radiological Protection Operation is responsible for radiological operations (Refer to Annex L for details).

In the event of a radiological emergency the following procedure will be followed:

A. The Emergency Management Director will activate the Falcon Heights City Radiological Organization by phoning the various organizational members.

1. Falcon Heights Fire Department, 644-5050
2. Falcon Heights Radiological Officer, Kevin Anderson, work - 644-5050, home 331-6075
3. Environmental Protection Agency (Pollution Control Agency) - 296-6300
4. Ramsey County Emergency Services, 484-8486

B. In the majority of incidents the Minnesota Department of Health will be available and used to provide radiological expertise, instrumentation and medical evaluations.

If, in fact, the Health Department officials are not available for whatever reason, the Falcon Heights Radiological Protection Organization will bear the responsibility to perform this function.

C. All other activities at the direction of the County Director.

STANDING OPERATING PROCEDURE  
TO ANNEX E OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Health/Medical

Revision: 0

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PURPOSE

The purpose of this standing operating procedure is to provide for emergency health/medical care and transportation for injured persons.

The Health and Medical Officer is Gail Smida. The Health and Medical Officer is responsible for overseeing care for victims injured in the event of a major disaster and/or disposal or storage of fatalities.

The Health and Medical Officer will work closely with ambulance and hospital personnel to facilitate treatment and transportation.

- A. Falcon Heights Ambulance Service will be the primary provider of transportation needs and on-scene paramedic assistance. If other services are needed Health One would be notified.

Health One: 574-7309, 282-0556

- B. Victims will be transported to Ramsey County Medical Center, 221-3456. If additional facilities are needed the following will be utilized:

1. St. John's Hospital Northeast, Maplewood
2. Hennepin County Medical Center, Minneapolis
3. Mercy Medical Center, Coon Rapids

- C. In the event of deaths resulting from a disaster the Ramsey County Medical Examiner will be responsible for emergency mortuary operations.

Ramsey County Medical Examiner: 224-7627

- D. The Health and Medical Officer is also responsible in dealing with any health threats resulting from a disaster, i.e., epidemics, food and/or water contamination.
- E. All inquiries and/or referrals are the responsibility of the Health and Medical Officer or his designee.
- F. Refer to Ramsey County Annex L for decontamination procedure.



STANDING OPERATING PROCEDURE  
TO ANNEX D OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Search & Rescue  
Attachment 1  
Revision: 0

CITY OF FALCON HEIGHTS  
VOLUNTEER AGENCY MEMBERS

Falcon Heights Fire Cadets

| NAME             | PHONE    | ADDRESS   |
|------------------|----------|---|
| #72 GREG FULLER  | 490-3040 | 3080 GREENBRIER ST. LITTLE CANADA, MN 55117     |
| #77 MARVIN HALL  | 645-8459 | 1717 NORTH FEY ST. #9 FALCON HEIGHTS, MN. 55113 |
| #73 BRYAN MAYER  | 574-1017 | 2115 HIGHLAND PLACE COLUMBIA HEIGHTS, MN 55421  |
| #76 CRAIG BRIDON | 788-4961 | 4927 ROYCE ST. COLUMBIA HEIGHTS, MN 55421       |
| #75 RICH HASSEL  | 489-5747 | 816 WEST CALIFORNIA AVE. ST. PAUL, MN 55117     |
| #00 DAMON DAILEY | 291-7030 | 782 SHERBURNE AVE. ST. PAUL, MN 55104           |
| #71 TOM HAMMER   | 227-7793 | 112 JENKS ST. ST. PAUL, MN. 55104               |
| #00 JOHN PEASLEE | 774-0053 | 335 BATES AVE. ST. PAUL, MN 55104               |
| #74 SHON DAVY    | 291-0837 | 124 JENKS ST. ST. PAUL, MN 55117                |

CADET ADVISORS :

|                |          |   |
|----------------|----------|---|
| JIM FULLER     | 636-5237 | 3080 GREENBRIER ST. LITTLE CANADA, MN 55117 |
| GREG PETERSON  | 633-3589 | 2960 N. ASBURY AVE. ROSEVILLE, MN 55113     |
| KEVIN ANDERSON | 331-6075 | 1040 24TH AVE. S.E. MINNEAPOLIS, MN 55414   |
| JOE MARTINEZ   | 646-8999 | 1122 RALEIGH ST. ST. PAUL, MN 55108         |
| MIKE YUNGERS   | 646-8540 | 1783 PORTLAND AVE. ST. PAUL, MN             |

STANDING OPERATING PROCEDURE  
TO ANNEX D OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Search & Rescue

Revisions: 0

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PURPOSE

This standing operating procedure is to establish procedure for Search and Rescue operations in the event of a disaster.

The Search and Rescue coordinator is the current Fire Chief, who will work in conjunction with other service chiefs to perform search and rescue operations.

The Falcon Heights Fire Chief or his designee, and the Roseville Police Chief or his designee, will work closely together to provide certain functions.

- A. Coordinate setting up search teams drawn from regular employees and certain volunteer organizations to conduct necessary operations (See Attachment 1, Volunteer Agency Members).
- B. Provide ambulance services and Request medical assistance as appropriate to need. Health One Ambulance and Paramedic Service is the secondary provider of such care in this area.
- C. The Fire Chief and Roseville Deputy Police Chief working closely together along with other appropriate service chiefs will determine safety factors in area struck by either nature or man-made disasters. Safety factors relate to hazards created in a struck area; types of personnel to be utilized and any movement of residents, businessmen or traffic flow.
- D. The Roseville Deputy Police Chief and Fire Chief, with the responsibility falling primarily on the Police Chief or his designee, will determine traffic patterns to be followed in diverting traffic away from areas affected in order to facilitate rescue operations.
- E. The Fire Chief, in conjunction with the Emergency Management Director, will determine when search and rescue operations may be discontinued or be considered at an end and every day operations can be resumed.

Attachment

1. Volunteer Agency Members

-----  
LIST OF ALL AVAILABLE MEDIA SOURCES

| <u>Newspapers</u>              | <u>City</u>                      | <u>Telephone Number</u> |
|--------------------------------|----------------------------------|-------------------------|
| Mpls. Star Tribune             | Minneapolis                      | 372-4414                |
| St. Paul Dispatch              | St. Paul                         | 222-5011                |
| Falcon Heights Bulletin        | Falcon Heights                   | 633-1776                |
| Focus                          | Fridley                          | 571-4112                |
| <br><u>Radio Stations</u>      |                                  |                         |
| WCCO                           | St. Paul                         | 252-0334                |
|                                | Minneapolis                      | 370-0611                |
| KSTP                           | St. Paul/Minneapolis             | 481-9333                |
| WTCN                           | St. Paul                         | 222-4141                |
| <br><u>Television Stations</u> |                                  |                         |
| WCCO                           | St. Paul/Minneapolis<br>Newsroom | 330-2500                |
| KSTP                           | St. Paul/Minneapolis             | 546-5353                |
| KNSD                           | St. Paul/Minneapolis             | 526-9999                |
| KARE                           | St. Paul/Minneapolis             | 546-1111                |

STANDING OPERATING PROCEDURE Emergency Public  
Information  
TO ANNEX C OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN  
Revision: 0

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PURPOSE

The purpose of this standing operating procedure is to disseminate information and instructions to the public on a timely basis, and to coordinate all releases during pre-emergency, emergency, post-emergency conditions.

- A. All releases to the news media will be by staff through the Public Information Officer (PIO). The City Administrator of the City of Falcon Heights is the only official authorized to serve as the Public Information Officer. In the event the City Administrator is unavailable, the City Mayor serves as the alternate Public Information Officer.
- B. During a serious emergency:
1. Contact key public information staff members.
  2. Establish liaison with operation agencies and services which have responsibility for prepared information: Warning Officer, Shelter, Transportation, Health, etc.
  3. Review the prepositions copy of the Emergency Public Information.
  4. Inform media of public information capabilities and plan.
  5. Open the Public Information Service for the media and public inquiries. In most instances the office of the City Administrator will be the contact for the media.
  6. Release prepared messages to the media and all emergency service units.
  7. Alert the public information staff to stand by.
- C. Public information would be disseminated through the following radio and/or TV stations:
- WCCO, KSTP, and WTCN radio stations, WCCO, KSTP, KMSP and KARE TV stations (See Attachment 1).

Attachment

1. List of All Available Media Sources

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Attachment 5  
Revision: 0

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WHEN EMERGENCY POWER IS NO LONGER NEEDED, FOLLOW THESE  
STEPS.

- 1) Disconnect Emergency Generator.
- 2) Return the main terminal handle back to the uppermost position (NSP power).
- 2) Place all black switches, in control panel, back to on.
- 3) Turn off emergency generator as follows:
  - a. Turn off amp/volt switch
  - b. Turn test switch back to off position to stop engine
- 4) Return emergency generator to Public Works garage.

---

PROCEDURES FOR OPERATING EMERGENCY GENERATOR

The generator is a 30 kw capable of producing 200 amps on a three tier system. It is currently stored at the city maintenance facility.

In the event of a need to supply emergency power to the EOC; (located at 2077 West Larpentuer) two (2) people will be trained in the hookup of the generator.

- 1) Vince Wright, Public Works Foreman  
Primary Responsibility
- 2) Jay Morgan, City Maintenance Worker  
Secondary Responsibility

Following is the procedure to set up the generator.

- 1) Generator should be started and warmed up before hooking into the emergency system --
  - a. Turn amp volt switch to off
  - b. Push reset test - auto start to test
  - c. Engine will automatically start
  - d. Turn amp volt switch to L0-L1 for 120 amps.  
Voltage on A/D volt meter will identify 120 amps
  - e. Outlets for installing normal 120 amp cords in front of generator grey box
  - f. To use 220 amp turn volt switch to L2 L1-L2--  
voltage on A/D volt meter will identify 220 amp
- 2) Transportation of the generator to the EOC via available vehicle.
- 3) Generator shall be connected to the wall socket (located on N.E. wall)
- 4) Prior to switching from NSP power to emergency power, all black switches located in control panel (marked "Emergency lights") shall be placed in the off position.
- 5) Locate disconnect panel - (N.E. wall of garage), and pull the main terminal handle down to the lowest position possible. The emergency generator is now in control of the system.

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TELEPHONE COMMUNICATION CAPABILITIES

A. Numbers by position within the EOC (See Attachment 2 for office and home numbers):

| <u>Position</u> | <u>Name</u>            | <u>Telephone Number</u> |
|-----------------|------------------------|-------------------------|
| #1              | Civil Defense Director | 644-5050                |
| #2              | Mayor                  | 644-5050                |

B. Dedicated Telephone Lines

None

C. Facsimile Machines

644-8673

D. Data Lines

None

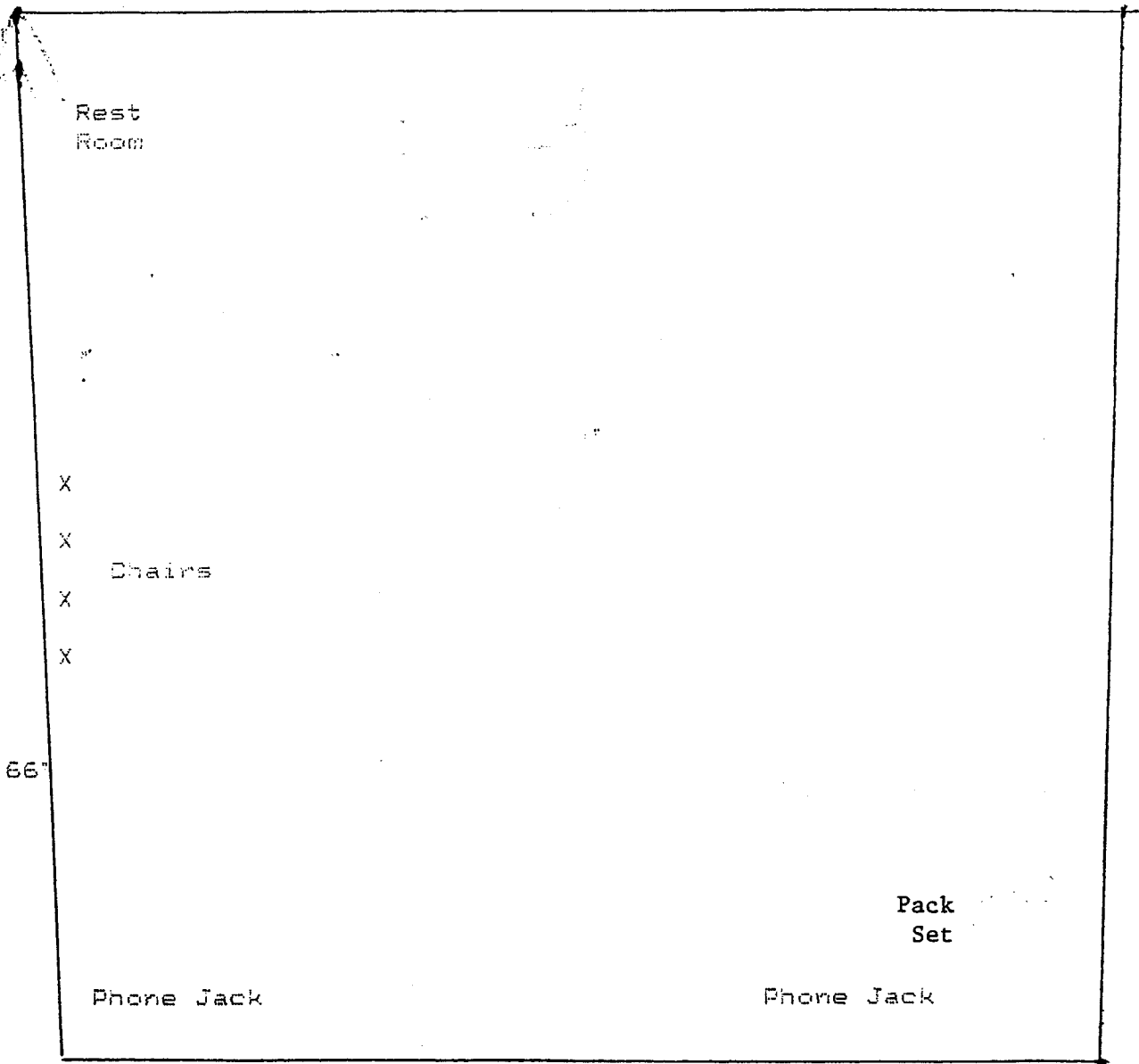
E. Teletype

None

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Attachment 4A  
Revision: 0

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ALTERNATE  
EOC FLOOR PLAN  
(Falcon Heights Elementary School)  
69'



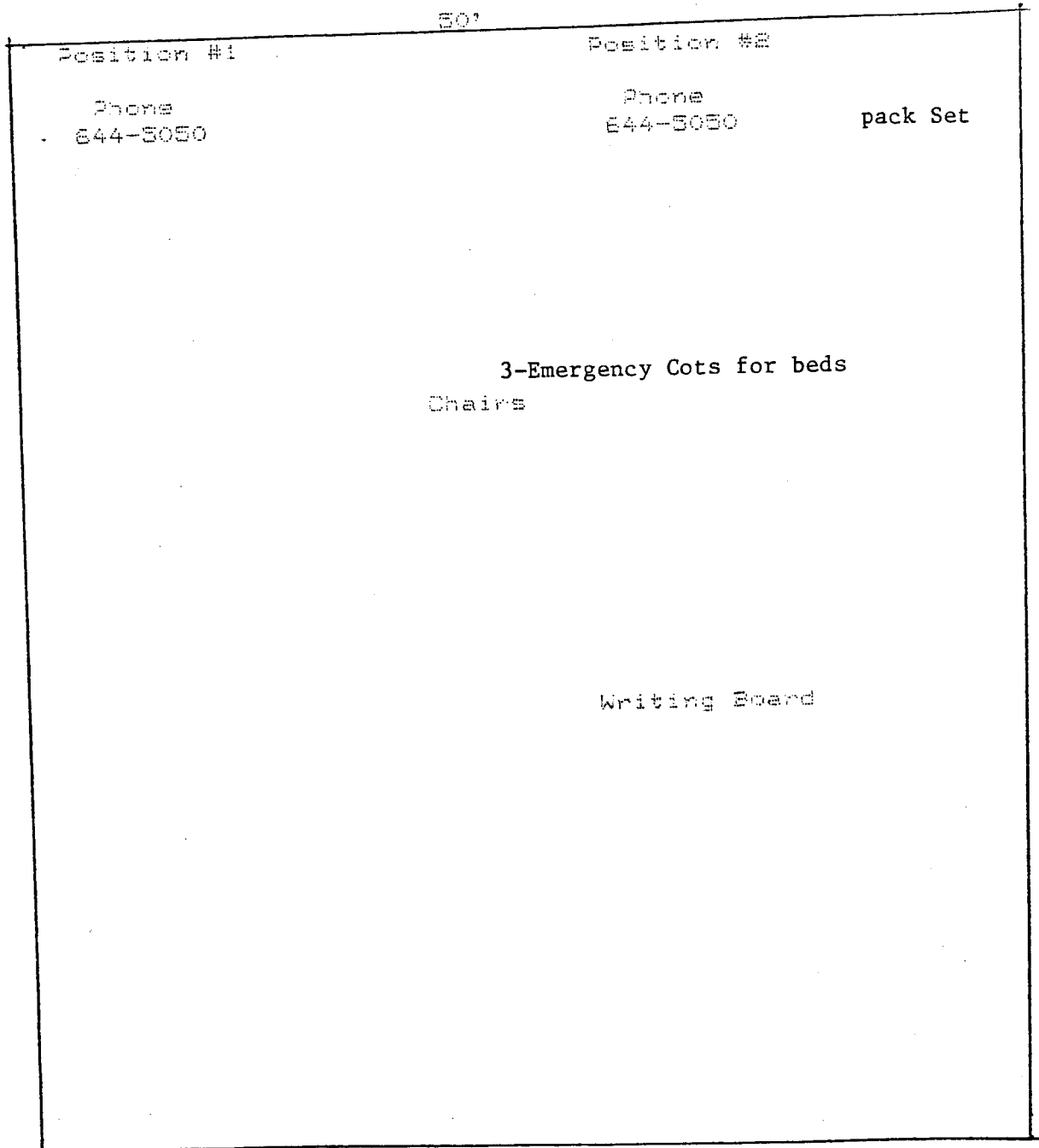


STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Attachment 4A  
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EOC FLOOR PLAN

(2077 West Larpenteur)



32

EOC-13

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INITIAL REPORT

NUCLEAR DETONATION (NUDET)

TITLE: -----

SIGHTING LOCATION: -----

DAMAGE AREA: -----

AIR SURFACE BURST EVALUATION: -----

-----  
-----  
-----  
-----

FALLOUT ARRIVAL: (Time 0.5R/hr. is first detected)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
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4. Natural Disaster Damage Assessment Reports

C. Recovery

Action reports will be submitted by counties to Department of Emergency Services regional coordinators showing recovery efforts following a disaster. This report will cover the following:

1. Scope of the disaster, including casualty list and property damages sustained by both public and private property; nature of resources and where used; and personnel involved in rescue, security provisions, and restoration operations.
2. State whether applications will be submitted for state and/or federal financial assistance.
3. State to DES region reports

The reports received at the state office from Region Five concerning IRIS summaries, fallout warnings, and damage area summaries, will be sent to the DES regional coordinators. In addition, reports received from one DES region command will be sent to other DES regions that have an operational requirement for the information.

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1. Initial Report

a. Nuclear Detonation (NUDET)

The reports include sighting location, damage area, and air surface burst evaluation.

b. Fallout Arrival

This report is made when 0.5R/hr is first detected.

2. Basic Operating Situation Report

This report is flashed by voice to the regional office as soon as information is available on either fallout or fire, or on changes from the previously reported condition.

3. Operational Situation Report

A summary situation report will be submitted to the state from DES regional coordinators after the first day of peace-time type of emergency, as of 0800 and 1800 hours daily. These reports will be summarized daily and sent by the state to Region Five, FEMA, at 1500 hours.

A summary situation report will be submitted to the state from DES regional coordinators in a nuclear emergency, as of 1200 and 2400 hours daily. A report will be made to Region Five, FEMA, in a nuclear situation only as an "exception type" report covering the following situations:

- a. Request for Aid - resources not available in state.
- b. Population Status (POSTAT) - when status is determined.
- c. Government Status (GOVSTAT) - damage or destruction of facilities specified as critical.
- d. Facility Status (FACTSTAT) - damage or destruction of facilities specified as critical.
- e. Fire Situation (FIRESIT) - mass fire outside of the blast area.

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CITY OF FALCON HEIGHTS  
OPERATIONAL REPORTS AND PROCEDURES

The purpose of this attachment is to establish a uniform system of reporting information that is essential for emergency operations at local, state, and federal levels.

Types of Reports

Reports are divided into three general categories: the reports used during the pre-emergency phase to increase readiness, those used during a disaster showing the situation, and reports of recovery efforts that are used after a disaster.

A. Pre-emergency

A member of the state Division of Emergency Services (DES) staff will be on duty at all times as duty officer to ensure proper handling of reports.

1. Readiness Condition Reports

Readiness Conditions (READCONs) are described in Attachment 2.

2. Increased Readiness Reporting (IRR) local status form

A FEMA IRR report will be used to evaluate public and local government action and readiness posture for emergency action. The DES regional coordinators will designate which local and/or county emergency managers will make the IRR report which is to be sent to the DES regional coordinator. He/she will consolidate the reports and submit them to the state office.

B. Emergency

The following reports will be sent upon a disaster occurrence by local officials to DES regional coordinators and from them to state and federal authorities by flash message over NAWAS, FNATS, or FNARS.

- 
4. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared.
  5. The public is further advised to review their individual and family emergency action plans.
  6. The federal authorities may direct implementation of evacuation of the people from potential target areas.

Readiness Condition 1

This condition depicts a situation where the President of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred:

The following actions are to be taken:

1. The Emergency Management Director will immediately notify City government officials commencing with the City Mayor.
2. The Emergency Operating Center is to be activated for 24-hour operation.
3. The staff will be fully mobilized.
4. Civil defense/emergency management officials will prepare to open public fallout shelters.

Warning procedures via the State warning Systems may be received prior to or concurrent with Readiness Condition 1.

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CITY OF FALCON HEIGHTS  
READINESS CONDITION (REACON) ACTIONS

Readiness Condition 3

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from the Federal Emergency Management Agency through NAWAS (National Warning System) via the Ramsey County Emergency Management Agency.

The following actions are to be taken:

1. The Emergency Management Director will notify the City government officials commencing with the City Mayor.
2. The Emergency Management Director will mobilize key staff personnel and will check the operating procedures of the respective emergency government services.
3. The Emergency Management Director will advise the public that emergency procedures are being reviewed by the county and local government. No public action will be required.

Readiness Condition 2

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Federal Emergency Management Agency through NAWAS via the Ramsey County Emergency Management Agency.

The following actions are to be taken:

1. The Emergency Management Director will notify City government officials commencing with the City Mayor.
2. The Emergency Management Director will notify key staff personnel and place them on a standby basis.
3. The Emergency Operating Center will be activated and placed on a standby basis.

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Attachment 1  
Revision: 0

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CITY OF FALCON HEIGHTS  
EOC PERSONNEL DIRECTORY

| Position                           | Name                                    | Telephone                               |
|------------------------------------|---|---|
| 1. Warning & Notification          | Terry Iverson<br>Fire Marshal           | Home: 636-3931<br>Work: 644-5050        |
| 2. Direction & Control             | Jan Wiessner<br>City Administrator      | Home: 631-1369<br>Work: 644-5050        |
| 3. Emergency Public<br>Information | Jan Wiessner Adm.<br>Tom Baldwin, Mayor | Home: 631-1369<br>Home: 644-7828        |
| 4. Search & Rescue                 | Ray Brown<br>Rescue Captain             | Home: 644-8293<br>Work: 644-5050        |
| 5. Health/Medical<br>Ambulance     | Gail Smica<br>Rescue Captain            | Home: 633-6169<br>Work: 786-7700<br>x31 |
| 6. Evacuation & Traffic<br>Control | Tom Alleva<br>Deputy Police Chief       | Home: 463-4847<br>Work: 490-2255        |
| 7. Fire Protection                 | Leo Lindig<br>Fire Chief                | Home: 784-7828<br>Work: 644-5050        |
| 8. Damage Assessment               | Terry Mauer<br>City Engineer            | Home: 631-0874<br>Work: 774-6021        |
| 9. Congregate Care                 | Carol Kriegler<br>Park/Rec Director     | Home: 488-2711<br>Work: 644-5050        |
| 10. Debris Clearance               | Vince Wright<br>Pub Wks Foreman         | Home: 631-1031<br>Work: 644-5050        |
| 11. Utilities Restoration          | NSP                                     | Work: 229-2365                          |
| 12. Radiological Protection        | Kevin Anderson<br>Fire Fighter          | Home: 331-6075<br>Work: 648-7938        |
| 13. Resource Coordinator           | Shirley Chenoweth<br>City Clerk         | Home: 644-8391<br>Work: 644-5050        |



STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Revision: 0

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Television

|         |                  |
|---------|------------------|
| h. WCCO | Phone - 330-2500 |
| i. KSTP | Phone - 645-5555 |
| j. KMSP | Phone - 926-9999 |
| k. KARE | Phone - 549-1111 |

Attachments 4A and 4B identifies specific communication capabilities between each organization.

EMERGENCY POWER

Emergency power will be supplied by a 30 KW generator located in the Public Works Maintenance Garage. Attachment 5 describes procedures for the use of the emergency generator.

Attachments

1. EOC Personnel Directory (position, name, telephone number)
2. Readiness Condition (REACON) Actions
3. Operational Reports and Procedures
- 4A. EOC Floor Plans
- 4B. Telephone Communications Capabilities
5. Procedures for Operating Emergency Generator

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Revision: 0

3. Adjacent Cities

| <u>Name</u>   | <u>Means of Communications</u> |
|---------------|--------------------------------|
| a. St. Paul   | Radio/Phone                    |
| b. Roseville  | Radio/Phone                    |
| c. Lauderdale | Radio/Phone                    |

4. Public/Private Facilities

| <u>Name</u>             | <u>Means of Communications</u> |
|-------------------------|--------------------------------|
| a. Health One Ambulance | Phone/Ramsey Co. Radio System  |

5. Regional Coordinator and State EOC

| <u>Name</u>     | <u>Means of Communications</u> |
|-----------------|--------------------------------|
| a. Region Metro | Phone - 297-3942               |
| b. State EOC    | Phone - 296-2233               |

6. Other Governmental Agencies

| <u>Name</u>                        | <u>Means of Communications</u> |
|------------------------------------|--------------------------------|
| a. National Weather Service Office | Phone - 725-3400               |
| b. Ramsey Co. Warning Pt.          | Radio/Phone - 434-3366         |

7. News Media

| <u>Name</u> | <u>Means of Communications</u> |
|-------------|--------------------------------|
|-------------|--------------------------------|

Newspapers

|                         |                  |
|-------------------------|------------------|
| a. Mpls. Star Tribune   | Phone - 372-4414 |
| b. St. Paul Dispatch    | Phone - 222-5011 |
| c. Falcon Heights Focus | Phone - 633-2777 |
| d. Focus                | Phone - 633-1776 |

Radio

|         |                  |
|---------|------------------|
| e. WCCO | Phone - 292-0334 |
| f. KSTP | Phone - 481-9333 |
| g. WTCN | Phone - 272-4141 |

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
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- 
- J. Police/Fire - Law enforcement, traffic control and security; fire suppression and rescue services; toxic spill control and clean up services; radiation detection, control and reporting.
- K. City Clerk - Coordinate resource management; damage assessment; utility restoration; debris clearance; health/water; congregate care; and volunteers.

SUPPLIES AND EQUIPMENT SUPPORT

- A. The office equipment to be used in the EOC is that which is used in daily operations.
- B. Communications equipment will consist of land lines and portable radio equipment from the police department.
- C. Special reporting forms will be provided by the County Emergency Management Director.
- D. Administrative assistance will be provided by various secretarial and clerical employees with primary responsibility falling to law enforcement and engineering employees.
- E. Staff personnel will be advised to bring any necessary clothing and special medications.

COMMUNICATION CAPABILITIES

The City of Falcon Heights has communication capabilities with the following in order to carry out their emergency responsibilities:

A. EOC Capabilities

1. City Forces

Name

Means of Communications

- |                     |             |
|---------------------|-------------|
| a. Public Works     | Radio/Phone |
| b. Engineering      | Radio/Phone |
| c. Parks/Recreation | Radio/Phone |
| d. Police/Fire      | Radio/Phone |

2. County(ies)

Name

Means of Communications

- |             |                                |
|-------------|--------------------------------|
| a. Ramsey   | Radio, teletype, phone         |
| b. Anoka    | Phone, Ramsey Cty Radio System |
| c. Hennepin | Phone, Ramsey Cty Radio System |

-----  
EMERGENCY OPERATIONS FACILITIES

- A. The primary EOC is located at 2077 West Larpenneur (See Attachment 4A).
- B. The alternate EOC is located at the Falcon Heights Elementary School, 1393 Garden, Falcon Heights (See Attachment 4A).

The fire services will assign personnel as required and monitor personnel for their identification.

EOC STAFF AND RESPONSIBILITIES

- A. Mayor - Overall supervision of operations; communications with various state and federal agencies; communications with media; assist with all formal public information releases.
- B. City Administrator - General administration of City activities, provisions for Emergency Operations Center.
- C. Emergency Management Coordinator - Overall emergency and resource management; Emergency Operations Center direction and management; crisis relocation and evacuation management.
- D. Attorney - Legal counsel; intelligence and general public information; documentation, records and reports.
- E. City Planner - Assembly of maps and other data for presentation.
- F. Finance - Financial services.
- G. Engineering - Field surveys and damage assessment; emergency engineering services; emergency repairs and cost estimating.
- H. Public Works - Emergency water, sewer, and electric services; emergency manpower and equipment management, roadway clearing and debris collection; emergency repairs.
- I. Parks and Recreation - (Congregate Care) Emergency housing; shelter management; water, food and fuel management; emergency medicine, hospital and morgue services; emergency transportation and busing services; coordination with schools and churches; coordination with Red Cross, Salvation Army, etc.

STANDING OPERATING PROCEDURE  
TO ANNEX B OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Direction and Control  
Emergency Operating Center  
Revision: 0

PURPOSE

The purpose of this standing operating procedure is to give direction for activation of the Emergency Operating Center and describe essentials to that function.

The EOC is a facility where city government can direct and control city-wide emergency operations during any type of disaster.

ACTIVATION OF EOC

- A. The City Emergency Management Coordinator will activate the EOC and staff as required to meet the emergency. (See Attachment 1 for staff organization)
- B. Each EOC staff member is responsible for the operation of their particular service or assignment, maintenance of personnel rosters and procedures for notification.
- C. In addition to staff members performing their various functions, members of various volunteer groups, i.e., Red Cross, Salvation Army, may also be present in the EOC.
- D. Coordination of operations is the responsibility of the Emergency Management Director.
- E. The Emergency Management Director or her designee will alert EOC staff members via phone, radio, or any other means available.
  1. Staff as needed shall be contacted; it may not be necessary to alert the entire staff depending upon the situation.
  2. Nuclear disaster procedures will follow readiness conditions 3, 2, 1 (See Attachment 2).
- F. Operational reporting will be handled as specified by Emergency Management Director (See Attachment 3).

-----  
SAMPLE

RESPONSE LEVEL III

EBS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management  
Director for \_\_\_\_\_ County.

A truck carrying toxic materials has rolled over on Highway  
\_\_\_\_\_, one mile north of \_\_\_\_\_.

The tank is leaking toxic fumes that may be carried by the  
southbound winds.

Due to the potential threat to life, the \_\_\_\_\_  
County Sheriff has ordered \_\_\_\_\_ to be evacuated  
immediately to \_\_\_\_\_, located \_\_\_\_\_.

Those persons requiring transportation assistance should call  
\_\_\_\_\_.

The siren is being sounded in the area involved, in order  
to notify the public of the need to turn to local radio and TV  
stations. Please stay tuned for further information and  
instructions.

SAMPLE

RESPONSE LEVEL II

EBS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management  
Director for \_\_\_\_\_ County.

The \_\_\_\_\_ Plant located at \_\_\_\_\_  
reports that a problem at the plant has occurred. The problem  
may result in the release of toxic fumes into the atmosphere  
which may extend beyond the plant's grounds. Therefore, upon the  
advisement of the \_\_\_\_\_, all residents who live  
within a \_\_\_\_\_ mile radius of the plant are advised to  
evacuate the area in a \_\_\_\_\_ direction, using highway(s)  
\_\_\_\_\_.

The siren(s) is/are being sounded in the area involved, in order  
to notify the public of the need to turn to local radio and TV  
stations. Please stay tuned for further information and  
instructions.

-----  
SAMPLE

RESPONSE LEVEL I

EBS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management  
Director for \_\_\_\_\_ County.

A malfunctioning valve at the \_\_\_\_\_ Company has  
released a small amount of \_\_\_\_\_ within the  
building located at \_\_\_\_\_.

The Fire Department has advised that the release is confined  
within the building, and there is no danger to life or property  
within the surrounding area.

All persons working within the building have been evacuated,  
checked for possible contamination, and released.

We will keep you informed of any further developments, so please  
stay tuned.



STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Revision: 0

PURPOSE

This standing operating procedure is intended to provide for the receipt of warning of nuclear attack and natural or any other type of peacetime disaster; and provide a means and procedure to disseminate this warning to the general public within the jurisdictional area of this City. They provide procedures to disseminate warning to the general public within the jurisdictional areas of Falcon Heights and to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

I. GENERAL

The Ramsey County Warning Point responsible for disseminating all watches and warnings to Falcon Heights except for warnings for conditions generated within the city itself. The Ramsey County Warning Point has a 24-hour warning capability.

The Falcon Heights Warning Officer is the Emergency Management Coordinator. The alternate is any supervisor on duty at time of incident given the absence of Terry Iverson.

The Falcon Heights Warning Point is the City Hall located at 2077 West Larcenteur, Falcon Heights.

The Falcon Heights Warning Officer is responsible for ensuring all warnings and notifications are properly received and disseminated (See Attachment 1, City of Falcon Heights Warning System diagram).

II. Actions to be taken by the City Warning Officer when there is an immediate threat to life:

A. Upon receipt of warning from Ramsey County Warning Point:

1. Notify key City government officials (see Attachment 2).
2. Notify radio and/or TV stations as appropriate (in majority of cases Ramsey County will contact news media when they have generated the warning).
3. Notify certain private and/or public facilities (hospitals, industries, nursing homes, etc.).

---

SAMPLE

RESPONSE LEVEL I

EBS ANNOUNCEMENT

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Director for \_\_\_\_\_ County.

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building located at \_\_\_\_\_.

The Fire Department has advised that the release is confined  
within the building, and there is no danger to life or property  
within the surrounding area.

All persons working within the building have been evacuated,  
checked for possible contamination, and released.

We will keep you informed of any further developments, so please  
stay tuned.

---

LEVEL II CONTACTS

All Level I Contacts plus

|   |                                  |
|---|----------------------------------|
| NSP - Gas                                   | 229-2355                         |
| NSP - Electric                              | 221-4411                         |
| U.S. West                                   | 642-6010                         |
| Public Works Dept., after working hours     | --Ramsey Cty Sheriff<br>Dispatch |
| All EOC Staff (See Attachment 3 - pg. WN-7) |                                  |
| State Patrol                                | 541-9411                         |
| Ramsey County Emergency Management          | 482-5238                         |
| Red Cross                                   | 671-7676                         |
| Salvation Army Central Corps                | 789-2858, 788-1832               |
| Salvation Army Citadel Corps                | 522-9584, 522-0685               |

LEVEL III CONTACTS

All Level I and II Contacts plus

Material Aid Pacts for Fire, Police & Ramsey Cty Sheriff  
Emergency Medical  
Contact Point for Mutual Aid Activation  
Supervisors on duty have authority to enact  
mutual aid agreements  
EPA - 24-hour duty phone 296-8100

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CITY OF FALCON HEIGHTS  
HAZARDOUS MATERIALS NOTIFICATION LIST

For all Response Level I, II, and III incidents, the following agencies are to be contacted:

State Duty Officer: 649-5451\*  
CHEMTREC: 1-800-424-9300  
National Response Center: 1-800-424-9802, 202-426-2675  
or 202-267-2675  
National Weather Service: 725-3400\*\*  
State Warning Point (appropriate): 779-1254\*\*

LEVEL I CONTACTS

| Position                      | Name                  | Work_#       | Home_#   |
|-------------------------------|-----------------------|--------------|----------|
| Falcon Heights Fire Dept.     | Ramsey County Sheriff | will contact |          |
| Roseville Police Department   | Ramsey County Sheriff | will contact |          |
| Falcon Heights Fire/Ambulance | Ramsey County Sheriff | will contact |          |
| Health One Ambulance          | Ramsey County Sheriff | will contact |          |
| Public Information Officer    | Jan Wiesner           | 644-5050     | 631-1369 |
| Emergency Management Director | Jan Wiesner           | 644-5050     | 631-1369 |
| Emergency Management Coord.   | Terry Iverson         | 644-5050     | 635-3931 |
| Debris Clearance              | Vince Wright          | 644-5050     | 631-1030 |
| Utilities Restoration         | NSP                   | 221-4411     |          |

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\*The State Duty Officer is responsible for notifying all appropriate state and federal agencies; therefore, it is essential to keep the State Duty Officer aware of the situation, should it escalate.

\*\*If siren activation is required.

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HAZARDOUS MATERIALS  
RESPONSE LEVEL DESCRIPTIONS

Response Level I - Potential Emergency Conditions

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

Response Level II - Limited Emergency Conditions

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

Response Level III - Full Emergency Condition

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Revision: 0

PURPOSE

This standing operating procedure is intended to provide for the receipt of warning of nuclear attack and natural or any other type of peacetime disaster; and provide a means and procedure to disseminate this warning to the general public within the jurisdictional area of this City. They provide procedures to disseminate warning to the general public within the jurisdictional areas of Falcon Heights and to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

I. GENERAL

The Ramsey County Warning Point responsible for disseminating all watches and warnings to Falcon Heights except for warnings for conditions generated within the city itself. The Ramsey County Warning Point has a 24-hour warning capability.

The Falcon Heights Warning Officer is the Emergency Management Coordinator. The alternate is any supervisor on duty at time of incident given the absence of Terry Iverson.

The Falcon Heights Warning Point is the City Hall located at 2077 West Larpenteur, Falcon Heights.

The Falcon Heights Warning Officer is responsible for ensuring all warnings and notifications are properly received and disseminated (See Attachment 1, City of Falcon Heights Warning System diagram).

II. Actions to be taken by the City Warning Officer when there is an immediate threat to life:

A. Upon receipt of warning from Ramsey County Warning Point:

1. Notify key City government officials (see Attachment 2).
2. Notify radio and/or TV stations as appropriate (in majority of cases Ramsey County will contact news media when they have generated the warning).
3. Notify certain private and/or public facilities (hospitals, industries, nursing homes, etc.).

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Attachment 4  
Revision: 0

-----  
Proper precautions to take as a result of the release, including  
evacuation -----  
-----

-----  
The affected area for each precautionary action -----  
-----

-----  
Other individual(s) notified, including Emergency Planning  
Committee(s), Emergency Coordinator(s), other states, etc.

| <u>Name/Representing</u> | <u>Time</u> | <u>Telephone Number</u> |
|--------------------------|-------------|-------------------------|
| -----                    | -----       | ( ) -----               |
| -----                    | -----       | ( ) -----               |
| -----                    | -----       | ( ) -----               |
| -----                    | -----       | ( ) -----               |
| -----                    | -----       | ( ) -----               |
| -----                    | -----       | ( ) -----               |

Follow-up Emergency Notice

This information must, by law, be provided by the facility, in  
writing, to the State Emergency Response Commission at the  
following address:

Minnesota Emergency Response Commission, Lee Tischler,  
Director, 55 - State Capitol, St. Paul, MN 55155

On the first working day following a Title III release  
notification, provide a copy of this form to Lee Tischler.

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Attachment 4  
Revision: 0

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Duty Officer \_\_\_\_\_  
Date \_\_\_\_\_  
Time \_\_\_\_\_ a.m./p.m.

SARA, TITLE III  
EMERGENCY NOTIFICATION REPORT

Facilities must, per Title III, Section 304, provide all of the following information:

Caller's Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Representing \_\_\_\_\_ Facility at \_\_\_\_\_

Contact Person for additional information

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Chemical name/identity of chemical(s) involved in the release:  
-----

Is this a reportable chemical as listed in SARA, Section 302(A)?  
/ / Yes / / No

Incident Specs:

Quantity spilled/released into the environment: \_\_\_\_\_

Time of spill/release: \_\_\_\_\_ a.m./p.m.

Duration of spill/release \_\_\_\_\_ hours \_\_\_\_\_ minutes

Released into: / / Air / / Water / / Soil

Any known/anticipated acute or chronic health risks associated with this release? If yes, describe \_\_\_\_\_  
-----

Any advice, regarding medical attention necessary for exposed individuals? If yes, list \_\_\_\_\_  
-----



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CITY OF FALCON HEIGHTS  
ALERT CALL LIST

City officials and employees may not always be present or immediately available for the management of governmental functions at the onset of an emergency situation.

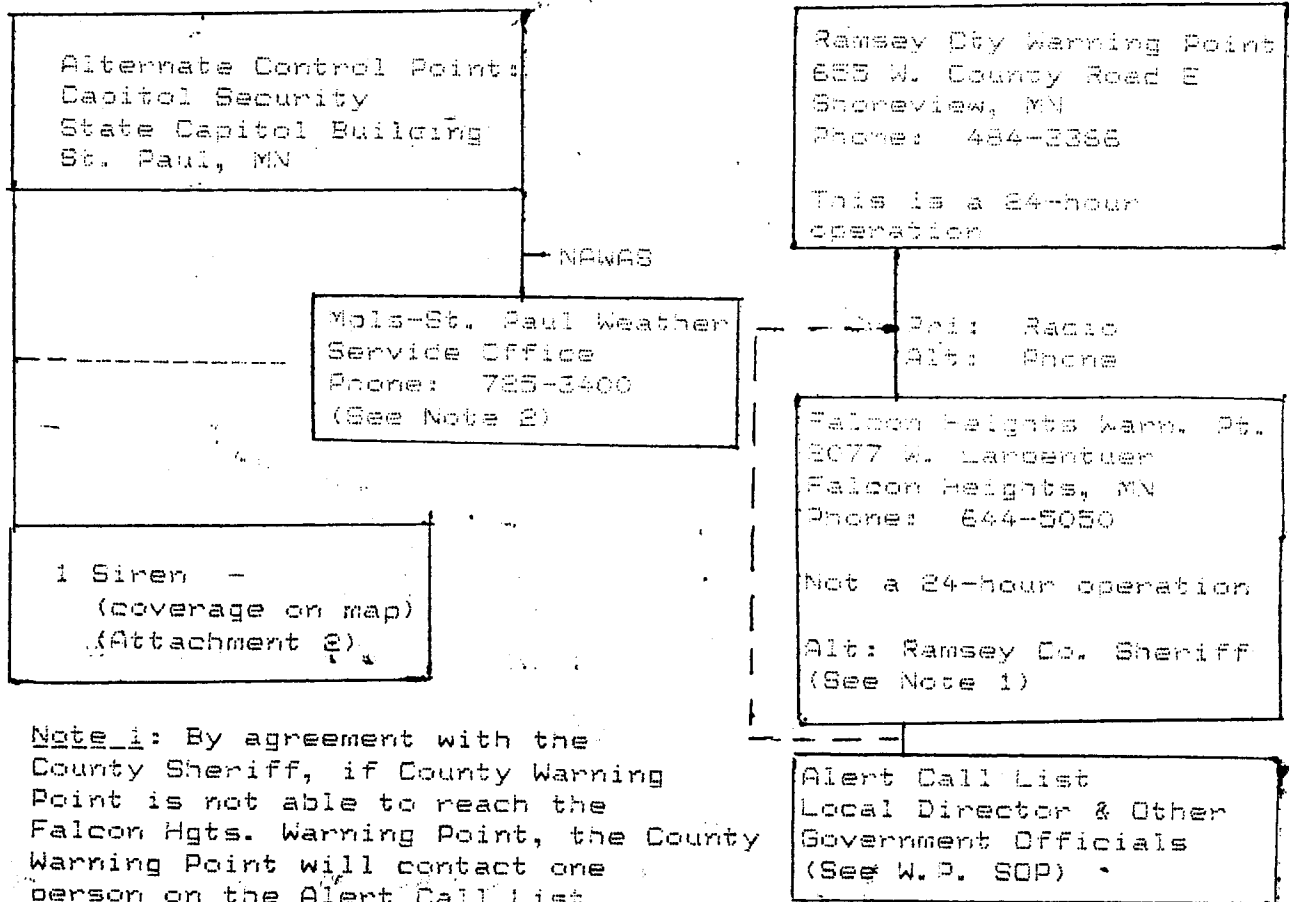
Under such emergency conditions the succession of authority and governmental control for the City of Falcon Heights is as stated below. Warning officer is responsible for contact of personnel listed below:

1. City Mayor
2. Members of the City Council
3. City Administrator - Emergency Management Director
4. Emergency Management Coordinator
5. Fire Chief
6. Police Chief

Emergency Management - Administration

|                    |                 |                   |          |
|--------------------|-----------------|-------------------|----------|
| Mayor              | Tom Baldwin     | 1716 Albert       | 644-8893 |
| Councilmember      | Paul Cernia     | 1868 Holton       | 644-1755 |
| Councilmember      | Susan Behrz     | 2285 Folwell      | 641-1229 |
| Councilmember      | Sam Jacobs      | 1489 Hoyt         | 646-8117 |
| Councilmember      | Gerry Wallin    | 1859 Snelling     | 645-1773 |
| City Administrator | Jan Wiessner    | 200 Windsor Ct    | 631-1369 |
| Fire Marshal       | Terry Iverson   | 1785 Rose Place   | 636-3931 |
| Finance Officer    | Tom Kelly       | 8915 Zinnia       | 420-8209 |
| City Engineer      | Terry Mauer     | 1959 Sloan Place  | 774-6081 |
| Fire Chief         | Leo Lindig      | 2501 Long Lake Rd | 784-7828 |
| Park & Rec Dir     | Carol Kriegler  | 948 Sherren       | 488-2711 |
| City Attorney      | Tom Gedde       | 2150 3rd Av       | 421-4110 |
| City Planner       | Susan Hoyt-Taft | 2217 Folwell      | 645-3849 |
| City Inspector     | Richard Larson  | 2097 Rosewood Ln  | 631-0874 |
| Pub Wks Foreman    | Vince Wright    | 2619 Charlotte    | 631-1030 |

CITY OF FALCON HEIGHTS  
WARNING SYSTEM DIAGRAM



STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification

Revision: 0

- 
- B. At 1:00 p.m. the first Wednesday of each month, the State Warning Point will test the Minneapolis-St. Paul Metro Area Siren System and the Falcon Heights Public Warning System will be tested in the following way:
1. Sound the (test) alert signal. This is a steady tone on the siren for a period of one (1) minute.  

- Wait One Minute -
  2. Sound the (test) attack warning signal. This is a wailing tone on the siren for a period of one (1) minute.
- V. Refer to Warning Plan for further information on types of warning (page 2).
- VI. In the event of a natural or man-made disaster the general public is advised to contact local law enforcement agencies for information regarding missing persons, emergency services, restricted areas and other pertinent information.

Attachments

1. Diagram of City of Falcon Heights Warning System
2. Siren Coverage Map
3. Weather-Related Notification List
4. Hazardous Materials Incident Information Summary Form/SARA, Title III Emergency Notification Report
5. Hazardous Materials Response Level Descriptions
6. Hazardous Materials Notification List
7. Sample EBS Announcement for a Response Level I Hazardous Materials Incident
8. Sample EBS Announcement for a Response Level II Hazardous Materials Incident
9. Sample EBS Announcement for a Response Level III Hazardous Materials Incident

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification

Revision: 0

- 
- a. Obtain accurate description of area to be evacuated and, if appropriate, evacuation route(s). See Evacuation, Traffic Control and Security SOP.
  - b. If needed, disseminate warning to the general public by requesting activation of the sirens. Activation for emergency conditions other than those previously listed is accomplished by reporting the conditions to the Ramsey County Warning Point. The alert or attention signal will be sounded in the manner described under testing procedures.
  - c. Notify the Ramsey County Warning Point of the condition and action already taken. Request relay to the responsible weather service office only if appropriate.

III. Actions to be taken by the City Warning Officer for situations not involving immediate threat to public safety:

- A. Contact the City Emergency Management Director, or other appropriate local government official, for instructions.
- B. Notify Ramsey County Warning Point of the situation.

IV. Testing Procedures

- A. State policy is that counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month and counties and municipalities are encouraged to make advance announcement of each test through local radio, television and newspapers. (Ref: Minnesota Emergency Plan, Part E, App. 6, Att. 2)

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification

Revision: 0

B. City generated warning:

1. Natural Disasters

a. Sighted tornado touchdown

(1) Disseminate warning to the general public by requesting activation of the metro siren control system. Minneapolis-St. Paul Weather Service Office (725-3400) bears this responsibility.

(2) Notify Ramsey County Warning Point of the weather conditions and municipal actions taken.

b. All other natural disasters

(1) Contact the Emergency Services Director or other local government official who will instruct the warning point of action to be taken. If necessary to activate warning system to advise general public, refer to paragraph a(1) above. See Attachment 2 for list of government officials and order of succession for purposes of instructions.

(2) Notify the Ramsey County Warning Point of the weather conditions and municipal actions taken. If no action has been taken to activate sirens, request they relay the information to the responsible weather service office.

2. Emergency Condition Hazardous Materials Incident

The Hazardous Materials Incident Information Summary form will be completed, to the extent possible, for all hazardous materials calls. (See Attachment 4) A supply of these forms is located in the EMC office.

When the emergency falls within Response Level I, II, or III (See Attachment 5 for Response Level Description), requiring an evacuation:

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification

Revision: 0

PURPOSE

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3. Notify certain private and/or public facilities (hospitals, industries, nursing homes, etc.).

-----  
ANNEX G

I. PURPOSE

To summarize how fire protection is provided in the City of Falcon Heights.

II. RESPONSIBILITY

Fire protection in the City of Falcon Heights is provided by the Falcon Heights Fire Department. This is a volunteer fire department which has approximately 30 members.

III. MUTUAL AID AGREEMENTS

The Falcon Heights Fire Department participates in a mutual aid agreement that involves the following other fire departments:

|                                 |                 |
|---------------------------------|-----------------|
| Bayport                         | Lower St. Croix |
| Blaine/Spring Lk Pk/Mounds View | Mahtomedi       |
| Centerville                     | New Brighton    |
| Circle Pines                    | North St. Paul  |
| East County Line                | Oakdale         |
| Forest Lake                     | Parkside        |
| Fridley                         | Roseville       |
| Gladstone/Hazelwood             | St. Anthony     |
| Hugo                            | Stillwater      |
| Lake Elmo                       | Vadnais Heights |
| Lake Johanna                    | White Bear Lake |
| Lexington                       | Woodbury        |
| Little Canada                   |                 |

Written mutual aid agreements exist and are on file at the Falcon Heights Fire Department.

IV. COMMUNICATIONS CAPABILITY

The Falcon Heights Fire Department vehicles are equipped with the following radio communications equipment and frequencies:

|        |                      |         |    |         |    |
|--------|----------------------|---------|----|---------|----|
| Ch. #1 | Ramsey County Fire   | 154.220 | 5B | 155.420 | 5B |
| #2     | Falcon Heights Fire  | 155.295 | 5B | 155.295 | 5B |
| #3     | Roseville Fire       | 154.400 | 5B | 154.400 | 5B |
| #4     | Statewide Fire       | 154.295 | CS | 154.295 | CS |
| #5     | Statewide Police     | 155.475 | CS | 155.475 | CS |
| #6     | Statewide EMS        | 155.340 | CS | 155.340 | M2 |
| #7     | Metrowide EMS        | 155.325 | CS | 155.325 | 4Z |
| #8     | East Metro EMS       | 155.385 | CS | 155.385 | 4Z |
| #9     | Ramsey Cty Sheriff   | 155.625 | 5B | 154.710 | 5B |
| #10    | Roseville Police C2  | 155.070 | 5B | 155.070 | 5B |
| #11    | Ramsey Cty EMS #1    | 155.160 | 5B | 155.160 | 5B |
| #12    | Ramsey Cty EMS #2    | 155.295 | 7Z | 155.295 | 7Z |
| #13    | Ramsey Cty EMS #3    | 154.115 | 7Z | 155.295 | 7Z |
| #14    | National Weather (R) | 162.550 | CS |         |    |
| #15    | Falcon Heights PW#1  | 154.115 | 4Z | 154.115 | 4Z |
| #16    | Falcon Heights PW#2  | 154.115 | 5Z | 154.115 | 5Z |

V. AUTHENTICATION

-----  
Date

-----  
Fire Chief



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ANNEX H

I. PURPOSE

To provide an overview of how damage assessment would be accomplished following a disaster in the City of Falcon Heights.

II. RESPONSIBILITIES

A. The Falcon Heights City Emergency Management Director is responsible for:

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

B. City government officials who, depending upon the nature of the disaster, would participate in a damage assessment effort:

1. Public Works Foreman
2. City Engineer
3. Building Inspector
4. Ramsey County Public Health

C. County government officials who (potentially) would participate in a damage assessment effort:

1. County Emergency Management Director
2. County Engineer
3. County Assessor
4. County Social Services Director
5. Ramsey County Public Health

---

D. Private Sector Agencies

Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. Red Cross
2. Realtors

III. POLICIES AND PROCEDURES

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. 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.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Falcon Heights Emergency Management Director will contact the Ramsey County Emergency Management Director who will coordinate with the Minnesota Division of Emergency Services (DES).
- D. When possible, the Falcon Heights Emergency Management Director and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to:

Disaster Response and Recovery: A Handbook for Local Government. (Available from the Ramsey County Emergency Management Director.)

V. AUTHENTICATION

---

Date

City Clerk

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ANNEX I

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, and clothing, counseling) needs of the City of Falcon Heights residents would be met in the event of a disaster.

II. RESPONSIBILITIES

A. The following City of Falcon Heights and/or Ramsey County government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:

1. Emergency housing - Red Cross and Salvation Army
2. Emergency feeding - Red Cross and Salvation Army
3. Emergency clothing - Red Cross and Salvation Army
4. Counseling - Red Cross

B. Additional Responsibilities

1. Registration of victims - Red Cross
2. Inquiry and Referral (regarding disaster victims) - Red Cross

III. COORDINATION OF CONGREGATE CARE

The Red Cross would be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, Red Cross would provide a representative for the Falcon Heights Emergency Operating Center (EOC).

IV. AVAILABLE RESOURCES

The Falcon Heights Fire Department Resource Manual contains a list of facilities and personnel.

V. AUTHENTICATION

---

Date

---

Congregate Care Director

---

ANNEX J

I. PURPOSE

To describe how debris clearance would be accomplished following a disaster in the City of Falcon Heights.

II. RESPONSIBILITIES

Within the City of Falcon Heights, the Public Works Department would be responsible for debris clearance.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B. Debris would be disposed of at an approved landfill depending on type and amount.
- C. If additional debris clearance-type equipment were needed, it could be obtained from Ramsey County, and from the following nearby municipalities:

Arden Hills, Maplewood, Mounds View, Fridley, Columbia Heights, Roseville, Shoreview, St. Anthony, St. Paul, New Brighton and Lauderdale.

IV. SUPPORTING DOCUMENTS

- A. A listing of construction contractors which have debris removal type equipment, and which are located in the City, is on file at the Public Work's Office.
- B. A listing of hazardous materials cleanup contractors is located in the Resource Manual.
- C. The following written debris clearance agreements exist: mutual aid pact is on file at the Public Work's office.

V. AUTHENTICATION

---

Date

City Public Works Foreman

---

ANNEX K

I. PURPOSE

To provide an overview of how utility services would be restored following a disaster.

II. RESPONSIBILITIES

The following government agencies/private sector organizations are responsible for providing utility services for the City of Falcon Heights.

- A. Electrical Service - Northern States Power Co.
- B. Gas Service - Northern States Power Co.
- C. Telephone Service - U.S. West/AT&T

III. SERVICE RESTORATION

In the event of a utility outage due to a disaster, the following offices/agencies should be called in order to restore service:

- A. Electrical Service - Northern States Power Co., phone 221-4421
- B. Gas Service - Northern States Power Co., phone 221-4421
- C. Telephone Service - U.S. West/AT&T, phone - 611

IV. AUTHENTICATION

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Date

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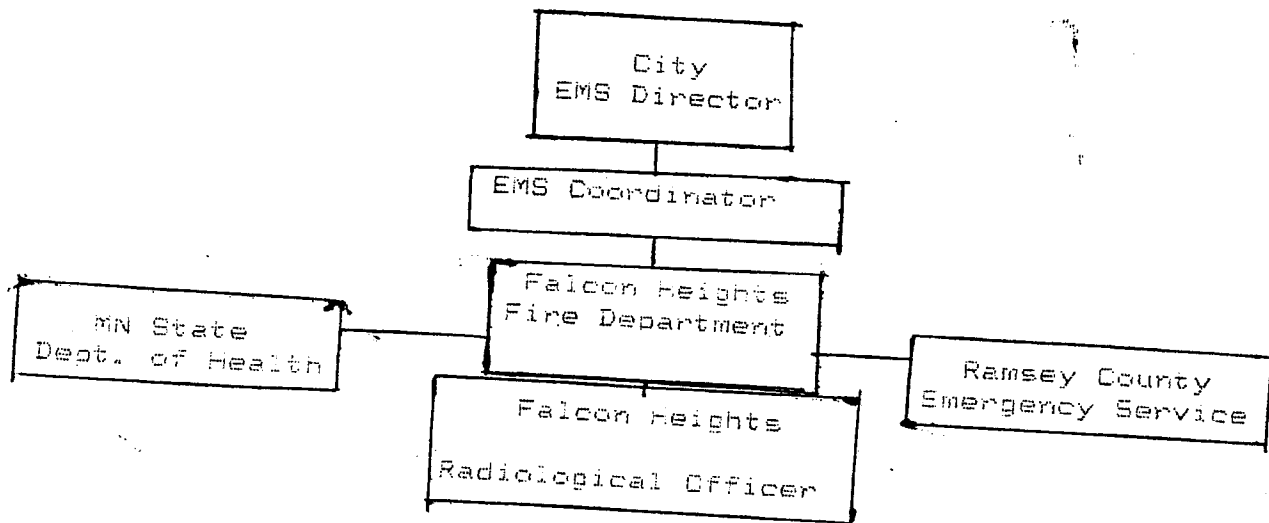
City Clerk

ANNEX L

I. PURPOSE

It is recognized that emergency situations could develop in which City of Falcon Heights residents could be exposed to hazardous radiological materials. Plans are needed to coordinate the response and recovery efforts of the City of Falcon Heights to potential transportation accidents, industrial accidents, laboratory radiation incidents, military accidents, or war. The purpose of this annex is to elaborate upon this function.

II. CITY OF FALCON HEIGHTS RADIOLOGICAL PROTECTION ORGANIZATION



The City of Falcon Heights Emergency Management Director reports to the Mayor. In the event of an emergency posing a potential radiological threat, the Emergency Management Coordinator shall activate the Falcon Heights Radiological Protection Organization by phoning the individuals on the call list (on file with the Emergency Management Director).

III. RESPONSIBILITIES

The City of Falcon Heights Radiological Protection Organization has the responsibility to assure that the skills and knowledge, data and information (e.g., radiation readings, damage reports, exposure estimates), and materials needed to minimize the effects of all radiological hazards in Falcon Heights are available and utilized in time of emergency.

A. Radiation Incidents

Normally, Falcon Heights will call upon the County Radiological Protection Organization or if needed upon the Radiological Control Section of the Minnesota Department of Health for radiological expertise, instrumentation, guidance, decontamination and medical evaluation.

B. Other Hazardous Materials Incidents

The Falcon Heights Fire Chief or Incident Commander has responsibility for determining response needs and asking for aid and advice from other authorities.

There are three response levels to hazardous materials incidents. See Annex L Attachment 1 and the Warning and Notification Standard Operating Procedures for a description of each level, and the appropriate contact agencies.

Written Hazardous Materials Response Plans are kept on file at the Falcon Heights Fire Department.

C. Support

The Falcon Heights Fire Department, the Falcon Heights Public Works Department, Minnesota Pollution Control Agency, Minnesota State Poison Control Center, industrial representatives and the Red Cross have responsibilities for emergency operations support during radiological/hazardous materials incidents.

D. Preparation, Mitigation and Recovery

This includes planning, training, exercising and developing resources.

1. The Ramsey County Radiological Protection Organization is responsible for preparation for and mitigation of radiological incidents in Falcon Heights.
2. The Falcon Heights Fire Department and Falcon Heights Emergency Management Coordinator are primarily responsible for preparation for and mitigation of other hazardous incidents in Falcon Heights.
3. Recovery monitoring and assessment will be supervised by the Minnesota Pollution Control Agency and/or the Minnesota Health Department. Regular communications will be made with the City Administrator.

E. The Falcon Heights Emergency Coordinator is responsible for the hazardous materials Emergency Response Plan (ERP) development and maintenance. The ERP, which is based on FEMA Civil Preparedness and Recovery Guide 1-30, sets forth the requirements, procedures, priorities, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazard in the City of Falcon Heights.

IV. OPERATIONS POLICY

A. Radiological Protection

1. The Falcon Heights Fire Department is responsible for the radiological protection operations for the scene during a small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the Ramsey County Emergency Operations Center (EOC). If there is a significant probability that Falcon Heights could be a nuclear radiological protection operations will be to an alternate location.  
(See the Evacuation and Traffic Control Annex)



CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Radiological/Hazardous Materials

B. Hazardous Materials Protection

1. A hazard analysis must be conducted by t as the first step in planning for materials incidents. See the Radi Hazardous Materials Protection SOPs for on performing this hazard analysis.
2. Hazardous materials incident operations directed and controlled by the On-scene Co (OSC), and coordinated through the local the situation warrants, depending on the response necessary to stabilize and cont incident.
3. Upon determination that the incident excee capability and resources of local resp state and federal assistance can be rec The following state and federal resources requested, as deemed necessary: the R Response Team, and the Federal Em Management Agency. The state EOC w activated to coordinate the activities agencies.

C. Decontamination

1. Injured people will be decontaminated a Ramsey Medical Center.
2. Uninjured people will be decontaminated on under supervision of the Ramsey Poison Cc Center (221-2990).

- 
3. Decontamination of private facilities will be the responsibility of the facility. However, the City of Falcon Heights will ask the Minnesota State Pollution Control Agency to supervise and monitor to the extent legally allowed. The City Administrator will have regular communication with the Pollution Control Agency.
  4. Supervision of decontamination of public facilities, thoroughfares and public areas will be by the Minnesota Pollution Control Agency. The agency may hire private industrial contractors to accomplish a clean up. City departments may be called upon to support operations as necessary, but City personnel will not handle hazardous materials unless specifically trained.

#### V. AUTHENTICATION

-----  
Date

-----  
Radiological Officer

#### Attachments

1. Response Levels

-----  
ANNEX L ATTACHMENT\_1

Response Level

I. Potential Emergency Condition

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property:

Contact: Fire Department, Emergency Medical Services, Police Department, Partial EOC Staff, Public Information Office, CHEMTREC, National Response Center

II. Limited Emergency Condition

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

Contact: All Agencies in Level I, HAZMAT Teams, EOC Staff, Public Works Department, Health Department, Red Cross, County Emergency Management Agency, State Police, Public Utilities

III. Full Emergency Condition

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

Contact: All Level I and II Agencies plus the following as needed: Mutual Aid Fire, Police, Emergency Medical, State Emergency Management Agency, EPA, US Coast Guard, ATSDR, FEMA, On-scene Commander/Regional Response Team

(See Hazardous Materials Incident Telephone Roster in the Warning and Notification Standard Operating Procedures)

---

I. PURPOSE

- A. To establish procedures for the receipt of warning of nuclear attack and natural or any other type of peacetime disaster; and provide a means and procedure to disseminate this warning to the general public within the jurisdictional area of this municipality.
- B. To establish procedures for alerting the Emergency Services Director, other government officials, and important facilities of this municipality to insure that immediate action is taken in order to minimize the effects of an impending or actual attack or disaster.

II. RESPONSIBILITIES

A. County

The Ramsey County Warning Point is responsible for disseminating all warnings to this municipality except those generated within or adjacent to the municipality itself.

B. Municipality

- 1. The Falcon Heights Warning Point is responsible for receipt and proper dissemination of all warnings received; and the proper discharge of all instructions contained in this warning plan and other written instructions, or as received verbally from the Emergency Services Director or other local authority. Alternate means of communications will be used when the designated primary systems are inoperative or inadequate.
- 2. The Falcon Heights Warning Officer is the Emergency Management Coordinator. The Falcon Heights Warning Point is located at the Falcon Heights City Hall, 2077 West Larpenteur, Falcon Heights, Minnesota (See Warning Diagram for details).

- 
3. The Warning Officer is requested to assist the NOAA Weather Service in the development of information regarding weather phenomena by reporting any observed severe weather conditions and their movement near, within, or passing through this municipality. These reports shall be transmitted to the County Warning Point for their information and for relay to the responsible weather service.

### III. TYPES OF WARNINGS

- A. Attack Warning
- B. Tornado Warning
- C. Other Natural Disasters

These are generally preceded by notification of their potential danger, such as flooding, high wind, heavy rain, and snowstorms.

### IV. TYPES OF WARNING SIGNALS AND ACTIONS TO BE TAKEN

#### A. Attack Warning Signal

1. The Attack Warning Signal is a 5-minute wavering tone on sirens. This signal should be repeated as often as deemed necessary by the Emergency Services Director or other appropriate authority. THIS SIGNAL SHALL BE USED FOR NO OTHER PURPOSE AND SHALL HAVE NO OTHER MEANING.
2. This signal means that an actual attack against the United States is imminent or underway and that lifesaving action should be taken immediately, including protective action relative to the arrival of radioactive fallout.
3. Actions taken should be in accordance with the Falcon Heights Emergency Plan or as directed by official announcement at the time.

#### B. Alert or Attention Signal

1. The Alert or Attention Signal is a 5-minute steady tone on sirens. This signal may be repeated as often as deemed necessary by appropriate authority.

CITY OF FALCON HEIGHTS

WARNING PLAN

Revision: 0

- 
2. This signal shall be used by state, county, or local government officials to attract the attention of the public to the danger of any potential or actual disaster other than an Attack Warning.
  3. Public actions to be taken shall be as prescribed in published local directives, or as directed by local public announcement, or both. This signal shall mean to all persons "TUNE TO YOUR LOCAL RADIO OR TELEVISION FOR EMERGENCY INFORMATION".
  4. Implement emergency procedures as described in the Falcon Heights Emergency Plan.

V. OPERATING PROCEDURES

Upon receipt of warnings, the Warning Point will take the following actions:

- A. Warnings received from the Ramsey County Warning Point:
  1. Insure that the sirens have been activated as a part of the metro area B & L and Siren Control System.
  2. Activate Alert Lists to alert the Emergency Services Director, other government officials, and Important Facilities, and take actions as provided in this plan and other municipal directives.
- B. Warnings generated with the City of Falcon Heights:
  1. Natural Disasters
    - a. Sighted touchdown tornado
      - (i) Disseminate warning to the general public by requesting activation of the metro area B & L and Siren Control System. Activation of the system for this purpose is accomplished by reporting the tornado touchdown to the Mpls./St. Paul Weather Service Office.

(2) Activate Alert Lists to alert the Emergency Services Director, other government officials, and Important Facilities, and take actions as provided in this plan and other municipal directives.

(3) Notify the Ramsey County Warning Point of the weather conditions and municipal actions taken.

b. All other natural disasters

(1) Contact the Emergency Services Director or other local government official who will instruct the Warning Point of actions to be taken. If it is determined that the general public should be alerted to this condition, activation of the sirens is accomplished as described in paragraph a(1) above. The list of government officials who, in succession, are responsible for instructing the Warning Point of the actions to be taken, is in the Warning Point SOP.

(2) Notify the Ramsey County Warning Point of the weather conditions and municipal actions taken. If no action has been taken to have sirens activated, request they relay the information to the responsible weather service office.

2. Other Disaster or Emergency Condition

a. Disseminate warning to the general public by requesting activation of the sirens. Activation of the sirens for other emergency conditions is accomplished by reporting the condition to the State Warning Point (State Highway Communication Center, Highway Building, St. Paul, 296-3025) and requesting activation of the metro area B & L and Siren Control System for the reasons given. If the metro system is activated, the State Warning Point is responsible to insure that

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appropriate radio/TV coverage is provided. See State E.P., Appendix 6, "Minnesota Warning Plan". The Alert or Attention Signal will be sounded in the manner described in Paragraph IV.B.

- b. Notify the Ramsey County Warning Point of the condition and municipal actions taken. Request relay to the responsible weather service office only if appropriate to do so.

## VI. TESTING PROCEDURES

- A. State policy is that counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month; and counties and municipalities are encouraged to make advance announcement of each test through local radio, television, and newspapers. (Ref: Minnesota Emergency Plan, Part E, app. 6, Art. 2)
- B. At 1:00 p.m., the first Wednesday of each month, the State Warning Point will test the Mpls./St. Paul Metro Area Siren System and the Falcon Heights Public Warning System will be tested in the following way:
  1. Sound the (Test) ALERT signal. This is a steady tone on the siren for a period of one (1) minute.  

- Wait One Minute -
  2. Sound the (Test) ATTACK WARNING signal. This is a wailing tone on the siren for a period of one (1) minute.
- C. Testing of local alert lists and other emergency warning procedures will be described in the Falcon Heights Warning Point SOP.



CITY OF FALCON HEIGHTS

WARNING PLAN

Revision: 0

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VII. AUTHENTICATION

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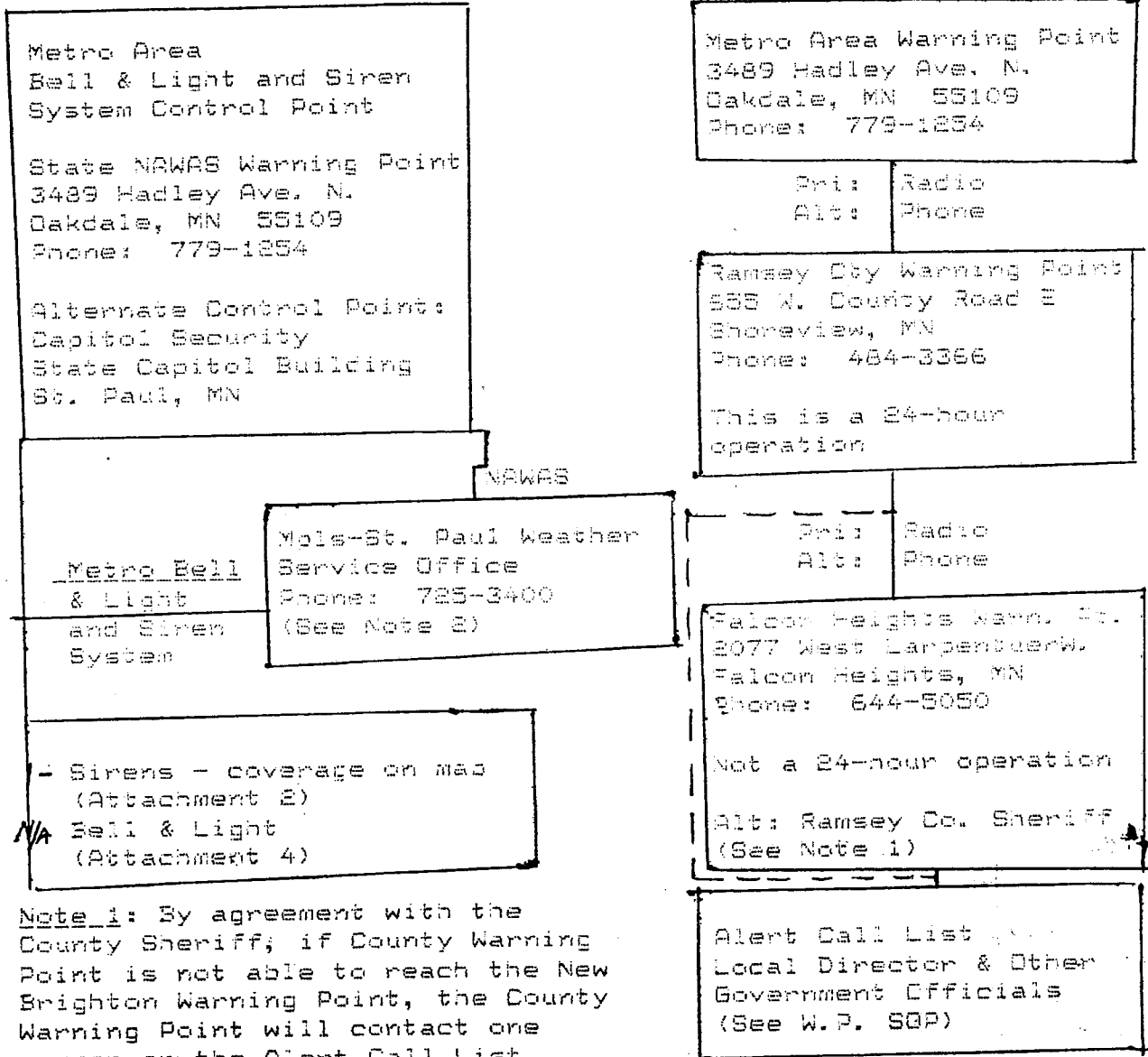
Date

Warning Officer

Attachments

1. Diagram of Warning System
2. Falcon Heights Siren Coverage Map
3. Existing Siren Data Sheet
4. Deficiency Report

CITY OF FALCON HEIGHTS  
WARNING SYSTEM DIAGRAM



Metro Area  
Bell & Light and Siren  
System Control Point

State NAWAS Warning Point  
3489 Hadley Ave. N.  
Oakdale, MN 55109  
Phone: 779-1254

Alternate Control Point:  
Capitol Security  
State Capitol Building  
St. Paul, MN

Metro Area Warning Point  
3489 Hadley Ave. N.  
Oakdale, MN 55109  
Phone: 779-1254

Pri:  
Alt: Radio  
Phone

Ramsey City Warning Point  
585 W. County Road E  
Shoreview, MN  
Phone: 484-3366

This is a 24-hour  
operation

NAWAS

Mpls-St. Paul Weather  
Service Office  
Phone: 725-3400  
(See Note 2)

Metro Bell  
& Light  
and Siren  
System

Pri:  
Alt: Radio  
Phone

Falcon Heights Warn. Pt.  
2077 West CarpenterW.  
Falcon Heights, MN  
Phone: 644-5050

Not a 24-hour operation

Alt: Ramsey Co. Sheriff  
(See Note 1)

- Sirens - coverage on map  
(Attachment 2)

*N/A* Bell & Light  
(Attachment 4)

Alert Call List  
Local Director & Other  
Government Officials  
(See W.P. SOP)

Note 1: By agreement with the  
County Sheriff; if County Warning  
Point is not able to reach the New  
Brighton Warning Point, the County  
Warning Point will contact one  
person on the Alert Call List.  
That person will be responsible  
for contacting the remainder of  
the list.

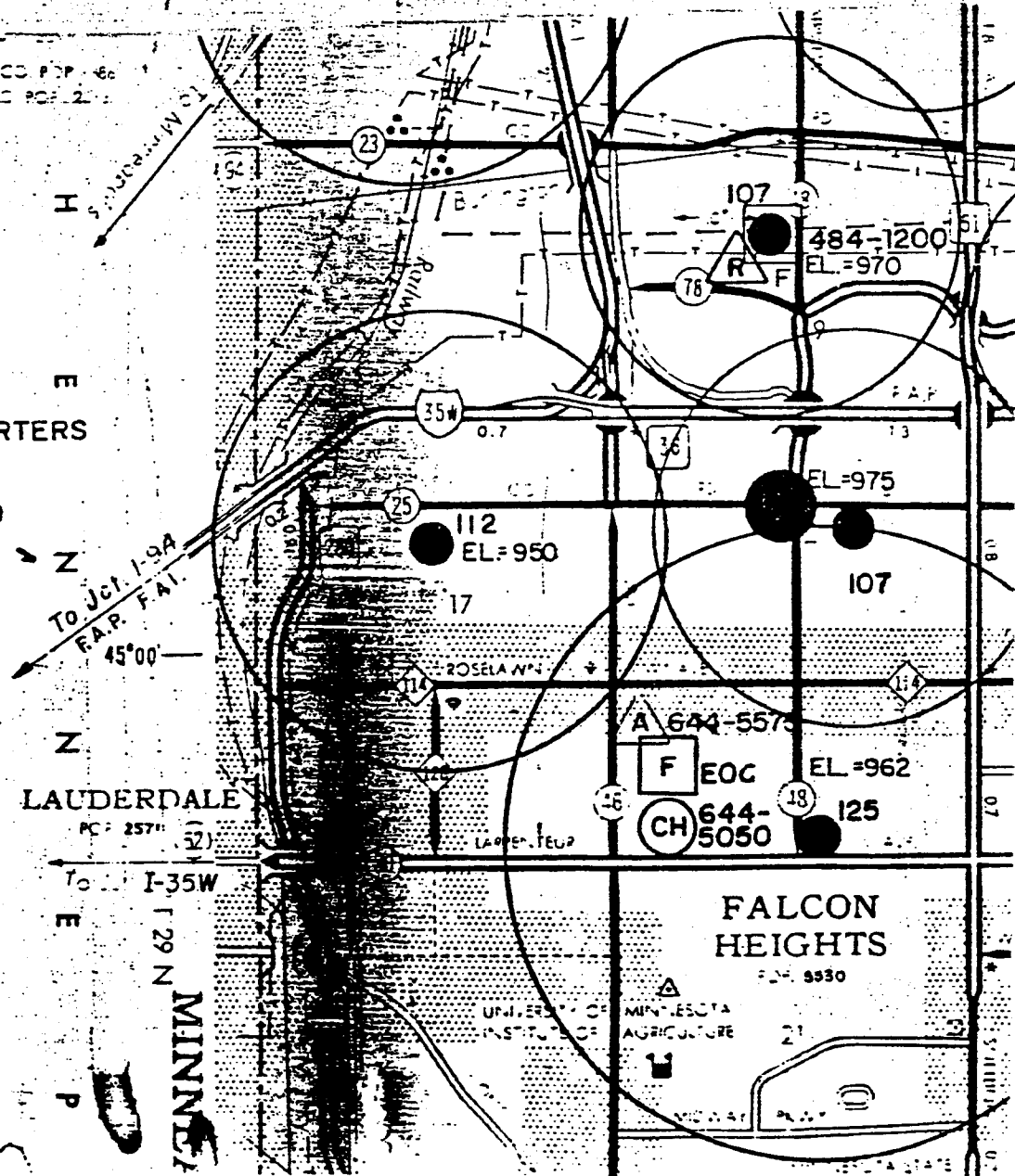
Note 2: The NOAA WSO at Mpls-St. Paul Intl. Airport (also on  
NAWAS) has capability and responsibility for activating the metro  
system in the event of touchdown tornado in the seven county  
metro area. (See Appendix 6-MN Emergency Plan)

CITY OF FALCON HEIGHTS  
 WARNING PLAN

Attachment 2  
 Revision: 0

LEGEND:

- CH CITY HALL
- F FIRE STATION
- P POLICE HEADQUARTERS
- R EMERGENCY RADIO
- SIREN
- A AMBULANCE STATION



WARNING PLAN

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Leased

| Size        | Wired Control       | Date      | Federal  |
|-------------|---------------------|-----------|----------|
| Sign No.    | Address             |           | Location |
| (DB Rating) | Circuit Nos.        | Installed | Funds    |
| #1          | Fairview/Larpenteur | 1983      | None     |
| 128 DB      | RSH10A 3 Phase      |           |          |

11  
CITY OF FALCON HEIGHTS

WARNING PLAN

Attachment 4  
Revision: 0

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### DEFICIENCY REPORT

The City of Falcon Heights has ~~ONE~~ (1) siren, giving approximately 99% coverage.

There are no deficiencies at this time.

July 11, 1990  
Council Workshop  
A.

CITY OF FALCON HEIGHTS

EMERGENCY OPERATIONS PLAN

CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Record of Revision  
Revision: 0

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BASIC PLAN AND ANNEXES APPROVAL

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

(Title) \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Title) \_\_\_\_\_

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CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Revision: 0

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VERIFICATION OF PLAN APPROVAL

The City of Falcon Heights Emergency Operations Plan has been reviewed and approved by the Mayor and by the Falcon Heights Emergency Management Director on this date.

-----  
Mayor

-----  
Date

-----  
Emergency Management Director

-----  
Date



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SUPPORTING DOCUMENTS

- Standard Operating Procedures (SOP)
- Resource Manual
- Warning Plan

CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Basic Plan  
Revision: 0

FOREWORD

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 with intimate knowledge of 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 Falcon Heights

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor or to the Falcon Heights Emergency Management Director.

Copy No. \_\_\_\_\_

Assigned To: \_\_\_\_\_

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Falcon Heights. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Falcon Heights. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Falcon Heights has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, manpower, and skills of both government and non-government professions and groups in Falcon Heights. 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 government
- C. Sustain survivors
- D. Repair essential facilities and utilities

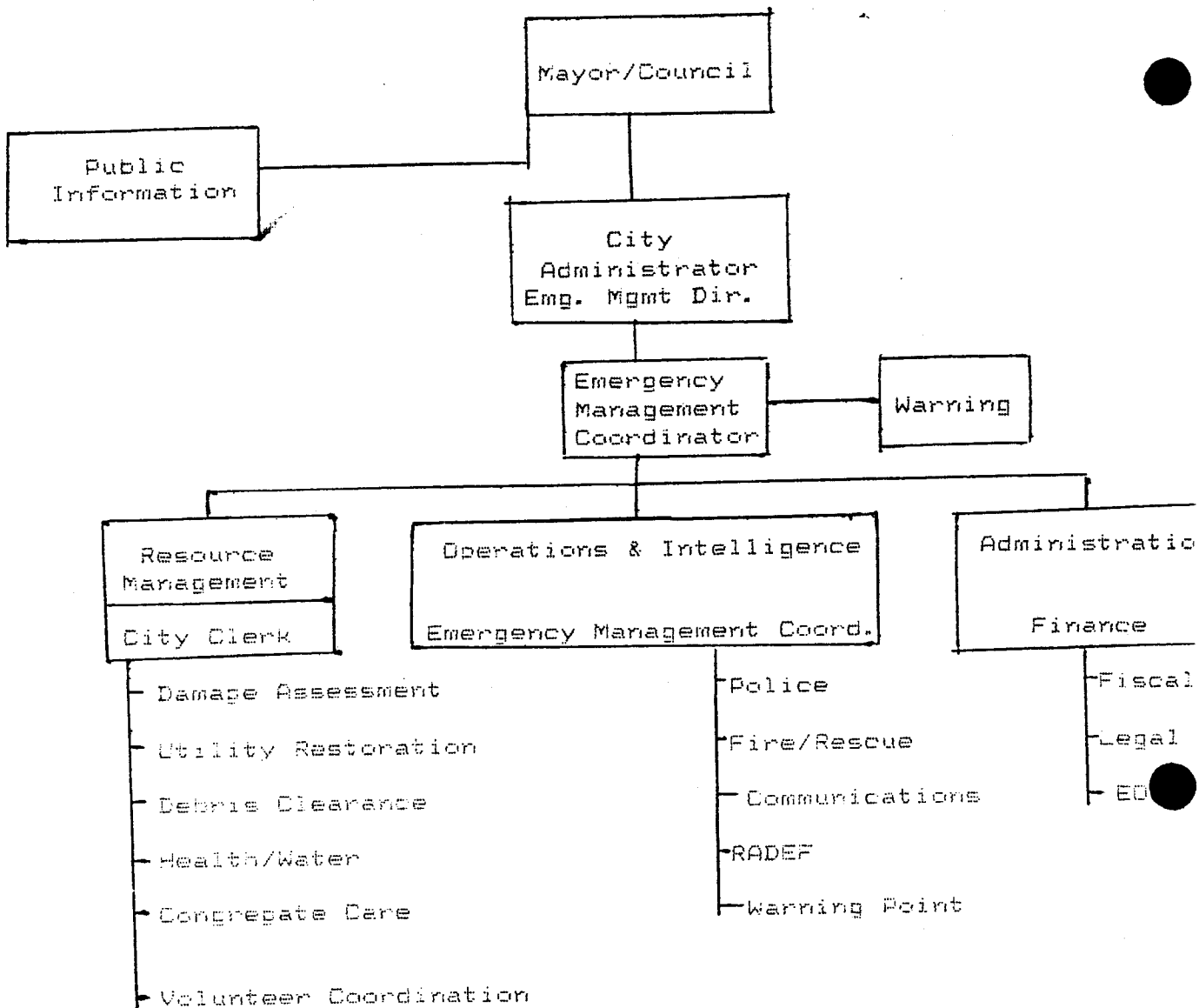
III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended
- B. Public Law 99-499 (Superfund Amendments and Reauthorization Act [SARA] of 1986)
- C. Minnesota Statutes, Chap. 353, Pipe Line Safety Law
- D. Minnesota Statutes, Chapter 12, as amended
- E. City of Falcon Heights Resolution No. , Chapter
- F. Ramsey County-wide Emergency Operations Plan
- G. Mutual aid agreements on file at Falcon Heights Fire Department

- H. Hospital plan (See Ramsey County Plan on file).
- I. Facility hazardous materials plans - Hazardous Material Response Plan is on file at the Falcon Heights Fire Department.

#### IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and inter-relationships are shown on Chart A of this basic plan.



CITY ORGANIZATION AND INTERRELATIONSHIPS

---

## V. DIRECTION AND CONTROL

The direction and control of 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 Falcon Heights, the Mayor is responsible for providing overall direction and control of city government and resources involved in the response to a disaster. The City Emergency Management Director will serve in a staff capacity to the mayor, and will coordinate all aspects of this plan. The City Emergency Management Coordinator will also serve as a liaison with the Ramsey County Emergency Management Director.

Direction and control of the City's response to a major disaster will take place from the Falcon Heights Emergency Operating Center (EOC). The City EOC is located at 2077 West Larpenteur in the basement.

(For additional EOC information such as staffing, communications, etc., refer to the Direction and Control Annex to this Plan.)

## VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A. A summary of the City of Falcon Heights's emergency responsibility assignments, by function, is shown on Chart B. Supervisors of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart.

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 responsible.

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.



CHART B

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

| FUNCTION                          | RESPONSIBLE AGENCIES  | REMARKS |
|-----------------------------------|---|---------|
| 1. Warning and Protection         | Ramsey County Sheriff's Office - P<br>Roseville Police Dept. - S<br>Fire Department - S |         |
| 2. Direction and Control          | City Administrator - P<br>EMS Coordinator - S<br>Mayor - C                              |         |
| 3. Emergency Public Information   | Mayor - P<br>City Administrator - S<br>EMS Coordinator - S                              |         |
| 4. Search and Rescue              | Police Department - P<br>Ramsey County Sheriff's Office - S                             |         |
| 5. Health/Medical                 | Rescue Captain - P<br>Police Department - S   |         |
| 6. Evacuation and Traffic Control | Police Department - P<br>State Patrol - S<br>Ramsey County Sheriff's Office - S         |         |

## CHART B

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

| FUNCTION                    | RESPONSIBLE AGENCIES   | REMARKS |
|-----------------------------|--|---------|
| 7. Fire Protection          | Fire Department - P<br>Ramsey County Mutual<br>Aid Fire Department - S                           |         |
| 8. Damage Assessment        | Building Official - P<br>City Engineer - S   |         |
| 9. Congregate Care          | Parks and Recreation<br>Director - P<br>Red Cross - S<br>Public Schools - S                      |         |
| 10. Debris Clearance        | Public Works Foreman - P<br>Ramsey County Department<br>of Public Works - S<br>City Engineer - S |         |
| 11. Utilities Restoration   | Building Inspector - P<br>City Engineer - S  |         |
| 12. Radiological Protection | Fire Department - P<br>Ramsey County Emergency<br>Services - S                                   |         |

## VII. OPERATIONS POLICIES

- A. Protection of life and property during an emergency is the primary responsibility of government at all levels.
- 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 Falcon Heights Emergency Management Coordinator will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources must be utilized to the maximum before state or federal assistance will be made available.
- 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.

## VIII. SUPPORT

### A. National Guard

#### 1. Overview

When a natural disaster or other major emergency is beyond the capability of local government, support from National Guard units 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 agencies.

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

- 
- b. If made available, National Guard personnel 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.

2. Request Procedure

In the case of the county and all cities that are not of the first class, the sheriff must submit the request for assistance to the governor's office.

- B. State and Federal Agencies

1. Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director.
2. A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook for Local Government. This document was developed by the Minnesota Division of Emergency Management (DEM), and is on file with the Ramsey County Emergency Management Director.

## IX. PLAN UPDATING AND DISTRIBUTION

- A. For purposes of this plan, the City of Falcon Heights 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 Falcon Heights 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 director may request assistance from the Ramsey County Emergency Management Director.
- D. 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 Falcon Heights. A plan distribution list will be maintained by the Falcon Heights Emergency Management Coordinator.

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ANNEX A

I. PURPOSE

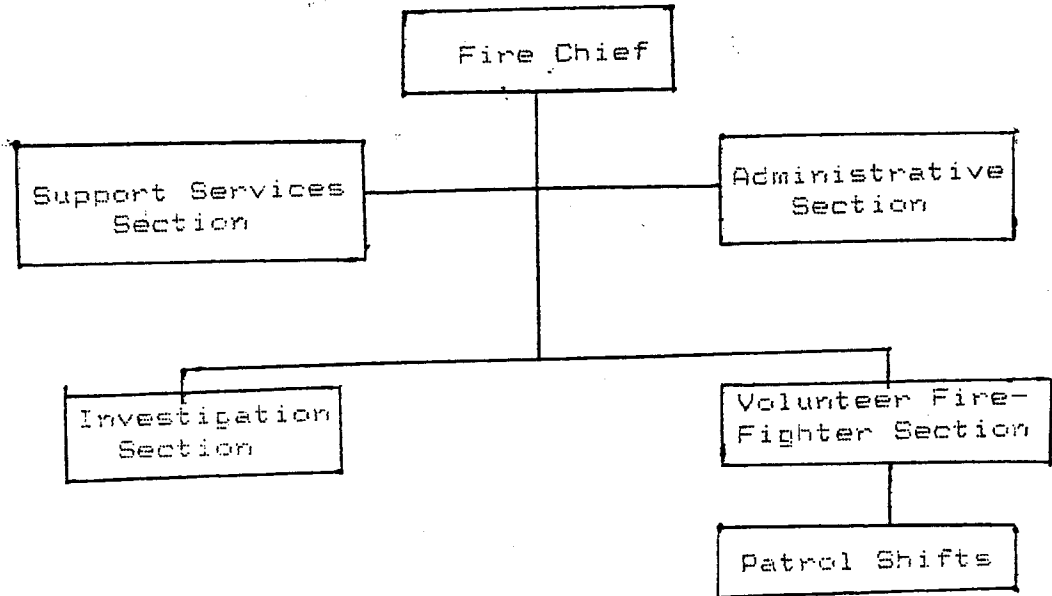
To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Ramsey County Sheriff's Office is the Ramsey County Warning Point. The County Warning Point is responsible for relaying warnings to the City of Falcon Heights Fire Department which serves as the City Warning Point.
- B. As the City Warning Point, the Falcon Heights Fire Department is responsible for ensuring that all warnings and notifications which it receives are handled properly.
- C. Upon receipt of a warning, the City Warning Point is responsible for:
  - 1. Notifying the key city government officials.
  - 2. Notifying radio and/or TV station(s).
  - 3. Notifying certain private and/or public facilities (hospitals, industries, nursing homes, etc.)

(For specific information regarding who is to be notified/warned, and how, see the City of Falcon Heights Warning Plan.)

III. ORGANIZATION



IV. SUPPORTING DOCUMENTS

The Falcon Heights Warning Plan covers notification procedures for all hazards, and is on file in the Director's office.

V. AUTHENTICATION

Date

Signature and Title of Person  
Responsible for Ensuring Proper  
Receipt and Dissemination of  
Warnings

-----  
ANNEX B

I. PURPOSE

To describe how direction and control of the City of Falcon Heights response to a disaster will be accomplished.

II. RESPONSIBILITIES

- A. Mayor - The Mayor of Falcon Heights will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Mayor  
Acting Mayor

- B. City Emergency Management Director - The Falcon Heights Emergency Management Director will serve in a staff capacity to the Mayor, and will coordinate all aspects of this plan. Line of succession to the Falcon Heights Emergency Management Director is as follows:

Director - City Administrator  
Coordinator - Fire Marshal  
Resource Manager - City Clerk  
Administration - City Accountant

III. CITY OF FALCON HEIGHTS EMERGENCY OPERATING CENTER (EOC)

Direction and control of Falcon Heights response to a disaster will be carried out at the City of Falcon Heights EOC. The EOC is located in City Hall, at 2077 West Larpenteur. If for some reason the EOC is not usable at the time of a disaster, the Falcon Heights Fire Station will serve as the alternate EOC.

A. Criteria for EOC Activation

The degree of Falcon Heights EOC activation will be determined by the severity of the emergency.

1. The EOC will be fully activated and staffed upon the occurrence of a disaster in the City of Falcon Heights. The EOC may be partially activated due to a threat or potential threat to safety of residents in the City of Falcon Heights.

B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the City of Falcon Heights Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

The staffing list for the Falcon Heights EOC is on file with the Falcon Heights Emergency Management Director. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

D. EOC Equipment/Supplies

The Falcon Heights Emergency Management Coordinator is responsible for ensuring that the EOC is operational - that the necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use in the EOC.

E. Communications Capability

The Emergency Management Coordinator has been given the responsibility of ensuring all communication systems (primary and alternate) are operational and communication links between response personnel and EOC operations are identified.

Communication links are established between the City and the following organizations:



CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Annex B  
Direction and Control/EOC  
Revision: 0

- 
1. Falcon Heights departmental units by radio
  2. Ramsey County Sheriff Dispatch by radio
  3. County wide fire channel
  4. MINSEF emergency channel
  5. All others by land line only

F. The Falcon Heights EOC has an emergency (back-up) power source. It is a 30 KW generator which is manually activated.

IV. SUPPORTING DOCUMENTATION

The following support materials are kept on file in the Emergency Management Director's office:

1. EOC Standard Operating Procedures
2. Resource Manual for lists of equipment and supplies

V. AUTHENTICATION

---

Date

Title

---

ANNEX C

I. PURPOSE

To provide an overview of how emergency public information would be disseminated in the event of a disaster.

II. SPOKESPERSON(S)

The only official authorized to serve as the Public Information Officer (PIO) for the City of Falcon Heights is the City Administrator. If the City Administrator is unavailable, the Mayor would serve as the alternate PIO. These individuals would be given access to all information necessary to carry out their role as PIO for the City of Falcon Heights.

III. POLICIES AND PROCEDURES

A. If it becomes necessary to establish a news briefing room, the Falcon Heights EOC would be used for this purpose. News media personnel would be asked to report to this facility.

B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.

C. Public information would be disseminated through the following stations: WCCO-AM and KSTP-FM radio stations; WCCO, KSTP, KMSP, and KARE TV stations.

IV. SUPPORT DOCUMENTS

Prepared public information supplements for release to radio, TV, and newspapers, are on file in the Falcon Heights Emergency Management Director's Office.

V. AUTHENTICATION

---

Date

Public Information Officer

---

ANNEX D

I. PURPOSE

To describe how search and rescue would be accomplished in the City of Falcon Heights following a disaster.

II. RESPONSIBILITY

Within the City of Falcon Heights, the primary responsibility for search and rescue belongs to the Falcon Heights Fire Department.

Back-up assistance for search and rescue would be available from local law enforcement, Ramsey County Sheriff and Mutual Aid agreements.

III. SUPPORTING AGENCIES/ORGANIZATIONS

A. The Civil Air Patrol may be available to assist in looking for missing persons.

B. The following volunteer organization(s) would be available to assist with a major search and rescue operation:

Falcon Heights Fire Cadets  
Other Ramsey County law enforcement groups

IV. SUPPORTING STANDARD OPERATING PROCEDURE (SOP)

Refer to the Radiological/Hazardous Materials Protection SOP for detailed procedures of chemical identification and decontamination for law enforcement and fire personnel. (Ramsey County Emergency Plan)

V. AUTHENTICATION

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Date

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Fire Chief

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ANNEX E

I. PURPOSE

To provide an overview of how the health/medical care needs of residents would be met in the event of a major disaster.

II. PRIMARY RESPONSIBILITIES

- A. Hospital Care - Injured victims would be transported to Ramsey Medical Center. If the number of victims requires use of additional hospitals, the following hospital(s) would be utilized:

Ramsey Medical Center - St. Paul  
St. John's Hospital Northeast - Maplewood  
Hennepin County Medical Center - Minneapolis

- B. Ambulance Service - The following ambulance service would be used to transport disaster victims: Falcon Heights Fire Department Ambulance Service. If additional ambulances are required, the following ambulance services would be contacted:

Health One Casualty Response Plan utilizing MRCC and Metro County East Mutual Aid.

- C. First Aid - Falcon Heights Fire Department would be available to provide immediate first aid to disaster victims suffering minor injuries.
- D. Emergency Mortuary Operations would be the responsibility of the Ramsey County Medical Examiner.
- E. Health Threats - Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster would be the responsibility of the Ramsey County Health Officer.
- F. Inquiry and Referral Service would be the responsibility of the Ramsey County Health Officer.

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III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City of Falcon Heights overall coordination of the various health/medical organizations' response to the disaster would take place at the Falcon Heights EOC.

Local hospital(s) and ambulance service(s) are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. SUPPORTING PLANS AND PERSONNEL

- A. Ramsey Medical Center maintains a disaster plan.
- B. Ramsey Medical Center, Falcon Heights Fire Department Ambulance Service and Health One Ambulance Service have established procedures regarding which hospital to transport injured victims.
- C. The City of Falcon Heights Ambulance Service has entered into a mutual aid agreement with Health One Ambulance Service.
- D. The Falcon Heights Fire Department Resource Manual contains lists of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services, and other health support services.

VI. AUTHENTICATION

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Date

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Rescue Captain

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ANNEX F

I. PURPOSE

To outline how evacuation and traffic control would be carried out if they are required due to a disaster in the City of Falcon Heights.

II. RESPONSIBILITY

A. Within Falcon Heights the Roseville Police Department would be responsible for coordinating an evacuation effort.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by the Roseville Police Department and commercial radio and TV.

B. Law enforcement personnel would establish traffic control points (if needed) at the following major intersections:

Snelling and Larpenteur;  
Larpenteur and Cleveland;

IV. RESOURCES AVAILABLE

A. The Falcon Heights Fire Department Ambulance Service vehicles would be available, if needed, to evacuate non-ambulatory individuals.

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B. The Metropolitan Transit Commission (MTC) could provide buses, if needed, to assist in the evacuation process.

VI. AUTHENTICATION

\_\_\_\_\_  
Date

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Roseville Chief of Police