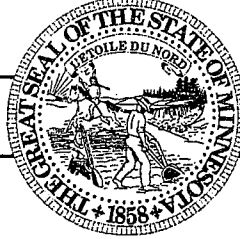


STATE of MINNESOTA

EXECUTIVE



DEPARTMENT

JESSE VENTURA
GOVERNOR

**EMERGENCY EXECUTIVE ORDER 99-20
ASSIGNING EMERGENCY RESPONSIBILITIES
TO STATE AGENCIES; RESCINDING
EXECUTIVE ORDER 96-16**

I, JESSE VENTURA, 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 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 response contact/coordinator (EPRC/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 and response issues and shall represent that agency on the Minnesota Emergency Preparedness and Response Committee (EPRC).

Each department, independent division, bureau, board, commission, and independent institution of the state government, hereinafter referred to as "agency," shall carry out the general emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations responsibilities described in this Executive Order, the specific emergency assignments contained in the *Minnesota Emergency Operations Plan*, the *Minnesota Long-Term Recovery/Hazard Mitigation 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 responsibilities described in this Executive Order.

I. Emergency Preparedness/Planning

- A. The Division of Emergency Management shall have overall responsibility for coordinating the development and maintenance of the all-hazard *Minnesota Emergency Operations Plan*.

B. Each state agency shall develop and update, as necessary, its own emergency plan/procedures, including a continuity of operations (business continuation) plan. These plan/procedures should be made available to the agency's employees and to the Division of Emergency Management for maintenance in the state emergency operations center (SEOC). The agency's plan/procedures must provide for:

1. protection of the agency's personnel, equipment, supplies, vital records, public records and facilities from the direct effects of a disaster at their agency or facilities; and
2. execution of the emergency responsibilities that are assigned to the agency in this Executive Order, and are elaborated upon in the *Minnesota Emergency Operations Plan*; and
3. continuity of government for sustaining time-sensitive operations and staffing, at a minimum developing and maintaining a written continuity of operations (business continuation) plan defining:
 - a. line of succession,
 - b. pre-delegation of emergency authority,
 - c. emergency action steps or procedures,
 - d. alternate operating sites for critical functions,

- e. alternate facilities for resumption of normal business and the resumption of the agency's essential functions and services,
- f. safeguarding of vital records,
- g. protection of facilities, personnel and resources, and
- h. preparation for returning to normal operations.

- 4. commitment of resources for the development and maintenance of an agency all-hazard plan, including continuity of operations (government).

- C. Each state agency shall, when requested by the Division of Emergency Management, participate in emergency preparedness planning, training and exercising 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 role in a multiple state agency response to an emergency/disaster. All state agencies shall support this coordinated multi-agency response and carry out their specific assignments, as described in the *Minnesota Emergency Operations Plan*.

- B. All state agencies shall be responsible for assigning necessary personnel to report to the state, regional, and/or on-site emergency operating center(s) and information hotline, 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.

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 be responsible for carrying out the hazard mitigation responsibility assignments contained in this Executive Order and

elaborated upon in the *Minnesota Long-Term Recovery/Hazard Mitigation Plan*.

- C. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to assist with the damage assessment activities associated with the Public Assistance, Individual Assistance and Hazard Mitigation programs. They shall also provide personnel to serve on an Interagency Hazard Mitigation Team or Hazard Mitigation Survey Team, when requested.
- D. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to serve on the Minnesota Recovers Disaster Task Force and be prepared to commit and combine resources toward the long-term recovery/mitigation effort.
- E. State agencies shall, when requested by the Division of Emergency Management, provide necessary personnel to staff those Disaster Recovery Centers (DRCs) that are established following a presidential declaration of a major disaster.

Executive Order 96-16 is rescinded.

Pursuant to Minnesota Statutes 1998, 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 1998, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this twenty-ninth day of December, 1999


JESSE VENTURA
Governor

Filed According to Law:


MARY KIFFMEYER
Secretary of State

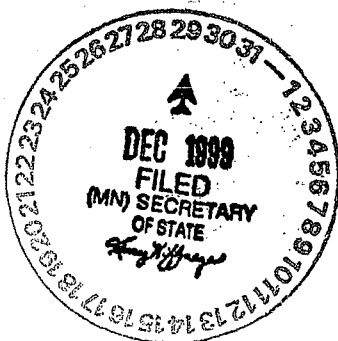


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I. DEPARTMENT OF ADMINISTRATION

- Section 100 The Department of Administration shall coordinate planning and recovery of the statewide systems and provide emergency support.
- Section 101 The Department of Administration shall provide architects, engineers, and/or other technically qualified personnel, when requested, to participate in the preliminary damage assessment (PDA) of public buildings damaged by disaster.
- Section 102 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. This will be accomplished in conformance with the new Federal Emergency Management Agency guidance, as it relates to insuring public buildings for eligibility for Public Assistance during a Presidential Declaration of a Major Disaster.
- Section 103 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, printing and duplicating materials and maintenance to state and regional emergency operating centers (EOCs).
- Section 104 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 105 The Department of Administration shall coordinate planning and delivery of statewide telecommunications systems and services for emergency operations during an emergency and shall provide emergency telecommunications support.
- Section 106 The Department of Administration shall be responsible for providing telephone operation support during exercises and emergencies in state and regional EOCs.
- Section 107 The Department of Administration shall provide technical assistance in determining appropriate minimization projects in the Individual Assistance programs.

- Section 108 The Department of Administration shall provide support to state agencies in the identification of alternate sites for their systems and personnel.
- Section 109 The Department of Administration shall provide travel support to state agencies.
- Section 110 The Department of Administration shall provide state agencies access to a recovery plan development software tool.

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 be responsible for a statewide program for the protection of animals, food products, 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 204 The Department of Agriculture shall develop and make available fact sheets on the protection of foodstuffs and animals, during disasters.
- Section 205 The Department of Agriculture, with assistance from the Board of Animal Health, may be called upon for advice and coordination of local units of government in the provision of animal rescue and sheltering activities associated with a major disaster.

Board of Animal Health.

- Section 220 The Board of Animal Health shall advise the Department of Agriculture, the Department of Health, the Department of Natural Resources and other state and federal agencies having health/medical responsibilities relating to the care and handling of companion, farm, and wildlife animals.
- Section 221 The Board of Animal Health shall advise practicing veterinarians and USDA and Minnesota Department of Agriculture meat inspection, regarding the health of livestock presented for processing.
- Section 222 The Board of Animal Health shall coordinate with state, county and local officials on livestock carcass disposal.

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 Recovery Centers (DRCs) 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 provide guidance on contracting requirements to state agencies, after a major disaster.

IV. DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

- Section 400 The Department of Children, Families and Learning shall coordinate with the Division of Emergency Management on the development and updating, as required, of emergency plan guidance to be provided to local schools. Such guidance shall be designed to assist schools in developing an emergency plan that provides for the protection of children in the event of an emergency/disaster. The department shall be responsible for the distribution of such planning guidance to local school districts.
- Section 401 The Department of Children, Families and Learning shall assist local school districts in preparing and submitting a request for financial assistance from the federal government when public school facilities are damaged or destroyed by a major disaster.
- Section 402 The Department of Children, Families and Learning shall have the responsibility for providing federal government food commodities.
- Section 403 The Department of Children, Families and Learning shall provide technical assistance in finding appropriate alternate school facilities, which are inspected and approved by the State Fire Marshal, when local facilities are damaged or destroyed during a disaster.
- Section 404 The Department of Children, Families and Learning shall work with schools to develop school-specific, all-hazard emergency plans compatible with local, county, state and federal all-hazard plans. The plans and response procedures developed for schools should specifically address domestic violence within the buildings, and the development of "safe areas" around schools.
- Section 405 The Department of Children, Families and Learning shall use its network of service delivery agencies to assist vulnerable individuals and families, during and after a disaster. This assistance includes, but is not limited to, locating and/or identifying resources to provide childcare, energy assistance, weatherization, food shelves, community action programs and dislocated worker/job training programs.

V. DEPARTMENT OF COMMERCE

- Section 500 The Department of Commerce shall provide representation at Disaster Recovery Centers (DRCs) 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 at the State Emergency Operations Center to support the state's responsibility in emergency banking and fiscal matters of any economic stabilization program established by the Federal Reserve Bank of Minneapolis and/or 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, which may include seeking cooperation of insurance underwriters adjustment resources as requested by the Division of Emergency Management.
- Section 503 The Department of Commerce shall develop and make available consumer fact sheets about disaster assistance and insurance regulations.
- Section 504 The Department of Commerce shall provide a Telecommunications Device for the Deaf (TDD) and operators when the State Emergency Operations Center and Information Hotline are activated.
- Section 505 The Department of Commerce shall develop procedures for the conservation and management of energy resources during energy emergencies, in coordination with energy suppliers in the state.
- Section 506 The Department of Commerce shall coordinate their activities with the Division of Emergency Management in the implementation of energy emergency procedures.
- Section 507 The Department of Commerce shall develop various public information releases for use in an energy emergency.
- Section 508 The Department of Commerce shall provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster.

Section 509 The Department of Commerce 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 510 The Department of Commerce shall provide a representative, when requested, to serve on the Minnesota Recovers Disaster Task Force, in order to assist in the evaluation of projects proposed for funding.

VI. DEPARTMENT OF ECONOMIC SECURITY

Section 600 The Department of Economic Security shall develop procedures to provide reemployment 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 reemployment compensation laws to eligible individuals in cases where a disaster has not been declared.

Section 601 The Department of Economic Security shall provide representation at Disaster Recovery Centers (DRCs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to disaster reemployment and applicable programs.

VII. EMERGENCY MEDICAL SERVICES REGULATORY BOARD

- Section 700 The Emergency Medical Services Regulatory Board, 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 701 The Emergency Medical Services Regulatory Board shall assist the State and local EOCs in the coordinating of emergency medical resources, including ambulance services to respond to disasters.
- Section 702 The Emergency Medical Services Regulatory Board shall establish and maintain a list of the critical medical services throughout the State of Minnesota; and it shall develop a system for rapid access to the data required to determine the availability of hospital beds and specialized equipment.
- Section 703 The Emergency Medical Services Regulatory Board shall, upon request, coordinate Critical Incident Stress Debriefing (CISD) support to state and local officials. At the onset of a major disaster, the Emergency Medical Services Regulatory Board shall coordinate CISD support teams to be deployed into the areas most affected.

VIII. DEPARTMENT OF EMPLOYEE RELATIONS

- Section 800 The Department of Employee Relations shall support the Department of Economic Security 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.
- Section 801 The Department of Employee Relations shall interface with union officials and appropriate representatives to develop strategies for resolving conflicts between labor organizations and state agencies, during times of disaster. The Department of Employee Relations shall be proactive relative to developing options to sustain state EOC staffing and the implications thereof on labor agreements, whenever the state EOC is activated.
- Section 802 The Department of Employee Relations shall provide support to state agencies in the management of labor contracts, during emergency operations, ensuring fair, uniform and consistent interpretation of contract language.

IX. DEPARTMENT OF FINANCE

- Section 900 The Department of Finance shall develop expedited procedures for fiscal management of the state during a disaster.
- Section 901 The Department of Finance shall work with the Department of Public Safety, Fiscal and administrative Services in establishing the most appropriate way to fund the required state match costs associated with a presidential disaster declaration.
- Section 902 The Department of Finance shall assist state agencies In establishing the most appropriate way to fund financial deficiencies resulting from supporting local efforts during large scale emergencies., when federal assistance is not provided.

X. DEPARTMENT OF HEALTH

- Section 1000 The Department of Health shall develop procedures for responding to public health issues related to a disaster or emergency. These procedures shall include provisions for: disease control and prevention; sewage and waste disposal; the handling of radioactive materials; potable water supply; handling, identification, and disposition of mass casualties; and health assessment and training programs for health care and support personnel.
- Section 1001 The Department of Health shall be responsible for developing fact sheets and 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 1002 The Department of Health shall, as needed, 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 1003 The Department of Health shall provide personnel, as needed, to assist in the preliminary damage assessment (PDA) process for health and public water facilities damaged by a disaster. They will assist communities, as requested, 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 1004 The Department of Health laboratory shall be responsible for providing 24-hour analysis capability in the event of an emergency involving radioactive materials. They shall develop procedures to accomplish this and conduct in-service training to maintain this response capability.
- Section 1005 The Department of Health shall make its laboratory capabilities available for the analysis and identification of potential biological or chemical agents, during the initial phase of a potential weapons of mass destruction event.
- Section 1006 The Department of Health shall, as needed, conduct food inspections at mass feeding facilities.

XI. MINNESOTA HOUSING FINANCE AGENCY

- Section 1100 The Minnesota Housing Finance Agency shall administer home improvement grants and/or loans, available through its own agency, to homeowners of low and moderate incomes, that have sustained disaster related damage to their principal residence.
- Section 1101 The Minnesota Housing Finance Agency shall immediately, upon notification of a disaster or emergency, inventory the availability of vacant and rental property suitable for temporary or long-term housing for disaster/emergency victims.
- Section 1102 The Minnesota Housing Finance Agency, in cooperation with the Division of Emergency Management, shall assist with the planning and implementation of victim housing, in conjunction with the Individual Assistance Program administered by the Federal Emergency Management Agency and the state Division of Emergency Management.

XII. DEPARTMENT OF HUMAN SERVICES

- Section 1200 The Department of Human Services shall be responsible for coordinating the Disaster Food Stamp Program for disaster victims.
- Section 1201 The Department of Human Services shall provide representation at Disaster Recovery Centers (DRCs) and the disaster area itself, as deemed necessary by the Division of Emergency Management, to identify and assist victims.
- Section 1202 The Department of Human Services shall be responsible for coordinating, with local government and voluntary agencies at state and/or regional emergency operating centers, the provision of emergency human services following a disaster.
- Section 1203 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 1204 The Department of Human Services shall assist with immediate services and administer special grants for mental health programs for disaster victims.
- Section 1205 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 1206 The Department of Human Services has the overall responsibility for the coordination of mass care (human) services.

XIII. DEPARTMENT OF LABOR AND INDUSTRY

- Section 1300 The Department of Labor and Industry, Occupational Safety and Health Division shall respond to a catastrophe when employee fatalities/serious injuries are involved. They shall investigate to determine the cause, so that similar hazards to workers are prevented or minimized in the future.
- Section 1301 The Department of Labor and Industry, Occupational Safety and Health Division shall provide support, as requested, in the detection of air contaminants caused by chemical or biological agents and in the implementation of appropriate procedures.
- Section 1302 The Department of Labor and Industry, Occupational Safety and Health Division shall assist in assessing hazards and personal protective equipment needs, as requested.

XIV. DEPARTMENT OF MILITARY AFFAIRS

- Section 1400 The Department of Military Affairs (Minnesota National Guard) shall prepare and maintain plans and procedures to support civil authorities when an emergency exceeds local resources. As Commander-In-Chief of the National Guard, the Governor can direct the National Guard to take whatever action necessary to cope with the emergency. Upon the order of the Governor, the Adjutant General shall order to state active duty, such personnel, equipment, and facilities of the military forces of the state as required, and for such a period of time as necessary, to assist and support civil authorities. National Guard assistance may be made available when a natural disaster, civil disturbance, hazardous materials incident, or other emergency beyond the capability of local government occurs. Both local government and state agencies forward requests for National Guard assistance to the Minnesota Duty Officer (MDO) at the Division of Emergency Management. The National Guard shall maintain 24-hour liaison with the MDO. County sheriffs and mayors of cities of the first class are authorized to request National Guard assistance.
- Section 1401 The Department of Military Affairs (Minnesota National Guard) shall prepare and maintain plans and procedures for responding to and supporting state and local authorities in their response to weapons of mass destruction including, but not limited to, biological, nuclear, incendiary, chemical and explosive devices and compounds or materials. In the event of terrorist-type activity, the Department of Military Affairs shall provide support to the State Emergency Operations Center and the local incident command post. The Department of Military Affairs will make their RAID teams available, as requested by the State, to support a local response to terrorist activity. In response to a terrorist event, the Minnesota National Guard shall, at the state's request, deploy RAID teams and technically qualified personnel to the affected jurisdiction and provide policy and technical-level support in the State Emergency Operations Center Planning and Assessment Center and Operations Section.

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 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 1502 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.
- Section 1503 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.

Enforcement Division

- Section 1510 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 1511 The Enforcement Division shall prepare procedures for providing communications support in a disaster area.
- Section 1512 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 1520 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 1521 The Forestry Division shall be responsible for coordinating fire suppression activities in forested and grassland areas of the state.
- Section 1522 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 1523 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 State Colleges and Universities.
- Section 1524 The Forestry Division shall assist state and local governments in tree disposal recommendations, following a major wind event.
- Section 1525 The Forestry Division shall coordinate with the Department of Public Safety, State Patrol Division and the Department of Transportation, Aeronautics Division, during disaster, for air operations and air transportation services.

Waters Division

- Section 1530 The Waters Division shall be responsible for coordinating the Flood Plain Management Program and the National Flood Insurance Program (NFIP) in Minnesota, including enrollment of communities in the NFIP, publicity regarding flood insurance availability and coordination of insurance agent workshops.
- Section 1531 The Waters Division shall assign staff, as requested, to a (post-disaster declaration) FEMA Interagency Hazard Mitigation Team and to the Minnesota Recovers Disaster Task Force. These staff will help implement provisions of the *Minnesota Long-Term Recovery Hazard Mitigation Plan* and update the Plan as necessary.
- Section 1532 The Waters Division shall assist local units of government in applying for grants through the Department of Natural Resources, Flood Damage Reduction Grant Program.
- Section 1533 The Waters Division shall establish plans for the conservation and allocation of surface and underground waters during emergencies.

Section 1534 The Waters Division shall assign the state climatologist and other needed staff to prepare climatological and hydrologic reports as well as other related hydrologic data in support of emergency operations.

Section 1535 The Waters Division shall provide personnel at Disaster Recovery Centers (DRCs) to disseminate information to and solicit information from flood victims.

XVI. MINNESOTA PLANNING

- Section 1600 Minnesota Planning shall provide community planning, redevelopment and construction assistance to local jurisdictions immediately following a major disaster.
- Section 1601 Minnesota Planning shall provide a state assessment of redevelopment options, following a major disaster.

XVII. MINNESOTA POLLUTION CONTROL AGENCY

- Section 1700 The Minnesota Pollution Control Agency shall, upon instructions from the office of the Governor or the Governor's Authorized Representative, 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 1701 The Minnesota 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.
- Section 1702 The Minnesota 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 1703 The Minnesota Pollution Control Agency shall provide a representative, when requested, to serve on the Minnesota Recovers Disaster Task Force to evaluate projects proposed for funding.
- Section 1704 The Minnesota Pollution Control Agency shall review the environmental effects of an emergency diking project and recommend approval or disapproval before work begins.
- Section 1705 The Minnesota Pollution Control Agency shall provide technical and policy-level staff to the state Emergency Operations Center, specifically to the Planning and Assessment Center and the Operations Section, when requested by the Department of Public Safety, Division of Emergency Management.
- Section 1706 The Minnesota Pollution Control Agency shall develop and provide guidelines and procedures, assisting local authorities to manage and dispose of debris after a disaster/emergency.

XVIII. DEPARTMENT OF PUBLIC SAFETY

Bureau of Criminal Apprehension

- Section 1800 The Bureau of Criminal Apprehension 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.
- Section 1801 The Bureau of Criminal Apprehension shall lend forensics capabilities to the analysis and identification of evidence related to a potential weapons of mass destruction event.

Capitol Complex Security Division

- Section 1810 The Capitol Complex Security Division shall be responsible for providing protection to property and equipment in the Capitol complex during an emergency.
- Section 1811 The Capitol Complex Security Division shall provide 24-hour security for the state emergency operating center (SEOC) and the joint public information center (JPIC) during an emergency, when located in the Capitol complex.
- Section 1812 The Capitol Complex Security Division shall provide backup radio operators for duty officers operating the radio console in the SEOC, if possible.

Office of Communications

- Section 1820 The Office of Communications 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.

Division of Emergency Management

- Section 1830 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 and disasters.

- Section 1831 The Director of the Division of Emergency Management shall carry out nuclear power plant emergency operations planning and assess the need for protective actions required to mitigate the effects of an incident at a nuclear power plant.
- Section 1832 The Division of Emergency Management shall facilitate the activities of the Minnesota Emergency Preparedness and Response Committee.
- Section 1833 The Division of Emergency Management shall monitor the operations of the state portion of the National Warning System (NAWAS) and coordinate any actions necessary to maintain service or extend coverage.
- Section 1834 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 1835 The Division of Emergency Management shall activate the state emergency operating center (SEOC) when any type of major disaster threatens or has occurred. DEM staff shall establish an emergency operations center (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 1836 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 1837 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 1838 The Director of the Division of Emergency Management shall designate a DEM staff member to serve as the State Hazard Mitigation Officer (SHMO). The SHMO shall be responsible for ensuring that the hazard mitigation requirements contained in Public Law 93-288, including implementation of the Hazard Mitigation Grant Program, are carried out.

- Section 1839 The Division of Emergency Management shall facilitate long-term disaster recovery/hazard mitigation efforts by: coordinating maintenance of the *Minnesota Long-Term Recovery/Hazard Mitigation Plan*, and by activating the Minnesota Recovers Disaster Task Force, when appropriate.
- Section 1840 The Division of Emergency Management shall administer the Public Assistance, Individual and Family Grant and Hazard Mitigation Grant Program provided under Public Law 93-288.
- Section 1841 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 Minnesota Pollution Control Agency in any project before requesting construction assistance from the U.S. Army Corps of Engineers.
- Section 1842 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 1843 The Division of Emergency Management shall request all appropriate state agencies to provide representatives to the Disaster Recovery Centers (DRCs) that are established following a presidential declaration of disaster.
- Section 1844 The Division of Emergency Management shall have overall responsibility for coordinating both local government emergency operations planning and hazard mitigation planning. This responsibility includes the development and maintenance of prototype emergency operations plans and mitigation plans and supporting documents, as well as planning requirements guidance.
- Section 1845 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 1846 The Division of Emergency Management shall coordinate the development and conduct of emergency preparedness drills and exercises involving multiple Minnesota state agencies.

- Section 1847 The Division of Emergency Management shall be responsible for the administrative tasks associated with the Hazardous Materials Regional Response Teams. DEM, in conjunction with the State Fire Marshal, shares responsibility for the overall coordination and implementation of this program.
- Section 1848 The Division of Emergency Management shall serve as the initial state point of contact for shipments of high-level radioactive waste material to be transported within or through the state of Minnesota. The Division shall make the notifications and coordinate the state agency preparations and multiple state agency response activities associated with such shipments.
- Section 1849 The Division of Emergency Management shall maintain contact and coordinate the state's contracts as it relates to response from designated bomb squads and hazardous materials response or chemical assessment teams. The Division of Emergency Management shall develop a comprehensive plan addressing how the state will support local governments' response to an act of domestic or international terrorism, involving chemical, biological, nuclear, incendiary or explosive devices or products.
- Section 1850 The Director of the Division of Emergency Management shall serve as the State Senate point of contact for coordinating planning, preparedness, response and recovery, as they relate to incidents involving weapons of mass destruction.
- Section 1851 The Division of Emergency Management shall coordinate flights with the Civil Air Patrol in search and rescue missions.
- Section 1852 The Division of Emergency Management shall be the lead agency for coordinating and implementing the temporary housing program for disaster victims, following a presidential declaration of disaster.
- Section 1853 The Division of Emergency Management and the State Fire Marshal Division shall coordinate the deployment of Department of Public Safety Hazardous Materials Chemical Assessment and Emergency Response Teams during a disaster or major emergency. Deployment may occur at the request of local authorities or when otherwise deemed necessary by the nature and scope of the incident.
- Section 1854 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 of 1986 (SARA Title III).

- Section 1855 The Emergency Response Commission shall provide technical guidance and assistance to political subdivisions in meeting requirements of SARA Title III.
- Section 1856 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.

State Fire Marshal/Pipeline Safety

- Section 1860 The State Fire Marshal Division shall assist local jurisdictions, in coordination with the Division of Emergency Management, in obtaining fire fighting, rescue and hazardous materials incident response assistance during an emergency, and providing technical expertise and general assistance with the coordination of local fire, rescue and hazardous materials emergency response operations.
- Section 1861 The State Fire Marshal Division shall, when requested by local authorities or deemed necessary by the State Fire Marshal (in accordance with MS 299F.04), investigate fires and explosions to determine their origin and cause. Whenever the cause is determined to be other than accidental, the Division shall assist local authorities with the collection and analysis of evidence, and the preparation of criminal cases for prosecution.
- Section 1862 The State Fire Marshal Division shall provide, upon the request of a local jurisdiction, technical expertise necessary to examine major structure fires (large dollar loss or multiple fire deaths) to identify the effectiveness of fire protection systems and prevention programs in place prior to the fire. The results of such examinations shall be used in efforts to prevent similar future losses.
- Section 1863 When requested by local authorities, or deemed necessary by the State Fire Marshal, Division personnel shall be assigned to conduct fire and life safety inspections of jurisdictional facilities damaged or otherwise impacted during a disaster or major emergency.
- Section 1864 The State Fire Marshal Division and the Division of Emergency Management shall coordinate the deployment of Department of Public Safety Hazardous Materials Chemical Assessment and Emergency Response Teams during a disaster or major emergency.

Deployment may occur at the request of local authorities or when otherwise deemed necessary by the nature and scope of the incident.

- Section 1865 The State Fire Marshal Division, Office of Pipeline Safety shall act as a liaison with pipeline companies and other utilities, local units of government and federal pipeline authorities, and provide post incident enforcement, investigation and damage prevention education.

Fiscal and Administrative Services

- Section 1870 The Department of Public Safety, Fiscal and Administrative Services shall, within five working days, process payments received from the Department of Public Safety, Division of Emergency Management for disaster victims that have applied for assistance through the Individual and Family Grant Program.

- Section 1871 The Department of Public Safety, Fiscal and Administrative Services shall process payments received from the Division of Emergency Management, within 30 days, for municipalities within the disaster area that have applied for assistance through the Public Assistance and Hazard Mitigation Grant programs.

State Patrol Division

- Section 1880 The State Patrol Division shall be responsible for law enforcement and traffic control on all interstate and state trunk highways in an emergency.

- Section 1881 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 1882 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 1883 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 1884 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.

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| Section | 1885 | 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 (SEOC) during exercises, drills, and emergencies. |
| Section | 1886 | The State Patrol shall provide backup radio operators to serve as duty officers to operate the radio console in the SEOC, as needed. |
| Section | 1887 | The State Patrol Air Section shall provide immediately, at the time of a disaster or large-scale emergency, aerial photography and assessment of the disaster or emergency area. State Patrol helicopters with cameras shall be utilized to do aerial filming of the area and shall provide that information directly to the State Emergency Operations Center. |
| Section | 1888 | The State Patrol Air Section shall restrict flights and access over disaster and emergency areas, when requested by the Division of Emergency Management or local authorities. |
| Section | 1889 | The State Patrol Air Section shall, in conjunction with the Department of Transportation, Aeronautics Division and the Department of Natural Resources, provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort and prepare damage survey reports (DSRs) for airports and airport facilities damaged in any type of major disaster. |
| Section | 1890 | The State Patrol Air Section shall, in conjunction with the Department of Transportation, Aeronautics Division provide transportation and/or reconnaissance, as requested by the Division of Emergency Management, during a declared disaster situation. |
| Section | 1891 | The State Patrol Air Section shall have a plan for the utilization of agency aircraft available for emergency operations, including records of agency aircraft, pilots and available airports. |
| Section | 1892 | The State Patrol Air Section shall coordinate with the Department of Transportation, Aeronautics Division and the Department of Natural Resources, during a disaster, for the provision and use of air transportation resources within state government. |

XIX. DEPARTMENT OF REVENUE

- Section 1900 The Department of Revenue shall provide representatives at Disaster Recovery Centers (DRCs), 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 Department of Revenue shall assist local governments and help citizens determine value of losses sustained as a result of a major disaster.
- Section 1902 The Department of Revenue shall assist local government in conducting a damage assessment of private homes and businesses, as needed.
- Section 1903 The Department of Revenue 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.
- Section 1904 The Department of Revenue shall assign personnel to assist with the compliance activities associated with the economic stabilization function.

XX. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Section 2000 The Minnesota State Colleges and Universities shall assist local government by providing training in fire, rescue, and hazardous materials emergency operations through the technical colleges located statewide.

XXI. DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT

Section 2100 The Commissioner of the Department of Trade and Economic Development shall, when requested by the Division of Emergency Management, provide an estimate of the immediate economic impact of a disaster. Where possible and applicable, the department shall provide estimated projections of long range effects of a major disaster, using relevant data from a variety of sources including, residents, businesses and local, state and federal agencies, if needed.

XXII. DEPARTMENT OF TRANSPORTATION

- Section 2200 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.

Program Delivery Division

- Section 2210 The Office of Aeronautics shall restrict flights over disaster areas when requested by the Division of Emergency Management or other appropriate authority.
- Section 2211 The Office of Aeronautics shall coordinate civilian and military air transportation in a disaster situation.
- Section 2212 The Office of Aeronautics shall support the Department of Public Safety, State Patrol Division in providing personnel, when requested, to participate in a preliminary damage assessment (PDA) effort for airports and airport facilities damaged in any type of major disaster.
- Section 2213 The Office of Aeronautics shall support the Department of Public Safety, State Patrol Division in providing transportation and/or reconnaissance, as requested by the Division of Emergency Management, during a declared disaster situation.
- Section 2214 The Office of Aeronautics shall have a plan for the utilization of Department of Transportation aircraft available for emergency operations.
- Section 2215 The Office of Aeronautics shall coordinate with the Department of Public Safety, State Patrol Division, during a disaster, for the provision and use of air transportation resources within state government.
- Section 2216 The Office of Aeronautics shall coordinate the maintenance of current records of airport facilities, aircraft registrations and licensed pilots that could be used to provide transportation to various parts of the state in event of a disaster with the Department of Public Safety, State Patrol Division.
- Section 2217 The Office of Motor Carrier Safety develop procedures for receiving and disseminating information to appropriate agencies

concerning the shipment of chemicals, radiological substances, and other materials that are potentially hazardous.

Program Support Division

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| Section | 2220 | The Program Support Division shall develop procedures for emergency engineering services in disaster operations and shall assign personnel to state and regional emergency operating centers. |
| Section | 2221 | The Program Support 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 | 2222 | The Program Support 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 | 2223 | The Program Support Division shall provide any highway clearances and waivers required to expedite the transportation of high priority materials and personnel during emergency operations. |
| Section | 2224 | The Program Support 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 | 2225 | The Program Support Division shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. |
| Section | 2226 | The Program Support 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 | 2227 | The Program Support Division shall prepare emergency highway traffic plans and procedures for the regulation of highway travel during periods of emergency operations. |
| Section | 2228 | The Program Support 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. |

- Section 2229 The Office of Electronic Communications shall provide for the maintenance of radio communications systems essential to operations during an emergency or disaster.
- Section 2230 The Director of the Office of Electronic Communications shall be the state radio officer.
- Section 2231 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.