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# Emergency Operations Plan



Formally adopted by the Fargo  
City Commission, June 9, 2003.

## City of Fargo Emergency Response Organization

<b>TYPE OF INCIDENT</b>	<b>Man-Made or Natural Disasters</b>			
	Health Related Communicable Disease	Fire/Explosion Vehicle Accidents Aircraft Accidents Hazardous Materials Structural Collapse	Bomb Threat Terrorism Active Shooter Civil Disorder	Flood Heavy Rains Blizzard Tornado High Winds (straight-line) Drought Power Failure
<b>PRIMARY INCIDENT MANAGER</b>  Tactics Information Gathering Press Briefing	<b>Weapons of Mass Destruction</b>			
	Bio-terrorism	Explosion Chemical Structural Collapse	Terrorist Act	
<b>PRIMARY FUNCTIONS</b>	<b>Public Health Director</b>	<b>Fire Chief</b>	<b>Police Chief</b>	<b>Director of Operations City Engineer Enterprise Director</b>
<b>SECONDARY FUNCTIONS</b>	<b>Health</b>	<b>Fire</b>	<b>Police</b>	<b>Public Works &amp; Engineering</b>
	Health Appraisal Sanitation Health Hazards Advice	Fire Protection Fire Suppression EMS Control Hazardous Materials Search & Rescue	Traffic Control Crowd Control Site Security Evacuation	Damage Assessment Engineering Services Utility Maintenance Barricades Temporary Solutions Contract Administration
	<b>EMS &amp; Medical</b>		<b>Warning</b>	
	Hospital/ Support Morgue	Evacuation Traffic Control Site Security	Emergency Warning  Search & Rescue Morgue	Traffic Control Evacuation Crowd Control

### STRATEGY FORMULATION

### Emergency Response Task Force

Mayor, City Administrator, Finance Director, City Engineer, Director of Operations, Enterprise Director, Public Health Director, Planning Director, Fire Chief, Police Chief, F-M Ambulance Operations, Red River Regional Dispatch Director

<b>Coordination &amp; Control</b>	<b>City Administration</b>	<b>Finance</b>	<b>Individuals &amp; Family</b>	<b>Utilities</b>
Public Information Interface/Liaison with non-city agencies Emergency Declaration	Interface/Liaison with city agencies	Financial Records Expense Reports	Coordinate/Liaison with Hospitals & Volunteer groups Organize support for donations management	Water & Sewer utility maintenance Clean-up/Debris removal

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# EMERGENCY PROCEDURES

## FOR THE

## CITY OF FARGO

### *Introduction*

Natural and/or man-made events causing loss of property or lives is a concern of the elected and appointed personnel of the City of Fargo. This document has been prepared to address those events in an effort to limit property damage or harm to residents and visitors of Fargo and to allow the activities of the community to return to a normal level of operations as soon as possible.

Addressed is the line of authority and responsibility during and after an emergency event.. Focus is on both natural and man-made disasters including weapons of mass destruction. The plan will provide procedures that will guide staff and elected officials during the events and eliminate duplication of effort or confusion of leadership and assure state and federal guidelines are followed to secure maximum support and financial assistance. This plan is built around incident and unified command systems

**Natural disasters** common to this area that can cause damage and personal loss include tornadoes, windstorms, heavy precipitation (hail, rain, blizzards), extreme cold or hot weather, drought, and flooding of the Red River. Uncommon events which these procedures also address could be an earthquake, firestorm or medical emergency dealing with an outbreak of a disease.

**Man-made emergency situations** which are addressed include oil, gas, or chemical spills on major transportation corridors (rail or highways/streets), explosions, contamination of waterways or drainage systems, plane or vehicle accidents, fires, bomb threats and terrorism.

**Weapons of mass destruction** incidents include any weapon, agent, or device that is intended, or has the capability, to cause death or serious injury to a significant number of people, plants or animals. This includes biological, nuclear, incendiary, chemical or explosive device(s). The use of a weapon of mass destruction does not necessarily make an incident an act of terrorism, but alerts responders to that possibility. An incident must include the intent to intimidate or coerce to be considered terrorism.

### **I. Line of Authority**

The Fargo City Commission and its chairperson (Mayor) are the final authority on all decisions. During emergency conditions the Mayor, City Administrator, and Commissioner responsible for the department managing the incident (liaison commissioner) will be contacted and informed of the status of the situation. This plan is built around the incident and unified command systems.

A Emergency Response Task Force made up of the Mayor, the City Administrator and Department Heads will meet to assess the conditions prior to, during, and immediately after the emergency event. The Department Heads include Director of Operations, Fire and Police Chiefs, Director of Public Health and others as required.

## II. Interdepartmental Coordination

**During disaster events it is important that all City departments cooperate and work together. The lead department in addressing a crisis will be determined by the type of incident as indicated in the summary chart (p. i).**

The **Police Department** will take the lead in the following incidents: bomb threat, terrorism, active shooter, and civil disorder (*as detailed in Appendices B & C and the Police Department Emergency Operations Plan*). The Police Department is responsible for patrolling the City during off-hours and will likely provide the initial alert or information on any natural disaster; which will then be relayed to the Red River Regional Dispatch center.

The **Fire Department** will take the lead in the following incidents: fire/explosion, vehicle accidents, structural collapse, aircraft accidents, and hazardous materials (*as detailed in Appendices B & C and also Fire Department Suggested Operating Guidelines (SOGs)*). The Fire Department will take the lead in assisting injuries caused by natural disasters. After the event the Police and Fire staff will be asked to control traffic and work with medical teams to care for the injured. Police and Fire Department personnel are key to protecting property and citizens.

**Public Health** will take the lead in any health related incidences including: communicable diseases and bio-terrorism (*as detailed in Appendices B & C and Public Health's Emergency Operations Plan*).

**Public works** will take the lead in the following situations: flood, severe cold/hot weather storms, blizzard, and tornado (*as detailed in Appendix A and the Red River Flood Protection Plan/Precautions and Procedures*). The **City Engineer, Director of Operations, and Enterprise Director** will assume the coordination of City departments in all natural disasters so as to create an efficient and expedient response to the crisis. Listed below is the level of communication which should take place so as to not confuse the lines of authority.

<u>Public Works</u>	<u>Public Safety</u>
Director of Operations	Police/Fire Chiefs
City Engineers	Deputy/Assistant Chiefs
Enterprise Director	Tactical Units

Traffic control in damaged areas is critical to resolving the problem. Plans to guide traffic through or around the area must be immediate and of such duration

that workers and public safety are not compromised. A standard barrier positioning or traffic cone placement plan will be established as soon as possible to assist Police and Fire personnel.

**Red River Regional Dispatch** is responsible for alerting the appropriate agencies in case of an emergency.

### **III. Communications & News Releases**

Communication with staff and other departments is done with the City's radio FM band system. Cellular phone connections are also used to contact key personnel. Use of these systems should be undertaken in a professional manner and for the purposes of providing information and instructions to address the problems.

News conferences should be held to alert the public of the actions of the City departments. The Mayor and City Commissioners should be notified of the conferences and the Incident Manager will be responsible for the information provided and the release of information to the media.

#### *Outdoor Warning Sirens*

The outdoor warning sirens will be activated for any event where citizens of Fargo need further direction. Once these sirens sound, it is expected that people will go indoors and turn on the television or radio for further instructions. Red River Regional Dispatch will be contacted for activation of the sirens. The sirens may sound for the following:

Tornado	Hazardous Materials
Severe Storms	Life Threatening Incidents

### **V. Emergency Response Task Force: Functional and Task Coordinators**

Significant responsibilities common to emergencies and disasters are grouped into ten functions. Resource and operational capabilities within each of these functions are identified and assigned by specific task/responsibility, and are listed on subsequent pages.

Any city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of Standard Operating Guidelines (SOGs) or emergency action plans located at their facilities and the EOC. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Complete functional assessment of essential services and develop action plan to sustain these services.
2. Plan and implement protection/recovery/restoration action plan.
3. Provide personnel, equipment, and facilities on a 24-hour basis.

4. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
5. Coordinate actions with the County Emergency Manager and with departments having related tasks.
6. Train personnel assigned to emergency tasks and participate in exercises to test emergency plans and procedures.
7. Provide for record keeping and documentation of the emergency and actions taken.
8. Prepare damage assessments.
9. Administer public/private contractor support activities.
10. Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies.

## FUNCTIONAL ANNEX CHART City Government

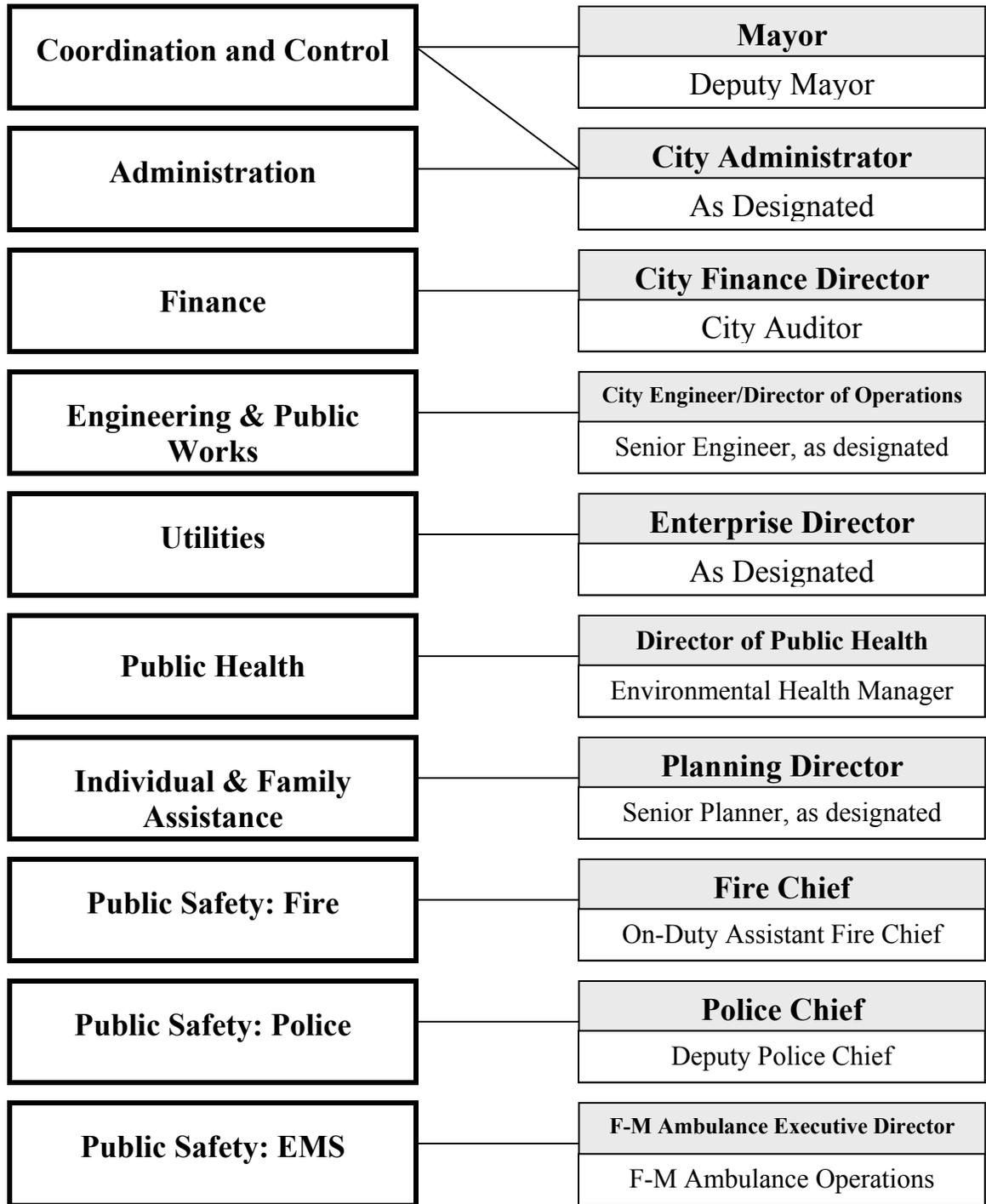
The relationship between city departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart.

<b>F Functional Coordinator Responsibility</b> <b>T Task Coordinator Responsibility</b>  Department	Coordination & Control	Administration	Finance	Engineering & Public Works	Utilities	Health	Individual & Family Assistance	Public Safety Fire	Public Safety: Police	EMS & Medical
<b>City Mayor and City Commission</b>	<b>F</b>									
<b>City Administrator</b>	<b>F</b>	<b>F</b>								
<b>City Finance Director</b>			<b>F</b>							
<b>City Engineer/Director of Operations</b>				<b>F</b>						
<b>City Enterprise Director</b>					<b>F</b>					
<b>City Director of Public Health</b>						<b>F</b>				
<b>City Planning Director</b>							<b>F</b>			
<b>City Fire Department Chief</b>								<b>F</b>		
<b>City Police Department Chief</b>									<b>F</b>	
<b>F-M Ambulance</b>										<b>F</b>
Emergency Manager	T	T	T	T	T	T	T	T	T	T
IT Department	T	T	T	T	T	T	T	T	T	T
City Department Heads	T	T								
Public Information Officer	T	T								
City Engineering Department				T	T					
City Auditor		T	T							
GIS					T		T			
City Assessor					T					
City Parks and Forestry										
Inspections Division				T			T	T		
Cass County Social Services							T			
American Red Cross						T	T	T		T
Salvation Army							T	T		T
United Way							T			
First Link						T	T			
EVAC						T		T	T	T
Red River Regional Dispatch Center (communication & warning)								T	T	
Red River Radio Amateurs							T	T	T	T
Regional Haz Mat Team								T		
Bomb Squad								T	T	
SWAT									T	
Hospitals (Innovis, Merit Care, VA)						T				T

## Functional Coordinators

<b>Primary</b>
<b>Alternate</b>

## Functional Coordinator



**All city staff and elected officials are activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.**

All members of the Emergency Response Task Force are responsible for the following tasks:

**Preparedness:**

- Review and update communications SOGs
- Recommend changes of the Local Emergency Operations Plan
- Participate in disaster exercises
- Maintain log of all staff contact numbers

**Response:**

- Complete functional assessment of essential services and develop action plan to sustain these services.
- Facilitate and coordinate with EOC emergency management
- Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
- Maintain logs to support documentation, expenditures, situation status, resource allocations and reports
- Keep log of activities performed by all task coordinators and update incoming shifts
- Procure required resources to sustain operations

**Recovery:**

- Administer public/private contractor support/recovery activities
- Reflect on emergency operations
- Recommend updated changes of the Local Emergency Operations Plan
- Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies.

## COORDINATION AND CONTROL

### Functional Coordinator: Mayor

#### Purpose

To provide procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations center (EOC) and policy making in emergency situations. These events include:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-line)
			Drought

**Primary Responsibilities:** Public Information, Emergency Declaration, Interface/Liaison with Non-City Agencies, Decision Maker

*This role will be filled by the Deputy Mayor in the event the Mayor is unavailable.*

#### Preparedness:

- Promote policy development and adoption of emergency operations plan
- Interface and liaison with other jurisdictions of government (cities, county, state, and federal)
- Interface and liaison with the general public, private businesses and non-profit organizations
- Develop and maintain public communication methods and procedures

#### Response:

- Issue a local emergency/disaster declaration, if necessary
- Initiate priority disaster operations based on initial situation assessment.
- Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies, and other controls)
- Provide for continuity of government
- Initiate Mutual Aid Agreement, as necessary
- Authorize the purchase of emergency supplies, as necessary
- Maintain communications with state government and adjacent communities
- Designate on-scene coordinators as determined by emergency
- Coordinate emergency operations with incident commander

Advise local officials on legal actions that they may exercise in handling emergency situations

Assist in preparation of requests for state and federal assistance

Coordinate and disseminate disaster-related public information or appoint a Public Information Officer (PIO)

Implement and assign personnel to citizens inquiry center

**Recovery:**

Rescind unneeded emergency policies; cancel state of emergency when appropriate

Coordinate after action reviews and reports

*Reference Materials: City of Fargo Emergency Operations Plan, Appendix A, B, C*

## ADMINISTRATION

### Functional Coordinator: City Administrator

#### Purpose

To provide procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by disasters, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-
line)			Drought

**Primary Functions:** Liaison with Mayor and Department Heads, Interface/Liaison with City & Non-city Agencies, Decision Making

*This role will be filled as designated in the event the City Administrator is unavailable.*

#### Preparedness:

- Coordinate advance emergency operations planning and implementation activities
- Interface and liaison with city departments
- Advise departments of local government on maintenance and security issues
- Prepare hazard mitigation recommendations and submit after action report to the city governing bodies
- Review and update mutual aid agreements, bring to City Commission

#### Response:

- Direct all activities associated with assessment of essential services
- Provide daily briefings and review of emergency staff assignments
- Initiate record keeping and documentation
- Ensure all records are appropriately stored or backed up for preservation
- Receive, process, and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation
- Relocate and reactivate administration staff in host area in the event of evacuation
- Designate on-scene coordinators
- Request specific outside assistance
- Direct utilization of support resources provided by government and/or private sectors

Appoint coordinating and operations personnel for recovery duties  
Coordinate alternate patient transportation resources (school buses, vans, etc)  
Complete required reports to receive possible recovery funds

**Recovery:**

Direct development and implementation of recovery/restoration/mitigation plan  
Assist in the compiling of final damage assessment reports (city costs incurred)  
Coordinate after action reviews and reports

*Reference Materials: City of Fargo Emergency Operations Plan, Appendix A, B, C*

# FINANCE

## Functional Coordinator: City Finance Director

**Purpose**

To provide procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by disasters, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-line)
			Drought

**Primary Functions:** Keep financial records for disaster preparedness, operations, recovery and mitigation grants

*This role will be filled by the City Auditor in the event the City Finance Director is unavailable.*

**Preparedness:**

- Develop accounting routine to handle expenses during emergency situations
- Maintain potential grant information for emergency funding

**Response:**

- Initiate record keeping and documentation of finances
- Authorize the purchase of emergency supplies, as necessary
- Maintain records on amounts of disaster spending
- Provide accountant services upon activation of EOC to track all expenditures relative to any disaster or emergency
- Provide expense reports to City Commission
- Work with emergency manager for emergency funding from state level
- Notify and file claims with insurance carriers for loss or damage to city property

**Recovery:**

- Interact with relevant agencies and city staff for cost reimbursement
- Assist project managers in receiving federal and state funding

## Engineering & Public Works

### Functional Coordinator: City Engineer/Director of Operations

#### Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation, such as:

Bio-terrorism	Fire/Explosion	Heavy Rains
Hazardous Materials	Aircraft Accidents	Blizzard
	Structural Collapse	Tornado
	Flood	High Winds
	Power Failure	(straight-line)
		Drought

**Primary Functions:** Engineering Services, Utility Maintenance, Barricades, Clean-up/Debris Removal, Temporary Solutions, Contract Administration, Damage Assessment

**Secondary Functions:** Traffic Control, Evacuation, Crowd Control

*This role will be filled by a Senior Engineer, as designated, in the event that the City Engineer & Director of Operations are unavailable.*

#### Preparedness:

- Develop emergency operations advance plans for public works facilities
- Pre-select sites for acquisition of material for emergency stream bank/dike repair
- Determine current status of public utilities systems and equipment
- Review requirements for location of traffic control devices and ascertain if sufficient devices are available
- Establish liaison with local private utilities
- Develop limited use policies for submission to local officials if the event needs exceed utilities capabilities
- Review emergency power generating capability, fixed and mobile
- Establish and train damage assessment teams
- Establish tracking system for use during all phases of damage assessment
- Distribute to city offices ND Disaster Procedures Handbook
- Develop public works infrastructure protection plan and initiate advance preparation plan
- Develop property owner assistance plans (if required)
- Participate in public information dissemination and interagency coordination activities

Evaluate outside resource requirements (contractors, equipment, volunteers, etc.)  
Provide maps and maintenance documents for disaster services  
Compile inventory of available contractor equipment and resources for disaster support services

**Response:**

Evaluate status of essential public works facilities and services  
Assist resource members in providing emergency power to critical facilities and locations (public and private)  
Determine condition of roads and implement required maintenance with first priority on evacuation routes  
Advise resource members of anticipated needs and support required  
Close off storm sewers, as needed  
Coordinate outside contractor activities associated with disaster response  
Assign/obtain resources to implement public works infrastructure protection plan  
Manage support services to facilitate property owner assistance efforts  
Coordinate interagency response activities with disaster prevention activities  
Maintain communication with prediction and protection agencies, i.e. US Weather Service, Corps of Engineers, etc.  
Provide survey services for public and private needs  
Assist in development of general resolution to permit access for emergency stream bank/dike repair  
Clear emergency routes and arterial streets to facilitate movement of emergency equipment, with priority to evacuation routes  
Initiate temporary emergency road repairs, as needed  
Establish detour routes  
Position traffic control devices  
Monitor utility use and assess capabilities  
Recommend establishment of reduced service areas, if necessary  
Ensure egress routes are maintained in optimum condition  
Assign EOC damage assessment staff  
Notify damage assessment teams and other agencies with damage assessment responsibilities  
Conduct damage assessment  
Assess disaster effects on communications facilities and systems  
Purchase supplies/equipment for damage assessment teams  
Maintain supply of forms needed for each phase of damage assessment  
Brief local emergency services of initial damage assessment procedures and requirements

**Recovery**

Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC  
Install or restore service according to priority  
Complete debris clearance activity  
Restore all streets, roads, and highways to normal conditions

Recover traffic control devices  
Replace damaged or destroyed utility service equipment  
Assist in compiling final damage assessment reports (department costs incurred)  
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group  
Contact city offices to notify them of the need and deadline for providing records of emergency work expense  
Complete final damage assessment summary within seven days from the incident and submit to emergency management  
Coordinate support for state and federal public damage inspection teams  
Contact and administrate projects for recovery, restoration, and mitigation  
Evaluate infrastructure vulnerability and develop plan to mitigate  
Evaluate city policies and ordinances pertinent to infrastructure vulnerability

***Reference Materials:*** *Red River Flood Protection Plan/Precautions and Procedures, City of Fargo Emergency Operations Plan, Appendix A*  
*Lift Station O & M Manuals and Storm Sewer Outfall Maps*  
*Lift Station Emergency Power Failure Plan*  
*Infrastructure preparedness checklists*  
*Elevation Maps*  
*Flood Operational Manual*  
*Drought Management Plan*

## UTILITIES

### Functional Coordinator: Enterprise Director

#### Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of utilities and services during and after an emergency or disaster situation, such as:

Bio-terrorism	Flood
Explosion	Heavy Rains
Hazardous Materials	Blizzard
Structural Collapse	Tornado
	High Winds (straight-line)

**Primary Functions:** Utility Maintenance, Temporary Solutions, Debris Clean-up, Provide Sandbags

*This role will be filled the City Engineer, Utilities, in the event the Enterprise Director is unavailable.*

#### Preparedness:

- Assess and update vulnerabilities and risks at the City Utility Systems
- Establish and maintain contacts for sandbagging center
- Pre-select dumping sites for debris and other materials for disposal
- Establish plan for needed security
- Develop limited us policies for submission to local officials if the event needs exceed water utilities' capabilities
- Determine current status of public water and sewer utilities

#### Response:

- Provide emergency power to critical lift stations
- Monitor water and sewer utility use and assess capabilities
- Determine availability, quantity, and procedures to obtain sandbags in coordination with emergency management
- Clear emergency routes and arterial streets of debris to facilitate movement of emergency equipment
- Provide material for earthen dikes in cooperation with Public Works
- Provide potable water for drinking, if required
- Advise resource members of anticipated needs and support required

Coordinate and compile damage reports from damage assessment teams and advise coordination and control group

**Recovery:**

Install and restore water and sewer service according to priority

Restore water treatment and sewer utilities to full operations

Complete debris clearance activity

Assist in compiling final damage assessment reports (department costs incurred)

**Reference Materials:** *City of Fargo Emergency Operations Plan*  
*City of Fargo Emergency Operations Plan, Appendix A*  
*Flood Operational Manual*  
*Drought Management Plan*

# PUBLIC HEALTH

## Functional Coordinator: Director of Public Health

### Purpose

To provide procedures for preparedness, response, and recovery, to provide health, medical care and environmental analysis during an emergency or disaster situation, such as:

Health Related Disaster  
Communicable Disease  
Bio-terrorism

**Primary Functions:** Health Appraisal, Sanitation, Health Hazards Advice

*This position will be filled by the Environmental Health Manager in the event the Director of Public Health is unavailable.*

### Preparedness:

- Review health and bio-terrorism related emergency operations procedures
- Determine potential public health and environment hazards
- Coordinate requirements for communicable disease prevention or control
- Determine requirement for inspections of mass care facilities for public health and safety
- Maintain liaison between public health coordinator, medical command officer and local government officials
- Coordinate anticipated requirements with area hospitals
- Coordinate availability of facilities to be used for emergency medical care
- Coordinate anticipated lab support

### Response:

- Initiate prescribed vector control measures to ensure public health and safety
- Report health related findings and recommend actions
- Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster
- Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable
- Maintain liaison between public health coordinator, medical command officer and local government officials
- Liaison with government agencies and other organizations providing human services

Coordinate medical resource requirements with the EOC  
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary  
Assemble key medical personnel for analysis of all medical operations  
Advise as to safety regarding public health of citizens reoccupying areas  
Assemble public health personnel for analysis of all public health operations  
Inventory medical supplies on hand and contact suppliers for restocking as needed  
Identify special planning considerations for special needs populations  
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list  
Facilitate and coordinate with EOC and county emergency management office  
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports

**Recovery:**

Assist in the compiling of final damage assessment reports (agency costs incurred)

*Reference Materials: Fargo-Cass Public Health Emergency Operations Plan  
City of Fargo Emergency Operations Plan Appendix B, C  
Influenza Pandemic Response Plan  
The National Stockpile Plan  
Post Event Smallpox Plan*

## INDIVIDUAL AND FAMILY ASSISTANCE

### Functional Coordinator: City Planning Director

#### Purpose

To provide procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds (Straight-line)

**Primary Function:** Coordinate/Liaison with hospitals, Coordinate with Cass County Social Services, Coordinate/Liaison with Volunteer Groups (Red Cross, Salvation Army, United Way, EVAC, First Link), Organize Support for Donations Management

**Secondary Function:** Organize volunteers

*This role will be filled by a Senior Planner as designated, in the event the Planning Director is unavailable.*

#### Preparedness:

- Identify personnel to use for assistance
- Maintain relationships with support agencies (Red Cross, Salvation Army, United Way, EVAC, First Link)
- Recruit personnel for emergency management training offered by government, academic institutes, and private organizations
- Identify public facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations, and temporary morgues
- Develop agreements with local businesses, service organizations and response agencies to supply goods and services during disasters

#### Response:

- Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the disaster/event
- Liaison with government agencies and other organizations providing human services

Facilitate and coordinate with EOC and county emergency management office  
Implement and Manage Volunteer Center  
Provide liaison to match volunteers to needs  
Assign planning staff to citizen's inquiry center to address damage reports by citizens  
Utilize transit division to coordinate drivers for mass transit of citizens or victims  
Coordinate counseling and other mental health services for emergency response personnel, as appropriate  
Confer with social services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster  
Coordinate with Red Cross for lodging and feeding, if required  
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster  
Identify special planning considerations for special needs populations  
Set up operations area, obtain necessary EOC organization chart, floor plan, and telephone list  
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)  
Provide service and support to the operations and personnel in the Family assistance center  
Request state/federal assistance through county emergency manager  
Inform field units of all locations of shelters, aid facilities, and other pertinent facilities and provide updates to relief personnel as they come on duty  
Coordinate with members of clergy for emergency sheltering and counseling  
Provide temporary housing for persons in shelters  
Provide service and support to the operations and personnel in Family Assistance Center

**Recovery:**

Assist citizens with recovery needs as necessary  
Provide crisis counseling to response agencies and victims  
Utilize inspections division to assess damage to businesses and private property  
Assist in the compiling of final damage assessment reports (agency costs incurred)

*Reference Materials: City of Fargo Emergency Operations Plan*

# PUBLIC SAFETY FIRE

## Functional Coordinator: Fire Chief

### Purpose

To provide procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property in the event of:

Fire/Explosion	Structural Collapse
Vehicle Accidents	Hazardous Materials
Aircraft Accidents	

**Primary Responsibilities:** Fire Protection, Fire Suppression, EMS Control, Hazardous Materials, Search & Rescue

**Secondary Activities:** Evacuation, Traffic Control, Site Security

*This role will be filled by the On-Duty Assistant Fire Chief in the event the Fire Chief is unavailable.*

### Preparedness:

- Review Mutual Aid agreements
- Check readiness of all equipment
- Accomplish inspections of shelter/emergency lodging facilities for safety
- Review fire SOGs
- Develop plans for utilizing volunteers
- Coordinate procedures with health and medical functional coordinator in the event of a mass casualty incident
- Review and analyze fire operations and update plan with any changes in procedures
- Review and update emergency staff assignments
- Accomplish equipment checks and maintenance on all equipment
- Maintain back-up generators for radio system

### Response:

#### Primary:

- Establish on-site command post and communication
- Advise field units of hazardous conditions

- Coordinate personnel accountability for Fire/EMS personnel
- Alert personnel to be on standby status
- Request mutual aid and other resources as necessary
- Provide damage reports to EOC
- Prepare for possible shortage of water, electricity, chemicals and fuel
- Review procedures for decontamination/universal precautions
- Provide for decontamination centers, as needed
- Coordinate with public works for utility control
- Define area to be involved in urban search and rescue operations
- Coordinate urban search and rescue efforts for collapsed buildings
- Establish media briefing area and information
- Request additional communication support
- Maintain status record of manpower, vehicles and equipment
- Provide public safety fire coordinator with log of fire operations
- Notify emergency manager of additional requirements
- Provide emergency power to radio communications, if needed

**Secondary**

- Coordinate and assist law enforcement with traffic and crowd control areas
- Coordinate inspection of affected buildings for safety, as soon as possible
- Assist warning function
- Provide refresher training in traffic control procedures
- Assist law enforcement with traffic control, where possible
- Assign personnel to traffic control points in the event of evacuation

**Recovery:**

- Return borrowed equipment and acknowledge assistance
- Replenish depleted supplies
- Assist in the compiling of final damage assessment reports (department costs incurred)

*Reference Materials: Fargo Fire Department Suggested Operating Guidelines  
2000 Emergency Response Guidebook*

# PUBLIC SAFETY POLICE

## Functional Coordinator: Chief of Police

### Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property in the event of:

- Bomb Threat
- Terrorism
- Active Shooter
- Civil Disorder

**Primary Function:** Traffic Control, Crowd Control, Site Security, Evacuation

**Secondary Function:** Search & Rescue, Morgue

*This role will be filled by the Deputy Police Chief in the even the Police Chief is unavailable.*

### Preparedness:

- Identify essential facilities needing security
- Coordinate evacuation planning and procedures
- Review law enforcement SOGs
- Accomplish equipment checks and maintenance on all equipment
- Review procedures for transporting/guarding prisoners
- Review mutual aid agreements
- Develop plans for utilizing volunteers
- Provide training for volunteers
- Provide refresher training in traffic control procedures
- Review policies for animal control

### Response:

#### Primary:

- Establish onsite command post and communication
- Set up initial hazard area perimeter until further assessment is provided
- Advise field units of hazardous conditions
- Activate Outdoor Warning System, if necessary
- Review and update emergency staff assignments

Coordinate and distribute emergency ID for all on-scene personnel  
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats  
Maintain status record of man power, vehicles, and equipment  
Alert personnel to be on standby status  
Identify potential traffic and security problems and determine law enforcement actions  
Coordinate traffic and crowd control areas  
Assign personnel to traffic control points in the event of evacuation  
Request mutual aid and other resources as necessary  
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations  
Coordinate communications requirements with PSAP  
Prepare for possible shortage of water, electricity, chemicals and fuel  
Notify emergency manager of additional requirements  
Assign security personnel to shelters, as necessary  
Establish media briefing area and information  
Review and analyze law enforcement operations and update plan with any changes in procedures  
In the event of evacuation, establish traffic control for return of population and resources  
Provide law enforcement functional coordinator with log of law enforcement operations

**Secondary:**

Provide security to affected areas, as needed  
Coordinate with security procedures with health and medical function in the event of a mass casualty incident  
Provide refresher training in traffic control procedures  
Request additional communication support as required  
Authorize assistance to support other law enforcement agencies, as appropriate  
Coordinate with fire services if evacuation is required  
Assist warning function  
Advise on road closures and parking restrictions  
Coordinate with public works for priority debris clearance areas  
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.)  
Request additional communication support

**Recovery:**

Assist with return of special needs groups, if required  
Return borrowed equipment and acknowledge assistance  
Assist in the compiling of final damage assessment reports (department costs for disaster)

**PUBLIC SAFETY  
EMS**

**Functional Coordinator: Executive Director**

**Purpose**

This function provides procedures for preparedness, response and recovery to provide health and medical care during an emergency or disaster situation.

**Primary Function:** Ensure ongoing ambulance services, support hospitals, morgue.

*This role will be filled by the Operations Supervisor of F-M Ambulance in the event the F-M Ambulance Executive Director is unavailable.*

**Preparedness:**

- Review plans
- Coordinate anticipated requirements with area hospitals
- Establish number of additional patients the hospital and nursing homes could receive in the county
- Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable
- Establish number of patients hospitals in surrounding areas could receive
- Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required
- Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped
- Coordinate availability of facilities to be used for emergency medical care
- Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster
- Review assignments of EMS personnel to shelters to ensure emergency medical capabilities
- Review and update communications SOGs with the emergency manager
- Participate in disaster exercises

**Response:**

- Establish medical command
- Maintain liaison between Director of Public Health, medical command officer and local government officials

Coordinate medical resource requirements with the EOC  
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary  
Coordinate activities and resource requirements with the emergency manager  
Coordinate requirements for mental health counseling  
Coordinate requirements for morgue services  
Advise morgue coordinator in the event emergency interment is required  
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.  
Inventory medical supplies on hand and suppliers for restocking as needed  
Coordinate with shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities  
Assembles key medical personnel for analysis of all medical operations  
Complete required reports  
Recommend changes of the Local Emergency Operations Plan to the emergency manager

*Reference Materials: F-M Ambulance Task Cards, Medical Control Annex, Disaster Handbook, Local Emergency Operations Plan, Cass EM Work plan*