

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR
ST. PAUL 55101

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STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
MAY 20 1970
James J. Johnson
Secretary of State

EXECUTIVE ORDER

No. 58

The possibility of the occurrence of widespread disaster resulting in emergencies from such causes as fire, flood, storm, epidemic, civil disturbance, earthquake, industrial accident, nuclear war, or other destructive force is ever-present in this State. This Order assigns emergency responsibilities to various State agencies and provides the basis for cooperative efforts at all levels of government to minimize the effects of these disasters on the people of Minnesota.

WHEREAS, potential enemies of the United States have the capacity to attack this State and the United States in ever-growing force; and

WHEREAS, in the event of nuclear attack State and local organizations shall be prepared to institute essential life-saving measures and conserve essential resources until Federal control of essential resources can be established to facilitate an orderly recovery and the re-establishment of the economy; and

WHEREAS, Natural Disasters and Industrial Accidents may occur in any part of the State; and

WHEREAS, in order that a state of emergency operational preparedness be maintained, the emergency operational and resource management responsibilities are herein assigned to various departments and agencies of State government as a permanent responsibility; and

WHEREAS, Minnesota Statutes, Section 12.02, Subdivision 2, of the Minnesota Civil Defense Act 1951, as amended, states:

"It is further declared to be the purpose of this chapter and the policy of the state that all civil defense functions of this state be coordinated to the maximum extent with the comparable functions of the federal government, including its various departments and agencies, of other states and localities, and of private agencies of every type, to the end that the most effective preparations and use may be made of the nation's manpower, resources, and facilities for dealing with any disaster that may occur.";

and

WHEREAS, it is the duty of all State officials to assume active leadership in Civil Defense and disaster preparedness; and

WHEREAS, certain assignments of Civil Defense and disaster responsibilities have previously been made by Executive Order; and

WHEREAS, current operational concepts in Civil Defense and disaster procedures, developed in the light of new techniques, necessitate changes in established plans:

NOW, THEREFORE, I, HAROLD LEVANDER, Governor of the State of Minnesota, by virtue of the powers and authority vested in me by the Constitution and laws of this State and in accordance with the provisions of the Minnesota Civil Defense Act, 1951, as amended, do hereby issue this Order to become effective immediately:

A. All previous Executive Orders making assignments of Civil Defense and disaster responsibilities are hereby rescinded.

B. The administrative heads of State departments shall meet as a committee to assist the Governor during an emergency and in the recovery period. They shall meet upon the call of the Governor to evaluate the effects of the disaster, advise the Governor, and recommend rules, regulations, and legislation that will save lives and aid recovery operations.

C. Each department, independent division, bureau, board, commission, and independent institution of the State government, hereinafter referred to as agencies, shall prepare and disseminate to all employees appropriate plans and instructions for:

1. The protection of personnel, equipment, and supplies against the effects of: A. Enemy Attack, B. Natural Disaster, C. Civil Disturbance, D. Other Emergencies. Such plans shall provide for appropriate action under the several conditions of warning enunciated in the Minnesota Emergency Plan as well as appropriate action in the event of a disaster with little or no warning.

2. The protection and maintenance of public records and documents in an adequately protected facility through the State Archives Commission.

3. The carrying on of such of its normal services as may continue to be needed, on an emergency basis, in the event of enemy attack or other disaster.

- a. Each agency shall survey its normal functions and determine which of such functions must be continued, notwithstanding enemy attack, and the extent to which its resources, including personnel, equipment, supplies, and facilities, must be devoted to carrying out such functions. An agency which has functions which must be continued notwithstanding enemy attack, and having its principal headquarters in a facility which does not provide adequate protection from radioactive fallout, shall designate an auxiliary headquarters at a location which meets the criteria established by the Federal Civil Defense Guide as a fallout shelter, to which appropriate personnel of the agency shall report in the event of enemy attack, and shall advise the State Civil Defense Director of such designation.

b. All resources, including personnel, of the agency not required in the performance of the functions which must be continued in the event of an enemy attack shall be available for the performance of Civil Defense and disaster functions and shall be reported to the Minnesota Emergency Operating Center as soon as determined. Such resources will be assigned to the performance of a Civil Defense and disaster function by the Director, State Civil Defense, if such assignment is deemed necessary.

D. The responsibility for emergency planning shall rest with the head of each agency. Draft copies of completed plans shall be submitted to the Director, State Civil Defense, for review and coordination. Plans shall be reviewed and tested as frequently as is necessary to maintain an operational readiness capability, and revised as necessary. All agencies with emergency assignments will participate in scheduled State exercises.

E. As determined by the Director, State Civil Defense, those designated agencies which operate radio-equipped motor vehicles shall insure that an adequate number of regularly assigned drivers of such vehicles receive training in radiological monitoring and reporting techniques and that an adequate number of supervisory personnel also receive such training.

F. In addition to the responsibilities imposed above, each agency is assigned specific Civil Defense and/or disaster responsibilities consonant with its capabilities. Included is the assignment of competent personnel of the agency to serve as the emergency staff of the Director, State Civil Defense, (1) during a state of national emergency, (2) as appropriate during other emergencies declared by the Governor, and (3) as liaison officer on a day-to-day basis prior to a disaster declaration. Each agency shall designate personnel for disaster assignments and shall make such personnel available for planning, training, and operations. Authority is hereby granted for State agency employees, designated for participation in authorized training programs conducted by State Civil Defense, to be allowed compensating time off for services rendered outside regular working hours or be compensated for such services, as the head of the agency may direct.

G. The head of each agency with the specific Civil Defense and/or disaster responsibilities listed below shall assign adequate personnel to develop necessary emergency plans and to staff the State and Area Emergency Operating Centers (EOCs) to execute the emergency plans.

PART I - DEPARTMENT OF PUBLIC SAFETY

The 1969 Minnesota Legislature created the Department of Public Safety (effective July 1, 1970) which brings together under a Commissioner of Public Safety several services related by function now scattered throughout State government. The agencies with emergency assignments that will become divisions in the Department of Public Safety are the Department of Civil Defense, Bureau of Criminal Apprehension, Fire Marshal, Highway Patrol, and Capitol Complex Security.

CIVIL DEFENSE

- Section 101 The Department of Civil Defense, hereinafter referred to as State Civil Defense, shall be responsible for the coordination of all emergency functions of the State. State Civil Defense shall review all emergency plans submitted by other agencies for coordination and shall approve all such plans on behalf of the Governor.
- Section 102 State Civil Defense shall provide technical guidance and assistance to other agencies and political subdivisions in the preparation of their plans for pre-emergency, emergency, and recovery operations.
- Section 103 State Civil Defense shall prepare a comprehensive plan describing the Purpose, Policies, Objectives, Program Emphasis, and Legal Basis for its day-to-day operations and its emergency and recovery operations. This plan shall be in consonance with Federal Civil Defense guidance and shall serve as a guide to political subdivisions and agencies in the development of Civil Defense plans and programs.
- Section 104 State Civil Defense shall prepare a plan for emergency operations that will insure the maximum possible protection for all people. This plan will coordinate the actions of all agencies of government to make the most efficient use of Federal, State, and local resources.
- Section 105 Federal assistance to the State or political subdivisions of the State for Civil Defense purposes shall be coordinated through State Civil Defense. The procedures for accepting this assistance in the form of services, equipment, supplies, material, or funds, under the limitations set by law will be established by Civil Defense.
- Section 106 It shall be the responsibility of State Civil Defense to keep the Governor and the Legislature, when in session, informed of any actual or impending disaster. This warning, information, or guidance will be transmitted by the most expeditious means to political subdivisions as required in the interest of public safety.

- Section 107 The Civil Defense training and education needs and requests of other agencies and political subdivisions will be coordinated by State Civil Defense with the agency doing the training. These needs and requests will be reflected in Civil Defense's advice and guidance to the training agencies concerning the needed courses, their content, and the teaching methods to be used.
- Section 108 State Civil Defense shall maintain Mobile Support Areas (MSA) and the Unified Command (UNICOM) Area in geographical sections of the State, as provided in Minnesota Civil Defense Act, 1951, and the State Emergency Plan, to reinforce Civil Defense organizations in stricken areas. These area operations will serve as an extension of State government to insure continuity of government and support to all areas of the State.
- Section 109 State Civil Defense shall act as the State coordinating agency with Federal agencies and others having emergency responsibilities in the area of assistance to individuals, supply, conservation and management of resources in a disaster.
- Section 110 State Civil Defense shall be responsible for the operation of State level programs in Economic Stabilization and assistance to the counties in establishing Economic Stabilization programs.
- Section 111 State Civil Defense shall be responsible for designating alternate Emergency Operating sites, in succession, for emergency control should the State Emergency Operating Center become inoperable.
- Section 112 State Civil Defense shall be responsible for the operation of the Radiological Defense (RADEF) Service of State disaster operations. The State Radiological Defense Officer shall be the Chief of RADEF Service.

BUREAU OF CRIMINAL APPREHENSION

- Section 120 The Bureau shall be responsible for the coordination of the Law Enforcement Division of the Police Service in the State during disaster operations. These activities will be carried out by several agencies with related day-to-day functions.
- Section 121 The Bureau shall assign personnel as Law Enforcement Division Chiefs at the State, Mobile Support Area, and Unified Command Emergency Operating Centers.
- Section 122 The Bureau shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

FIRE MARSHAL

- Section 140 The State Fire Marshal shall have the responsibility of preparing plans and procedures for emergency fire and rescue services during a disaster to cover nuclear war, natural disasters, and industrial accidents involving chemicals or radioactive materials and shall assign personnel to State and Area Emergency Operating Centers as Chief of the Fire and Rescue Service.
- Section 141 The State Fire Marshal shall provide guidance to the political subdivisions of the State in the development of local plans covering disasters as outlined in Section 140.
- Section 142 The State Fire Marshal's Office shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

HIGHWAY PATROL

- Section 160 The Highway Patrol shall have the responsibility for the operation of the National Warning System (NAWAS) within the State.
- Section 161 The Highway Patrol shall prepare plans and procedures for the enforcement of highway regulations during disaster operations from State and Area Emergency Operating Centers.
- Section 162 The Highway Patrol shall provide guidance to local law enforcement agencies in the development of their emergency plans.
- Section 163 The Highway Patrol shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

CAPITOL SECURITY FORCE

- Section 180 The Capitol Security Force shall prepare plans and procedures to provide protection to personnel, property, and equipment in the State Capitol Complex during an emergency.
- Section 181 The Capitol Security Force shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 2 - DEPARTMENT OF ADMINISTRATION

- Section 201 The department shall prepare plans for the administration of State government from a protected operating center during an emergency. The plans shall assign the administrative staff, equipment, materials, and personnel needed for disaster operations.
- Section 202 The department shall provide support in management procedures and budgetary operations in the emergency Fiscal Services section.
- Section 203 The department is responsible for the management of Headquarters services to State government in an emergency. These services include, but are not limited to, stenographic, publications, maintenance, feeding, and security personnel at State and Area Emergency Operating Centers.
- Section 204 Computer services used for survival operations and resource management in an emergency will be furnished by the department. These services include supervisory personnel and staff to operate the equipment as needed for 24-hour operation for an indefinite period.
- Section 205 The department is responsible for the supervision of the land line division of the State Emergency Communications Service.
- Section 206 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 3 - DEPARTMENT OF AERONAUTICS

- Section 301 The department is responsible for supervising the use of air transportation resources within the Transportation Service of State government during an emergency at State and Area Emergency Operating Centers.
- Section 302 The department shall maintain accurate records of airport facilities, aircraft registrations, and licensed pilots that could be used to provide emergency transportation to various parts of the State.
- Section 303 The department will provide liaison with the Civil Air Patrol and Federal Aviation Agency in coordinating special emergency missions such as search and rescue or aerial radiological monitoring.
- Section 304 The department will prepare a plan for the utilization of aircraft available for emergency operations in accordance with Federal Guidance.
- Section 305 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 4 - DEPARTMENT OF AGRICULTURE

- Section 401 The department is responsible for supervision of the food supply service and defense of farm animals, land and crops, during an emergency from State and Area Emergency Operating Centers.
- Section 402 The department shall develop plans and procedures for a statewide food supply and distribution program in order to maintain adequate emergency food supplies. These plans will make provisions for the control and the distribution of primary and secondary foods, as provided for in the Memorandum of Understanding with the United States Department of Agriculture.
- Section 403 The department shall develop plans and procedures for a statewide program for the control and eradication of diseases, pests, or chemicals introduced as agents of biological and chemical warfare against animals or crops.
- Section 404 The department shall develop plans and procedures for a statewide program for the protection, decontamination, and salvage of animals and crops exposed to radioactive fallout.
- Section 405 The department shall provide guidance for the use of agricultural land that has been contaminated with radioactive fallout. This guidance should consider decontamination methods, cultivation practices, and the type of crops to be grown.
- Section 406 The department will coordinate food service activities with Federal agencies that have responsibilities for food resources in an emergency.
- Section 407 The department shall prepare plans and procedures for operations involving peacetime incidents of radiological, chemical, or biological contamination of farm animals, land or crops.
- Section 408 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 5 - ATTORNEY GENERAL

- Section 501 The Attorney General shall be responsible for providing legal advice and opinions for State emergency operations as Chief of Legal Services at the Emergency Operating Center.
- Section 502 The Attorney General shall perform legal advisory functions to include preparing and reviewing proclamations and special regulations as issued by the Governor in an emergency.

Section 503 The Attorney General's Office shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 6 - DEPARTMENT OF CIVIL SERVICE

Section 601 The department shall be responsible for providing support to the State Manpower Service during an emergency at State and Area Emergency Operating Centers and shall assist in the development of Emergency Manpower plans.

Section 602 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 7 - DEPARTMENT OF COMMERCE

Section 701 The Insurance Division of the Department of Commerce shall be responsible for assisting appropriate political jurisdictions in the implementation of the National Flood Insurance Program as set forth in the National Flood Insurance Act of 1968 and provided for in Federal Rules and Regulations, Part 1909, 1910, 1911, 1912, and 1914. The Insurance Division is responsible for the development of a plan to provide for representation at such field offices as deemed necessary by the State Civil Defense Director to provide information to persons affected by disaster relative to insurance claim procedures.

Section 702 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 8 - DEPARTMENT OF CONSERVATION

Section 801 The department is responsible for assisting State disaster operations assigning personnel to State and Area Emergency Operating Centers and by preparing plans and procedures for radiological, chemical, and biological monitoring in their areas of jurisdiction.

Section 802 The department shall be responsible for Fire and Rescue Service in their areas of jurisdiction under the direction of a Fire and Rescue Service Chief in a disaster.

Section 803 The department shall provide support to State disaster Police Services by making available their Field Enforcement personnel.

- Section 804 The department shall prepare plans and procedures for the detection of radiological, chemical, or biological contamination of lakes, rivers, animals or forests from peacetime incidents or accidents.
- Section 805 The department shall develop a plan for assistance to individuals in time of natural disasters as provided in Public Law 91-79.
- Section 806 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 9 - DEPARTMENT OF ECONOMIC DEVELOPMENT

- Section 901 The department will be in charge of the emergency industrial production of essential survival items in a disaster and shall prepare plans and procedures for controlling this production from State, Mobile Support Area, and Unified Command Area Operating Centers in coordination with the Business and Defense Service Administration of the United States Department of Commerce.
- Section 902 The department is responsible for providing staffing support to the Economic Stabilization Service in disaster operations.
- Section 903 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 10 - DEPARTMENT OF EDUCATION

- Section 1001 The department is responsible for providing intelligence information for State disaster operations. They shall assign a Chief and report writers to the State and Area Emergency Operating Center Intelligence Sections.
- Section 1002 The department is responsible for providing support to the Radiological Defense (RADEF) Service of State disaster operations. This includes assigning qualified personnel as Assistant RADEF Chief, Plotters, and Analysts at the State and Area Emergency Operating Centers.
- Section 1003 The department is responsible for assigning qualified personnel to the Damage Assessment Service. These assignments will include a Service Chief and analysts at the State and Area Emergency Operating Centers.
- Section 1004 The department shall be responsible for encouraging and assisting school districts throughout the State in preparation of plans for protecting school children in an emergency. These plans shall include the training of staff for disaster functions, teaching survival techniques to students, shelter facilities in schools, and techniques for sheltering students or evacuating them to their homes.

Section 1105 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 11 - DEPARTMENT OF HEALTH

Section 1101 The department is responsible for statewide management of emergency health and medical services and resources during a disaster. This responsibility includes the assignment of a Health Service Chief and other qualified personnel to State and Area Emergency Operating Centers.

Section 1102 The department shall prepare plans and procedures for providing emergency medical care for sick and injured. These plans should provide for the use of stockpiled medical resources to supplement existing resources.

Section 1103 The department shall prepare plans and procedures for providing emergency health services during a disaster. These plans shall include provisions for disease control, sewage, and waste disposal, pure water supply, and burial of mass casualties.

Section 1104 The department has the responsibility of preparing plans and procedures for providing for the care of sick and injured from peacetime incidents or accidents.

Section 1105 The department shall provide assistance to the Pollution Control Agency and to Political Subdivisions of the State in the development of rules and regulations for industries using radioactive material, to minimize accidents or harmful emission of radiation that would pollute the atmosphere, land, or water.

Section 1106 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 12 - DEPARTMENT OF HIGHWAYS

Section 1201 The department shall be responsible for the supervision, direction, and control of emergency engineering services in disaster operations, and shall assign personnel to State and Area Emergency Operating Centers.

Section 1202 The department shall be responsible for coordinating and directing emergency construction and housing activities within the State during a period of national emergency.

Section 1203 The department shall prepare plans and procedures for the regulation of highway travel during disaster operations involving nuclear war, natural disaster, or industrial accidents with radioactive materials.

Section 1204 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 13 - DEPARTMENT OF LIQUOR CONTROL

Section 1301 The department shall be responsible for providing support to the Police and Law Enforcement Service of the State during an emergency from State and Area Emergency Operating Centers.

Section 1302 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 14 - DEPARTMENT OF MANPOWER SERVICES

Section 1401 The department shall be responsible for coordinating and directing the use of manpower within the State during disaster operations from State and Area Emergency Operating Centers.

Section 1402 The department shall prepare plans to provide Unemployment Assistance to individuals whose unemployment results from a disaster declared under the Federal Disaster Act (Public Law 81-875) and as provided for in Public Law 91-79.

Section 1403 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 15 - DEPARTMENT OF MILITARY AFFAIRS

Section 1501 The department shall be responsible for preparing plans and procedures for providing available Military Support to civil authorities for disaster operations as set forth in the Minnesota Military Support Plan.

Section 1502 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 16 - POLLUTION CONTROL AGENCY

Section 1601 The agency shall be responsible for providing support to disaster operations by the detection of pollution by radiological, chemical, and biological materials.

- Section 1602 The agency shall prepare plans and procedures for the detection and control of radiological, chemical, and biological contamination from peacetime accidents or incidents and shall coordinate such plans with other interested departments of State and local government.
- Section 1603 The agency shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 17 - DEPARTMENT OF PUBLIC SERVICE

- Section 1701 The department shall be responsible for the coordination of all transportation by rail, bus, and truck in the State during an emergency from State and Area Emergency Operating Centers.
- Section 1702 The department shall prepare plans for receiving and disseminating to appropriate agencies information concerning the intrastate shipment of radioactive materials that are potentially hazardous if involved in an accident, as provided for in the State Emergency Plan.
- Section 1703 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 18 - STATE AUDITOR

- Section 1801 The State Auditor shall provide support to the State emergency Fiscal Service at the State Emergency Operating Center during a disaster as assistant to the Chief of the Fiscal Service.

PART 19 - STATE TREASURER

- Section 1901 The State Treasurer shall provide support to the State emergency Fiscal Service at the State Emergency Operating Center during a disaster as Chief of the Fiscal Service.
- Section 1902 The State Treasurer's Office shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 20 - DEPARTMENT OF TAXATION

- Section 2001 The Petroleum Division of the department has the responsibility for the emergency management of all fuel resources within the State. They shall prepare plans and procedures to handle this responsibility and provide staff for the Fuel Service section of the State and Area Emergency Operating Centers.

Section 2002 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

PART 21 - DEPARTMENT OF VETERANS AFFAIRS

Section 2101 The department has the responsibility for coordinating the utilization of all public fallout shelters and providing a Shelter Division Chief within the Congregate Care Service (means feeding, clothing, and lodging in private and congregate facilities) of State and Area Emergency Operating Centers.

Section 2102 The department shall submit draft copies of the emergency shelter utilization plan to the Congregate Care Service Chief for coordination.

PART 22 - DEPARTMENT OF WELFARE

Section 2201 The department shall be responsible for preparing plans and procedures for providing congregate care during an emergency. Included is the responsibility for providing Congregate Care Service Chiefs for State and Area Emergency Operating Centers.

Section 2202 The department shall be responsible for providing statewide welfare service during a disaster and providing a Welfare Division Chief within the Congregate Care Service of State and Area Emergency Operating Centers.

Section 2203 The department shall submit draft copies of completed emergency plans to the Director, State Civil Defense, for review, coordination, and approval.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Minnesota.

Done at Saint Paul, Minnesota, this
20th day of May
in the year of our Lord one thousand nine
hundred and seventy.


GOVERNOR OF THE STATE OF MINNESOTA

Secretary of State