

**EXECUTIVE ORDER 93-27  
ASSIGNING EMERGENCY RESPONSIBILITIES  
TO STATE AGENCIES;  
RESCINDING EXECUTIVE ORDER 90-2**

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

WHEREAS, natural and technological disasters, including those involving hazardous materials, have and may occur in any part of the state; and

WHEREAS, national and international events, such as conflict or threats of terrorism can increase the need for emergency preparedness within the state; and

WHEREAS, state agencies may be called upon to effectively respond to and/or assist in the recovery from the effects of these events or disasters;

NOW, THEREFORE, I hereby order that:

Each department and independent state agency included in this Executive Order shall designate a member of its staff as its emergency preparedness contact/coordinator (EPC/C). Such individual shall serve as the point of contact for the Division of Emergency Management and other state agencies with regard to emergency preparedness issues, and the implementation of that state agency's tasks.

Each department, independent division, bureau, board, commission, and independent institution of the state government, hereinafter referred to as agencies, shall carry out the general emergency preparedness, response, recovery, and hazard mitigation responsibilities described in this Executive Order, the specific emergency assignments contained in the Minnesota Emergency Operations Plan, and such other duties as may be requested by the Division of Emergency Management. The head of each agency shall be accountable for the execution of the above responsibilities.

## I. Emergency Preparedness

- A. The Division of Emergency Management shall have overall responsibility for coordinating the development and maintenance of the all-hazards Minnesota Emergency Operations Plan.
- B. Each state agency shall develop, and make available to its employees, those specific, internal emergency operating procedures that it needs in order to:
  - 1. Protect its personnel, equipment, supplies, and public records from the direct effects of a disaster; and
  - 2. Carry out its normal services during a disaster; and,
  - 3. Carry out the emergency responsibilities that are assigned to it in this Executive Order, and are elaborated upon in the state emergency operations plan listed above.
- C. Each state agency shall, when requested by the Division of Emergency Management, participate in emergency preparedness exercises and training efforts.

## II. Emergency Response

- A. All state agencies responding to an emergency/disaster shall use the Minnesota Incident Management System (MIMS). In the event of an emergency/disaster resulting in a multiple state agency response, a unified command structure shall be established. If, due to the nature of an incident, a single state agency has a larger/primary role in the response to that incident, that agency may be referred to as the lead agency. The Division of Emergency Management shall have the coordinating/facilitating role in a multiple state agency response to an emergency/disaster.
- B. State agencies shall be responsible for assigning necessary personnel to report to the state, regional, and/or on-site emergency operating center(s), if such are activated, in accord with the Minnesota Emergency Operations Plan. Such individuals shall be prepared to direct the activities of their agency's response personnel.

- C. In the event of a major disaster/emergency, state agencies shall be responsible for carrying out the general emergency responsibility assignments contained in this Executive Order, and elaborated upon in the emergency operations plan referenced above.
- D. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to assist with damage assessment activities associated with the Public Assistance and Individual Assistance programs.


### III. Recovery/Hazard Mitigation

- A. Each state agency that has a role in emergency management shall participate in the development of hazard mitigation strategies to reduce or eliminate the vulnerability of life and property to the effects of disasters.
- B. Following a presidential declaration of a major disaster, state agencies shall participate in the hazard mitigation activities requested by the Division of Emergency Management.
- C. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to serve on long-range recovery task forces and be prepared to commit and combine resources toward the long-term recovery effort.
- D. State agencies shall, when requested by the Division of Emergency Management, provide necessary personnel to staff those disaster application centers (DACs) that are established following a presidential declaration of a major disaster.

Executive Order 90-2 is rescinded.

Pursuant to Minnesota Statutes 1992, Section 4.035, subd. 2, this Executive Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with Minnesota Statutes 1992, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this 10th day of December 1993.

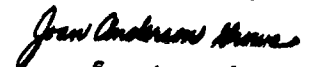
  
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ARNE H. CARLSON  
Governor

Filed According to Law:

  
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JOAN ANDERSON GROWE  
Secretary of State

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

DEC 10 1993

  
Secretary of State



**EXECUTIVE  
ORDER NO. 93-27**

**ASSIGNING EMERGENCY  
RESPONSIBILITIES TO  
STATE AGENCIES**



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## I. DEPARTMENT OF ADMINISTRATION

- Section 100 The Department of Administration shall provide architects, engineers, and/or other technically qualified personnel to prepare damage assessment and damage survey reports of public buildings damaged by disaster.
- Section 101 The Department of Administration shall administer the state self insurance program as it relates to federal disaster assistance, as set forth under Public Law 93-288.
- Section 102 The Department of Administration shall provide administrative support to state government agencies during a disaster. This support would include, but is not limited to, assigning administrative staff, equipment, stenographic, printing and duplicating materials and maintenance, at state and regional emergency operating centers.
- Section 103 The Department of Administration shall furnish computer services needed for operations and resource management in an emergency. These services include the use of computer facilities and support staff to provide needed information on a 24 hour basis during and immediately following an emergency.
- Section 110 The Department of Administration shall provide emergency telecommunications support and shall coordinate planning and delivery of statewide telecommunications systems and services for emergency operations during an emergency.
- Section 111 The Department of Administration shall be responsible for providing telephone operation support during exercises and emergencies in state and regional operating centers.

### Building Codes and Standards Division

- Section 120 The Building Codes and Standards Division shall provide technically qualified personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 121 The Building Codes and Standards Division shall provide a representative when requested to serve on a state review and selection panel, in order to assist in the evaluation of projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

Section 122 The Building Codes and Standards Division shall provide technical assistance in determining appropriate minimization projects in the Individual Assistance program.

## II. DEPARTMENT OF AGRICULTURE

- Section 200 The Department of Agriculture shall provide guidance for the use of agricultural land and crops affected by disaster.
- Section 201 The Department of Agriculture, with assistance from the Board of Animal Health, shall develop procedures for the protection of farm animals affected by a disaster.
- Section 202 The Department of Agriculture shall assist in the preparation of damage estimates for the Division of Emergency Management on agricultural losses to support disaster declaration requests.
- Section 203 The Department of Agriculture shall develop emergency procedures for a statewide food supply and distribution program in order to maintain adequate emergency food supplies. These procedures will make provisions for the control and distribution of primary and secondary foods as prescribed by federal guidelines.
- Section 204 The Department of Agriculture shall be responsible for a statewide program for the decontamination and salvage of animals and crops exposed to radiation and the use of contaminated agricultural land to include decontamination methods, cultivation guidance, and types of crops to be grown.
- Section 205 The Department of Agriculture has a significant role in responding to hazardous materials incidents. The Department of Agriculture shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### III. ATTORNEY GENERAL

- Section 300 The Attorney General shall be responsible for providing legal advice and opinions in support of state emergency operations to include preparing and reviewing proclamations and special regulations issued by the governor.
- Section 301 The Attorney General shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to provide consumer information to persons affected by a disaster.
- Section 302 The Attorney General shall prepare procedures and support the response to hazardous materials incidents in the state as requested by the Division of Emergency Management and detailed in the Minnesota Emergency Operations Plan.

#### IV. STATE AUDITOR

- Section 400 The State Auditor shall be responsible for assuring that audits of project applications submitted by political jurisdictions meet the applicable state requirements. The State Auditor is responsible for conducting audits where audits are required by the Single Audit Act of 1984.
- Section 401 The State Auditor shall be responsible for conducting state audits for applicants of Minnesota Statutes Chapter 9.061 (the "Calamity Act").

## V. DEPARTMENT OF COMMERCE

- Section 500 The Department of Commerce shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to insurance claim procedures to persons affected by a disaster.
- Section 501 The Department of Commerce shall develop procedures and provide the necessary staff to support the state's responsibility in emergency banking and fiscal matters of the economic stabilization program established by the Federal Reserve Bank of Minneapolis and the Federal Reserve System.
- Section 502 The Department of Commerce shall assist state and local government with damage assessment of private or individual dwellings and businesses, as requested by the Division of Emergency Management.

## VI. DEPARTMENT OF JOBS AND TRAINING

Section 600 The Field Operations Branch shall be responsible for coordinating and directing the use of personnel within the state during disaster operations from state and regional emergency operating centers.

### Unemployment Insurance Branch

Section 610 The Unemployment Insurance Branch shall develop procedures to provide unemployment assistance to eligible individuals whose unemployment results from a disaster declared under Public Law 93-288. It will also arrange for payment of benefits under regular unemployment compensation laws to eligible individuals in cases where a disaster has not been declared.

Section 611 The Unemployment Insurance Branch shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to disaster unemployment.

### Community Based Services Division

Section 620 The Community Based Services Division shall use its network of service delivery areas to assist vulnerable individuals and families during and after a disaster. This includes, but is not limited to, Energy Assistance, Weatherization, and dislocated worker/job training programs.

Section 621 The Community Based Services Division shall provide representation at disaster Application Centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to the applicable programs.

## VII. DEPARTMENT OF EDUCATION

- Section 700 The Department of Education shall encourage local school districts to cooperate with local government authorities to ensure the preparation of plans for the protection of school children in an emergency. These plans shall include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations.
- Section 701 The Department of Education shall assist local school districts in preparing and submitting a request for financial assistance from the federal government when public school facilities have been damaged or destroyed by a major disaster.

### Division of Management Effectiveness

- Section 710 The Division of Management Effectiveness, Child Nutrition Section shall have the responsibility for providing federal government food commodities. (The Department of Human Services shall be responsible for coordinating the distribution of these provisions to victims in the disaster area.) -



## VIII. DEPARTMENT OF EMPLOYEE RELATIONS

Section 800 The Department of Employee Relations shall support the Department of Jobs and Training in the management of personnel services at state and regional emergency operating centers during a disaster, and will assist in the development of emergency employment utilization procedures.

## IX. DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT

- Section 900 The Commissioner of the Department of Trade and Economic Development, with the assistance of the Policy Analysis, Science and Technology Division, shall provide the Division of Emergency Management with an estimate of the immediate economic impact of a disaster and, where applicable, provide estimated projections of long range effects of a major disaster, using relevant data from other state agencies if needed.
- Section 901 The Commissioner of the Department of Trade and Economic Development shall be responsible for the management of essential services and directing emergency industrial production, if directed to do so by the Governor. The Commissioner, with the assistance of the Policy Analysis, Science and Technology Division, shall prepare plans and procedures for controlling this production from state and regional emergency operating centers in coordination with the federal government.

### Community Development Division

- Section 910 The Community Development Division shall provide a representative, when requested, to serve on a state review and selection panel that evaluates projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

## X. DEPARTMENT OF FINANCE

- Section 1000      The Department of Finance shall develop procedures for fiscal management of the state during a disaster.
- Section 1001      The Department of Finance shall (within three days after receipt of payment authorization from the Department of Public Safety, Division of Emergency Management) process and issue checks for disaster victims that have applied for assistance through the Individual and Family Grant Program.

## XI. DEPARTMENT OF HEALTH

Section 1100 The Department of Health shall develop procedures for providing emergency health services for those critically ill and injured as a result of a disaster. These procedures shall include provisions for blood donor programs (in coordination with the American Red Cross), disease control, sewage and waste disposal, the handling of radioactive materials, potable water supply, disposition of mass casualties, and health assessment and training programs for health care and support personnel.

Section 1101 The Department of Health has a significant role in responding to hazardous materials incidents. The Department of Health shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### Bureau of Health Delivery Systems

Section 1110 The Bureau of Health Delivery Systems, in cooperation with the Office of Electronic Communications of the Technical Services Division of the Department of Transportation, shall develop a statewide emergency medical services radio communication system.

Section 1111 The Bureau of Health Delivery Systems, through its emergency medical services field staff and district representative, shall assist in the coordinating of emergency medical resources, including hospitals, blood banks and ambulance services to respond to disasters.

### Bureau of Health Protection

Section 1120 The Bureau of Health Protection shall provide assistance to local officials in conjunction with the local health agency to ensure the safety of food and water for human consumption during and immediately following a disaster.

Section 1121 The Bureau of Health Protection shall provide engineers, environmental health specialists, and/or other technically qualified personnel to prepare damage survey reports (DSRs) of health and public water facilities damaged by a disaster. They will assist communities in determining the cost to repair or replace damaged health facilities and public water distribution systems so federal financial assistance can be requested under Public Law 93-288.

- Section 1122 The Bureau of Health Protection shall be responsible for providing guidance on protective action levels and medical assistance to state and local authorities in areas affected by accidents/incidents involving radioactive or any other hazardous materials. They shall develop procedures to accomplish this and conduct in-service training to maintain this response capability.
- Section 1123 The Bureau of Health Protection shall coordinate food service activities in an emergency, conducting food inspections at mass feeding facilities.

## XII. MINNESOTA HOUSING FINANCE AGENCY

- Section 1200 The Minnesota Housing Finance Agency shall administer home improvement grants and loans, available through its own agency, to homeowners of low and moderate incomes, that have sustained disaster related damage to their principal residence.
- Section 1202 The Minnesota Housing Finance Agency shall provide a representative, when requested, to serve on a state review and selection panel that evaluates projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

### XIII. DEPARTMENT OF HUMAN SERVICES

- Section 1300 The Department of Human Services shall be responsible for coordinating the provision of government commodity foods and food stamps to disaster victims. Legal responsibility for government commodities is placed with the Minnesota Department of Education, Child Nutrition Section.
- Section 1301 The Department of Human Services shall be responsible for coordinating the mass emergency repatriation of Minnesota residents upon an emergency declaration by the federal government or upon a request from the U.S. State Department.
- Section 1302 The Minnesota Board on Aging (Aging and Adult Program) shall provide representation at disaster application centers (DACs) and the disaster area itself, as deemed necessary by the Division of Emergency Management, to identify and assist elderly victims.
- Section 1303 The Department of Human Services shall be responsible for coordinating, with local government and voluntary agencies at state and/or regional operating centers, the provision of emergency human services following a disaster.
- Section 1304 The Department of Human Services shall provide personnel, as requested, to assist the state in the delivery of individual assistance following a presidential disaster declaration.
- Section 1305 The Department of Human Services shall assist with immediate services grants and administer regular grants for mental health programs for disaster victims.
- Section 1306 The Department of Human Services shall provide assistance in long term disaster recovery using existing programs, streamlining or waiving regulatory functions where possible, and providing technical assistance and/or administrative support to stricken communities.
- Section 1307 The Department of Human Services has a significant role in responding to a hazardous materials incident. The Department of Human Services shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignment as described in the Minnesota Emergency Operations Plan.

#### XIV. DEPARTMENT OF MILITARY AFFAIRS

Section 1400     The Department of Military Affairs (Minnesota National Guard) shall prepare plans and procedures to support civil authorities in an emergency that exceeds local resources. National Guard assistance may be made available when a natural disaster, civil disorder, hazardous material incident or other state emergency occurs which is beyond the capability of local government. As Commander-in-Chief of the National Guard, the Governor can direct the Guard to take whatever action is necessary to cope with the emergency. Both local government and state agency requests for National Guard assistance are to be forwarded to the Minnesota Duty Officer (Division of Emergency Management). County sheriffs or mayors of cities of the first class are authorized to request National Guard assistance.



## XV. DEPARTMENT OF NATURAL RESOURCES

- Section 1500 The Department of Natural Resources shall be responsible for preparing plans and procedures for chemical, biological and radiological monitoring/sampling of plants, animals, and water in cooperation with the Departments of Health and Agriculture.
- Section 1501 The Department of Natural Resources is responsible for assigning personnel to state and regional emergency operating centers.
- Section 1502 The Department of Natural Resources shall be responsible for providing technical assistance, personnel, and equipment for debris removal from state waterways and forested areas, subject to the availability of funds.
- Section 1503 The Department of Natural Resources shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The department shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of disaster.
- Section 1504 The Department of Natural Resources shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of disaster, and provide hazard mitigation information to the general public.
- Section 1505 The Department of Natural Resources shall provide a representative, when requested, to serve on a state review and selection panel to evaluate projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.
- Section 1506 The Department of Natural Resources has a significant role in responding to hazardous materials incidents. The Department of Natural Resources shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### Waters Division

- Section 1510 The Waters Division shall be responsible for coordinating the Flood Plain Management Program and the National Flood Insurance Program in Minnesota.

- Section 1511 The Waters Division shall, following a presidential disaster declaration due to flooding, be responsible for the development, revision, and implementation of the hazard mitigation plan as required by Public Law 93-288, in consultation with the Department of Public Safety, Division of Emergency Management.
- Section 1512 The Waters Division shall assist local units of government in applying for grants through the Department of Natural Resources, Flood Hazard Mitigation Grant Assistance Program.
- Section 1513 The Waters Division shall establish plans for the conservation and allocation of surface and underground waters during emergencies.
- Section 1514 The Waters Division shall assign the state climatologist to prepare climatological reports as well as other related weather data in support of emergency operations.
- Section 1515 The Waters Division shall provide personnel at disaster application centers to disseminate information to and solicit information from flooding victims.

#### Enforcement Division

- Section 1520 The Enforcement Division shall provide personnel and equipment support to the State Patrol in emergency law enforcement and traffic control operations, when requested by the Division of Emergency Management.
- Section 1521 The Enforcement Division shall prepare procedures for providing communications support in a disaster area.
- Section 1522 The Enforcement Division shall prepare plans and provide support to local government agencies during disasters. During floods, storms and other disaster emergencies, the Enforcement Division will assist local law enforcement for both search and rescue, will provide special equipment such as boats, ATVs, snowmobiles, etc., and provide any other needs identified.

#### Forestry Division

- Section 1530 The Forestry Division shall provide personnel and equipment support to the state Fire Marshal in emergency operations, when requested by the Division of Emergency Management.
- Section 1531 The Forestry Division shall be responsible for coordinating fire suppression activities in forested and grassland areas of the state.

- Section 1532 The Forestry Division shall assist state and local governments in applying for grants from the federal government for the purpose of reimbursing expenses actually incurred by a property owner in the removal of timber damaged by a disaster.
- Section 1533 The Forestry Division shall assist local government in training for fire and rescue operations in full coordination with the state Fire Marshal Division and the Minnesota Technical College System.

## XVI. POLLUTION CONTROL AGENCY

- Section 1600 The Pollution Control Agency shall, upon instructions from the office of the Governor, waive, modify, or suspend selected enforcement rules of the agency for areas stricken by disaster, when statute provides for such waivers. This action will relieve or expedite recovery operations and avert an even greater disaster from occurring, while ensuring continued protection of the public.
- Section 1601 The Pollution Control Agency shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The agency shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) of damage to publicly owned waste disposal and utility systems, following a presidential declaration of disaster.
- Section 1602 The Pollution Control Agency shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of disaster.
- Section 1603 The Pollution Control Agency shall provide a representative, when requested, to serve on a state review and selection panel to evaluate projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.
- Section 1604 The Pollution Control Agency shall review the environmental effects of an emergency diking project and recommend approval or disapproval before work begins.
- Section 1605 The Pollution Control Agency has a significant role in responding to hazardous materials incidents. The Pollution Control Agency shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

## XVII. DEPARTMENT OF PUBLIC SAFETY

### Capitol Complex Security Division

- Section 1700 The Capitol Complex Security Division shall be responsible for providing protection to property and equipment in the Capitol complex during an emergency.
- Section 1701 The Capitol Complex Security Division shall provide 24-hour security for the state emergency operating center (EOC) and the joint public information center (JPIC) during an emergency.
- Section 1702 The Capitol Complex Security Division shall act as backup for the activation of the National Warning System (NAWAS) for the Metro Warning Point.
- Section 1703 The Capitol Complex Security Division shall provide backup radio operators for duty officers operating the radio console in the EOC, as needed.

### Criminal Apprehension Division

- Section 1710 The Criminal Apprehension Division shall be responsible for the timely dissemination of warnings over the Minnesota Law Enforcement Teletype Network.
- Section 1711 The Criminal Apprehension Division shall make its field agents available, when possible, to assist other state agencies with search and rescue, evacuation and traffic control, and law enforcement, during a disaster.

### Division of Emergency Management

- Section 1720 The Director of the Division of Emergency Management (DEM) shall serve as the state coordinating officer (SCO) and the Governor's authorized representative (GAR) for all presidentially declared emergencies or disasters.
- Section 1721 The Director of the Division of Emergency Management shall designate a DEM staff member to serve as the state Hazard Mitigation Officer (HMO). The state HMO shall be responsible for ensuring that the hazard mitigation requirements in Public Law 93-288, including implementation of the Hazard Mitigation Grant Program, are carried out.

- Section 1722 The Division of Emergency Management shall monitor the operations of the state portion of NAWAS and coordinate any actions necessary to maintain service or extend coverage.
- Section 1723 The Division of Emergency Management shall assist local communities in the completion of all prerequisite actions needed to construct flood protection works. The Division of Emergency Management will also help to obtain the concurrence of the Departments of Natural Resources and Transportation, and the Pollution Control Agency in any project before requesting construction assistance from the U.S. Army Corps of Engineers.
- Section 1724 The Division of Emergency Management shall maintain the 24-hour Minnesota Duty Officer system to ensure the proper receipt and dissemination of emergency/disaster notifications to appropriate state and local government agencies.
- Section 1725 The Division of Emergency Management shall activate the state emergency operating center (EOC) when any type of major disaster threatens or has occurred. DEM staff shall establish an EOC or field office in or adjacent to the disaster to coordinate field operations. When an EOC or field office has been opened, the division shall notify state agencies so that they may provide staff to the EOC to carry out their emergency responsibilities.
- Section 1726 The Division of Emergency Management shall (on behalf of state and local government) coordinate the obtaining of damage assessment information required for federal and/or state disaster assistance.
- Section 1727 The Division of Emergency Management shall request all appropriate state agencies to provide representatives to the disaster application centers (DACs) that are established following a presidential declaration of disaster.
- Section 1728 The Division of Emergency Management shall organize long term disaster recovery efforts by assembling appropriate state and federal agency representatives for the purpose of coordinating available state and federal disaster grants.
- Section 1729 The Division of Emergency Management shall administer the Public Assistance Program and the Individual and Family Grant Program provided under Public Law 93-288.
- Section 1730 The Division of Emergency Management shall have overall responsibility for coordinating local government emergency planning. This responsibility includes the development and maintenance of prototype emergency plans and supporting documents, as well as planning requirements guidance.

- Section 1731 The Division of Emergency Management regional program coordinators shall review all county and city emergency operations plans to determine if the plans are in compliance with state and federal requirements.
- Section 1732 The Division of Emergency Management shall provide guidance and information sufficient to allow local government to request assistance under the provisions of Minnesota Statutes Chapter 9.061 (the "Calamity Act") and Chapter 273.123 (reassessment of Homestead Property Damaged in a Disaster). The division shall also present such a request for assistance to the state Executive Council.
- Section 1733 The Division of Emergency Management shall keep the Governor, Executive Council, and the legislature, as appropriate, informed of all actual or impending emergency operations.
- Section 1734 The Division of Emergency Management shall coordinate the emergency training needs/requests of other state agencies and local government.
- Section 1735 The Division of Emergency Management shall be responsible for the administrative tasks associated with the Hazardous Materials Regional Response Teams.
- Section 1736 The Emergency Response Commission shall provide emergency response personnel with access to hazardous chemical storage information required to be provided to the Commission by facilities subject to regulation under Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
- Section 1737 The Emergency Response Commission shall provide technical guidance and assistance to political subdivisions in meeting requirements of SARA Title III.
- Section 1738 The Emergency Response Commission, through the Regional Review Planning Committees of the Commission, shall review the SARA Title III elements contained in local government emergency operations plans.

#### Office of Public Information

- Section 1740 The Office of Public Information shall provide emergency public information support following the occurrence of a disaster, including disaster exercises, in coordination with the Division of Emergency Management and the Governor's Office.

### Fire Marshal Division

- Section 1750 The state Fire Marshal Division shall assist local government in planning for fire protection, and in obtaining fire fighting and rescue assistance in an emergency in accordance with the state emergency operations plan.
- Section 1751 The state Fire Marshal Division shall assist local government in training for fire operations in full coordination with the Department of Natural Resources Forestry Division and the Minnesota Technical College System.
- Section 1752 The state Fire Marshal Division shall coordinate the state response to major fires, except those that involve grass and forest land and assign personnel to state and regional emergency operating centers.
- Section 1753 The state Fire Marshal Division has a significant role in responding to hazardous materials incidents. The Fire Marshal Division shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.
- Section 1754 The state Fire Marshall shall be responsible for the operational tasks associated with the Hazardous Materials Regional Response Teams.

### State Patrol Division

- Section 1770 The State Patrol Division shall be responsible for law enforcement and traffic control on all interstate and state trunk highways in an emergency.
- Section 1771 The State Patrol Division shall assist local police agencies with available resources in law enforcement and traffic control when requested by proper local authority to do so.
- Section 1772 The State Patrol Division shall act as net control for the National Warning System (NAWAS) within the state for the dissemination of national and local emergency information and warnings.
- Section 1773 The State Patrol shall be responsible for providing assistance that may be required by the Capitol Complex Security Division to protect the personnel in the capitol complex during an emergency, and shall prepare plans and procedures to accomplish this.
- Section 1774 The Chief of the State Patrol shall be in charge of the law enforcement function and shall coordinate its emergency operations in the state, including



the assignment of personnel as law enforcement representatives at the state and regional emergency operating centers.

Section 1775 The State Patrol radio frequencies shall serve as the direction and control net. The State Patrol is responsible for providing, if needed, personnel to operate the radio console in the state emergency operating center (EOC) during exercises, drills, and emergencies.

Section 1776 The State Patrol has a significant role in responding to hazardous materials incidents. The State Patrol shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

#### Office of Pipeline Safety

Section 1780 The Office of Pipeline Safety shall act as a liaison with pipeline companies, local units of government, federal pipeline authorities, and provide post incident enforcement and investigation.

Section 1781 The Office of Pipeline Safety has a significant role in responding to hazardous materials incidents. The Office of Pipeline Safety shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

## XVIII. DEPARTMENT OF PUBLIC SERVICE

- Section 1800 The Department of Public Service shall develop procedures for the conservation and management of energy resources during energy emergencies, in coordination with energy suppliers in the state.
- Section 1801 The Department of Public Service shall coordinate their activities with the Division of Emergency Management in the implementation of energy emergency procedures.
- Section 1802 The Department of Public Service shall develop various public information releases for use in an energy emergency.
- Section 1803 The Department of Public Service shall provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The department shall also provide personnel, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of a major disaster.
- Section 1804 The Department of Public Service shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 1805 The Department of Public Service shall provide a representative, when requested, to serve on a State Review and Selection Panel, in order to assist in the evaluation of projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

## XIX. DEPARTMENT OF REVENUE

- Section 1900 The Communication Division and Taxpayer Services Division shall provide representatives at Disaster Application Centers (DACs), as requested by the Division of Emergency Management, to provide guidance to clients on how their tax burden will be affected by their disaster losses.
- Section 1901 The Communication Division and Taxpayer Services Division shall assist local governments and help citizens certify tax losses sustained as a result of a major disaster.

### Local Government Services Division

- Section 1910 The local Government Services Division shall assist local government in conducting a damage assessment of private homes and businesses as needed.

### Petroleum Division

- Section 1920 The Petroleum Division shall assist the Division of Emergency Management and the Department of Public Service in the implementation of an energy plan which provides for the allocation and conservation of energy resources and provides staff for the state and regional emergency operating centers.

### Alcohol, Tobacco, and Special Taxes Division, Collection Division and Audit Division

- Section 1930 The Alcohol, Tobacco, and Special Taxes Division, Collection Division, and Audit Division shall assign personnel to assist with compliance activities associated with the economic stabilization function.

## XX. DEPARTMENT OF TRANSPORTATION

- Section 2000 The Department of Transportation shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 2001 The Department of Transportation shall provide a representative, when requested, to serve on a State Review and Selection Panel, to assist in the evaluation of projects proposed for funding under the (PL-93-288) Hazard Mitigation Program.
- Section 2002 The Department of Transportation has a significant role in responding to hazardous materials incidents. The Department of Transportation shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### Aeronautics Division

- Section 2010 The Aeronautics Division shall restrict flights over disaster areas when requested by the Division of Emergency Management or other appropriate authority.
- Section 2011 The Aeronautics Division shall coordinate flights with the Civil Air Patrol in search and rescue missions and aerial radiological monitoring.
- Section 2012 The Aeronautics Division shall coordinate civilian and military air transportation in a disaster situation.
- Section 2013 The Aeronautics Division shall provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort, and to prepare damage survey reports (DSRs) for airports and airport facilities damaged in any type of major disaster.
- Section 2014 The Aeronautics Division shall provide transportation and/or reconnaissance as requested by the Division of Emergency Management during a declared disaster situation.
- Section 2015 The Aeronautics Division shall have a plan for the utilization of aircraft available for emergency operations.

Section 2016 The Aeronautics Division shall, during a disaster, be responsible for providing and coordinating the use of air transportation resources within state government.

Section 2017 The Aeronautics Division shall maintain current records of airport facilities, aircraft registrations, and licensed pilots that could be used to provide transportation to various parts of the state in the event of a disaster.

#### Operations Division

Section 2020 The Operations Division shall develop procedures for emergency engineering services in disaster operations and shall assign personnel to state and regional emergency operating centers.

Section 2021 The Operations Division shall make available the Maintenance Construction Communications System for use as the Division of Emergency Management's command net, should the direction and control net (State Patrol) fail.

Section 2022 The Operations Division shall be responsible for debris and wreckage removal from all interstate and state trunk highways and for other assistance to political subdivisions on other roadways as may be required.

Section 2023 The Operations Division shall provide any highway clearances and waivers required to expedite the transportation of high priority materials and personnel during periods of declared emergency, including mass relocation of the populace.

Section 2024 The Operations Division shall determine the impact of an emergency diking project on the interstate and trunk highway system and recommend approval or disapproval of the project before work begins.

Section 2025 The Operations Division shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The division shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of disaster.

Section 2026 The Operations Division, working with the state Health Department and State Patrol, shall assist in radiological emergency response and protection efforts such as radiological monitoring and decontamination of state highways and vital facilities.

Section 2027 The Operations Division shall prepare emergency highway traffic plans and procedures for the regulation of highway travel during periods of emergency operations.

Section 2028 The Operations Division shall prepare plans and procedures and be responsible for the coordination of all rail, bus, and truck transportation in the state during an emergency, including emergency transportation in the disaster area.

Program Management Division

Section 2040 The Program Management Division shall develop procedures for receiving and disseminating information to appropriate agencies concerning the shipment of chemicals, radiological substances, and other materials that are potentially hazardous.

Technical Services Division  
Office of Electronic Communications

Section 2050 The Office of Electronic Communications shall provide for the maintenance of radio communications systems essential to operations during an emergency or disaster.

Section 2051 The Director of the Office of Electronic Communications shall be the state radio officer.

Section 2052 The Office of Electronic Communications shall provide technical assistance in developing radio capabilities for statewide emergency preparedness, when multiple state agencies or multiple levels of government need to carry out a coordinated response.

## XXI. MINNESOTA TECHNICAL COLLEGE SYSTEM

Section 2100      The Minnesota Technical College System shall assist local government by providing training in fire, rescue, and hazardous materials emergency operations through the technical colleges located statewide.