



**EXECUTIVE ORDER NO. 88-2  
ASSIGNING EMERGENCY RESPONSIBILITIES  
TO STATE AGENCIES; REPEALING  
EXECUTIVE ORDER NO. 85-9**

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

WHEREAS, natural and man-made disasters in major proportions have and will occur in any part of the state; and

WHEREAS, state resources may be called upon in response to these disasters; and

WHEREAS, state agencies may be asked in part or in whole to direct these resources at the state and regional emergency operating centers;

NOW, THEREFORE, I hereby order that:

1. Each department, independent division, bureau, board, commission, and independent institution of the state government, hereinafter referred to as agencies, develop and make available to their employees emergency plans and procedures for:

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- a. the protection of their personnel, equipment, supplies, and public records in a disaster;
  - b. the carrying on of its normal services in a disaster;
  - c. the carrying out of emergency assignments made by this executive order.
2. The responsibility for emergency planning rest with the head of each agency. Agency heads shall designate competent agency personnel to:
- a. develop emergency plans and procedures;
  - b. report and direct state resources from the state and/or regional emergency operating centers in response to a disaster/emergency;
  - c. staff disaster application centers when providing disaster relief following a presidential declaration of a major disaster, as requested by the Division of Emergency Management;
  - d. support emergency management activities coordinated by regional program coordinators of the Division of Emergency Management.

Agency personnel shall be available for these activities, which include planning, training, and participating in emergency operations, and shall be granted time off or compensation, if any, pursuant to the applicable collective bargaining unit agreement, commissioner's plan or managerial plan, for services performed outside of regular working hours.

3. The Division of Emergency Management assume overall responsibility for coordinating the development and updating of state disaster plans. Each state agency is responsible for developing whatever standard operating procedures and/or administrative plans it needs in order to carry out its emergency responsibility assignments. Draft copies of plans and procedures shall be submitted to the Division of Emergency Management for review and coordination.
4. Each state agency that has a role in emergency management, participate to the limits of their abilities in the development of hazard mitigation strategies which will reduce and/or eliminate the vulnerability of life and property to the effects of disasters.
5. Certain state agencies be given specific emergency assignments to further clarify their role in emergency management. These specific emergency assignments are included as an appendix to the body of this Executive Order.

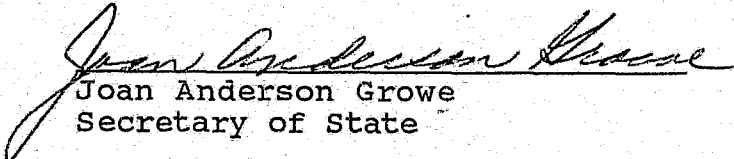
This Executive Order repeals Executive Order No. 85-9.

Pursuant to Minnesota Statutes 1986, Section 4.035, Subdivision 2, this Order shall be effective fifteen (15) days after its publication in the State Register and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with Minnesota Statutes 1986, Section 4.035, Subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this fifteenth  
day of January, 1988.

  
RUDY PERRICH  
Governor

Filed according to law:

  
Joan Anderson Growe  
Secretary of State

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## I. DEPARTMENT OF ADMINISTRATION

- Section 100 The Department of Administration shall provide architects and engineers 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 of state government in 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 emergency operations and resource management in an emergency. These services include the use of computer facilities and support staff to provide needed information on a twenty-four hour basis during and immediately following an emergency.

### Telecommunications and Technology Management Division

- Section 110 The Telecommunications and Technology Management Division shall provide emergency telecommunications support and shall coordinate planning and delivery of statewide telecommunications systems and services for emergency operations, as necessary, during an emergency.

Section 111 The Telecommunications and Technology Management Division shall be responsible for providing telephone operation support during exercises and emergencies in state emergency operating centers.

Section 112 The Director of the Telecommunications and Technology Management Division shall be the chief of the State Communications Service.

## II. DEPARTMENT OF AGRICULTURE

(Where domestic animals are involved, the Board of Animal Health is responsible.)

Section 200 The Department of Agriculture shall provide guidance for the use of agricultural land and crops affected by a disaster.

Section 201 The Department of Agriculture, with the assistance of 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 shall coordinate food service activities with federal agencies that have responsibilities for food resources.
- Section 206 The Department of Agriculture shall provide personnel, that will be trained and certified by the Division of Emergency Management, to serve as hazardous materials response technicians. These technicians will respond, as requested by the Division of Emergency Management and in a timely manner, to the scene of any hazardous materials incident in the state, 24 hours per day seven days per week.
- Section 207 The Department of Agriculture shall be responsible for the supervision and coordination of responses to emergencies regarding pesticides and fertilizers in keeping with existing state statutes.

### 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 as issued by the governor.

Section 301 The Attorney General shall provide representation at disaster assistance centers and public meetings as requested by the Division of Emergency Management, to provide consumer information to persons affected by a disaster.

#### 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 audit 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 assistance centers 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 provide the necessary staff to support the state's responsibility in emergency banking and fiscal matters of the economic stabilization program as established by the Federal Reserve Bank of Minneapolis and the Federal Reserve System.

Section 502 The Department of Commerce shall assist state and local governments with a damage assessment of private or individual dwellings and businesses, as requested by the Division of Emergency Management.

## VI. DEPARTMENT OF JOBS AND TRAINING

### Field Operations Division

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

### Unemployment Insurance Division

Section 610 The Unemployment Insurance Division shall develop procedures to provide unemployment assistance to eligible individuals whose unemployment results from a disaster declared under the Disaster Relief Act of 1974 (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.

### Employment Programs Division

Section 620 The Employment Programs Division shall develop procedures for the use of supplementary manpower services to support emergency operations of the state during a disaster.

### 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, as appropriate, when public school facilities have been damaged or destroyed by a major disaster.

Section 702 The Department of Education shall prepare procedures and support a response to hazardous materials incidents in the state as requested by the Division of Emergency Management.

### 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 manpower 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**

##### **Policy Analysis Division**

Section 900 The Policy Analysis 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. This shall include the accessibility and coordination of data from and through other state agencies of a nonconfidential nature that is relevant to the disaster situation.

Section 901 The Policy Analysis Division shall be responsible for the management of essential services and be responsible for emergency industrial production, and shall prepare plans and procedures for

controlling this production from state and regional emergency operating centers in coordination with the federal government.

#### 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 process and issue checks for disaster victims that have applied to the Individual and Family Grant Program within 3 days after receipt of payment authorization from the Department of Public Safety, Division of Emergency Management.

#### XI. DEPARTMENT OF HEALTH

Section 1100 The Department of Health shall develop procedures for providing emergency health services and emergency care for the 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, health assessment and training programs for health care and support personnel.

Section 1101 The Department of Health, 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 1102 The Department of Health, through its emergency medical services field staff and district representatives, shall assist in the coordinating of emergency medical resources, including hospitals, blood banks and ambulance services to respond to disasters.
- Section 1103 The Department of Health 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 1104 The Department of Health shall contact and secure the services of appropriate technical personnel including engineers, environmental health specialists, health physicists, and chemists in the field to meet the health needs of people in a disaster area. Such staff will be responsible for determining the safety of water supplies, food pathways, food stuffs, contamination levels in the environs and overall safety conditions prior to reoccupancy.
- Section 1105 The Department of Health shall provide engineers and environmental health specialists to prepare damage survey reports of health and public water facilities damaged by a disaster. The engineers 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 1106 The Department of Health shall be responsible for providing guidance on protective action levels and medical assistance to local health authorities in areas affected by accidents or incidents

involving explosions, storage and transportation of radioactive materials and fixed nuclear facilities. They shall develop procedures to accomplish this and conduct in-service training to maintain this response capability.

Section 1107 The Department of Health shall coordinate food service activities with federal and state agencies having responsibilities for providing food resources in an emergency, specifically by conducting food inspections at mass feeding facilities.

Section 1108 The Department of Health shall assist in hazard mitigation efforts to reduce or eliminate potential hazards that endanger the citizens of the state of Minnesota.

Section 1109 The Department of Health shall conduct an assessment of ill or injured populations using interviewing, sampling and statistical techniques in surveillance of potential epidemic conditions following a disaster.

Section 1110 The Department of Health shall prepare procedures and support the response effort to a hazardous materials incident in the state as requested by the Division of Emergency Management.

#### XII. MINNESOTA HOUSING FINANCE AGENCY

Section 1200 The Minnesota Housing Finance Agency shall coordinate home improvement grants and low cost home improvement loans available to home owners of low and moderate incomes.



Section 1201 The Minnesota Housing Finance Agency shall provide guidance for coordinating emergency construction and housing activities within the state to the limits of their capabilities, following a disaster.

**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 victims in a disaster area. 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 Program Division) shall provide representation at the disaster application center and the disaster area, as deemed necessary by the Division of Emergency Management, to assist and identify elderly disaster victims.

Section 1303 The Department of Human Services shall assist in hazard mitigation efforts to reduce or eliminate potential hazards that endanger the citizens of the state of Minnesota.

Section 1304 The Department of Human Services shall be responsible for preparing plans and procedures for providing emergency human

services with local government during an emergency. This includes providing emergency human services coordinator for state and regional emergency operating centers.

Section 1305 The Department of Human Services shall provide personnel to assist the state in the delivery of individual assistance, following a Presidential Declaration of a Major Disaster.

#### **XIV. DEPARTMENT OF MILITARY AFFAIRS**

Section 1400 The Department of Military Affairs shall prepare plans and procedures to support civil authorities in an emergency that is beyond the capabilities of local resources to deal with. As authorized by the governor, the department shall render assistance to civil authorities within the state of Minnesota to include, but not be limited to, supplemental state and local law enforcement, continuance of vital public service, rescue and communication support, the restoration of essential facilities within the capabilities of the department, the prevention of loss of life and suffering, and the taking of the necessary action to assist in the restoration of civilian government, as required.

#### **XV. DEPARTMENT OF NATURAL RESOURCES**

Section 1500 The Department of Natural Resources shall be responsible for preparing plans and procedures for radiological, chemical, and biological monitoring of lakes, animals, forests, and grasslands in

its area of jurisdiction and is responsible for assigning personnel to state and regional emergency operating centers.

Section 1501 The Department of Natural Resources shall be responsible for providing technical assistance and for debris and wreckage removal from state waterways and forested areas subject to the availability of funds.

Section 1502 The Department of Natural Resources shall provide engineers to prepare damage survey reports of debris clearance, emergency protective measures, and damage to dikes, levees, irrigation works, drainage facilities, and public buildings in the disaster area.

Section 1503 The Department of Natural Resources shall prepare plans and support the response effort to hazardous materials incidents in the state as requested by the Division of Emergency Management.

#### 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 serve as deputy hazard mitigation coordinator for flood disasters. The Waters Division will be responsible for developing and disseminating the flood hazard mitigation plan, for assuring that the provisions of the plan are implemented, and for providing hazard mitigation training for disaster staff and affected local officials.

Section 1512 The Waters Division shall assist state and local units of government in applying for grants from the federal government for the purpose of accomplishing hazard mitigation for flood damage reduction.

Section 1513 The Waters Division shall determine the impact of emergency diking projects on the flood plain and shall recommend approval or disapproval before work begins.

Section 1514 The Waters Division shall establish plans for the conservation and allocation of surface and underground waters in the state during emergencies.

Section 1515 The Waters Division shall assign the state climatologist to prepare necessary climatological reports as well as other related weather data in support of emergency operations.

#### 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.

### Forestry Division

- Section 1530 The Forestry Division shall provide personnel and equipment support to the state Fire Marshal Division in emergency rescue 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 in 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 major disaster.
- Section 1533 The Forestry Division shall assist local government in training for emergency fire and rescue operations in full coordination with the state Fire Marshal Division and the Vocational-Technical Education System.

### XVI. POLLUTION CONTROL AGENCY

- Section 1600 The Pollution Control Agency shall, upon instructions from the office of the governor, waive, modify, or suspend the enforcement rules of the agency for areas stricken by disaster. This required action will be to relieve or expedite recovery operations to avert an even greater disaster from occurring.

- Section 1601 The Pollution Control Agency shall provide engineers to prepare damage assessment and damage survey reports of damage to public-owned waste disposal and utility systems in a disaster area.
- Section 1602 The Pollution Control Agency shall review the environmental effects of an emergency diking project and recommend approval or disapproval before work begins.
- Section 1603 The Pollution Control Agency shall develop procedures, including a notification system for coordinating the control, cleanup of spills, and disposal of polluting substances.
- Section 1604 The Pollution Control Agency shall be responsible for providing support to the Department of Health, as requested, in the detection of pollution caused by radiological, chemical, and biological agents and to assist in securing an alternative water supply.
- Section 1605 The Pollution Control Agency shall provide personnel, that will be trained and certified by the Division of Emergency Management, to serve as hazardous materials response technicians. These technicians will respond, as requested by the Division of Emergency Management and in a timely manner, to the scene of any hazardous materials incident in the state, 24 hours per day, seven days per week.

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 and shall develop procedures to accomplish this.
- Section 1701 The Capitol Complex Security Division shall provide twenty four hour security for the state emergency operating center and the joint public information center during an emergency.
- Section 1702 The Capitol Complex Security Division shall be responsible for facilitating the transfer of the 24-hour duty officer telephone number to and from the Division of Emergency Management switchboard. The Capitol Complex Security Division is also responsible for activating the duty officer pager when the duty officer is on the pager and an emergency is reported.
- Section 1703 The Capitol Complex Security Division shall act as a back-up for the activation of the NAWAS for the Metro Warning Point.
- Section 1704 The Capitol Complex Security Division shall provide back-up personnel for state patrol radio operators to operate the radio console in the state emergency operating center as requested by the Division of Emergency Management.

### Criminal Apprehension Division

Section 1710 The Criminal Apprehension Division shall be responsible for the 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 government 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 shall serve as the state coordinating officer, and the deputy director shall serve as the deputy state coordinating officer, for all presidentially declared emergencies and/or major disasters.

Section 1721 The director of the Division of Emergency Management shall serve as the state hazard mitigation coordinator, coordinating all hazard mitigation action requirements from the Federal Emergency Management Agency, through responsible state agencies, with local government.

Section 1722 The Division of Emergency Management shall monitor the operations of the state portion of the National Warning System and coordinate any actions determined to be necessary to maintain service or extend coverage within the state.



- 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 Department of Natural Resources, the Department of 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 a 24-hour duty officer system for the purpose of ensuring the proper receipt and dissemination of disaster notifications to appropriate state and local government officials. This is to include, among other types of emergencies, reports of hazardous materials spills in compliance with SARA Title III and pipeline accidents/incidents in compliance with Pipeline Safety Act.
- Section 1725 The Division of Emergency Management shall activate the state emergency operating center when any type of major disaster threatens or has occurred. Regional program coordinators shall establish an emergency operating center in or adjacent to the disaster area, as required, to coordinate field operations. The division shall notify state agencies with responsibilities in emergency operations when the state and/or regional emergency operating centers are or will be activated in order that they may provide staff.
- Section 1726 The Division of Emergency Management shall coordinate damage assessment requests for federal disaster assistance on behalf of political subdivisions and state agencies.

- Section 1727 The Division of Emergency Management shall notify all appropriate state agencies to provide representatives to the disaster application centers that have been established following a presidential declaration of a major disaster.
- Section 1728 The Division of Emergency Management shall assist political subdivisions in preparing and processing project applications for federal assistance in repairing and restoring essential public facilities.
- Section 1729 The Division of Emergency Management shall administer the Individual and Family Grant Program as provided under Public Law 93-288.
- Section 1730 The Division of Emergency Management shall coordinate the activities of the private relief agencies as they pertain to the Foreign Disaster Relief Program and their response to major disasters.
- Section 1731 The Division of Emergency Management shall be responsible for implementing emergency energy procedures in the event of an energy shortage.
- Section 1732 The Division of Emergency Management shall have overall responsibility for coordinating the development and maintenance of necessary emergency operations plans, including those required by the state or federal government.
- Section 1733 The Division of Emergency Management shall prepare procedures for the development of requests to the state Executive Council for financial assistance under provisions of Minnesota State Statute 9.061, the "Calamity Act."

- Section 1734 The Division of Emergency Management shall be responsible for the coordination of all emergency functions of the state and shall review all emergency plans submitted by other agencies for coordination and shall approve all such plans on behalf of the governor, except those of a military nature.
- Section 1735 The Division of Emergency Management shall provide technical guidance and assistance to other agencies and political subdivisions in the preparation of their emergency procedures.
- Section 1736 The Division of Emergency Management shall keep the governor and the Executive Council and Legislature, as appropriate, informed of all actual or impending emergency operations.
- Section 1737 The Division of Emergency Management shall coordinate the emergency training needs/requests of other state agencies and local government.
- Section 1738 The Division of Emergency Management shall maintain regional offices in geographical sections of the state, as provided in the Minnesota Statutes Chapter 12. These regional offices will serve as regional emergency operations centers to ensure continuity of government and support to all areas of the state.
- Section 1739 The Division of Emergency Management shall be responsible for the operation of state level programs in economic stabilization and assistance to the counties in establishing economic stabilization programs.

- Section 1740 The Division of Emergency Management shall be responsible for designating the location of alternate state emergency operating centers, should the primary emergency operations center be unusable.
- Section 1741 The Division of Emergency Management shall be responsible for the operation of the Radiological Protection Service of state disaster operations. The state radiological protection officer shall be the chief of the Radiological Protection Service.
- Section 1742 The Division of Emergency Management shall coordinate radiological protection for the state with respect to widespread radiological emergencies involving nuclear detonations.

#### Fire Marshal Division

- Section 1750 The state Fire Marshal Division shall assist local government in planning for emergency rescue operations, 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 coordinate with the Vocational-Technical Education System and the Department of Natural Resources for emergency training of local responders to emergency fire and rescue operations, as needed.
- Section 1752 The state Fire Marshal Division shall coordinate the states response to major fires, except those that involve grass and forest land and assign personnel to state and regional operating centers.

Section 1753 The state Fire Marshal Division shall develop procedures and support a response effort to hazardous materials incidents in the state as requested by the Division of Emergency Management.

**Liquor Control Division**

Section 1760 The Liquor Control Division shall provide support to the State Patrol Division in response to any disaster situation as required.

**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 Division shall be responsible for providing any 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 State Patrol Division shall assist in hazard mitigation efforts to reduce or eliminate potential hazards that endanger the citizens of the state of Minnesota.
- Section 1775 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 chiefs of the state and regional operating centers.
- Section 1776 The State Patrol statewide radio frequency shall serve as the state's direction and control net. The State Patrol is responsible for providing personnel to operate the radio console in the state emergency operating center during exercises, drills, and emergencies.
- Section 1777 The State Patrol radio communication system is the state's direction and control net. The State Patrol is responsible for providing radio operators to maintain communications on the direction and control net during exercises, drills and emergencies.
- Section 1778 The State Patrol Division shall prepare procedures and support the response effort to hazardous materials incidents in the state as requested by the Division of Emergency Management.

#### XVIII. DEPARTMENT OF PUBLIC SERVICE

- Section 1800 The Department of Public Service shall develop procedures for the allocation, 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 emergency energy procedures during an emergency.

Section 1802 The Department of Public Service shall develop various public information releases for use in an energy emergency.

#### XIX. DEPARTMENT OF REVENUE

Section 1900 The Department of Revenue shall provide for representation at such assistance centers, as requested by the Division of Emergency Management, to provide guidance to disaster victims on the effects of their losses regarding state taxes.

Section 1901 The Department of Revenue shall assist local governments and citizens certify tax losses sustained as a result of a natural disaster, if the disaster is of such magnitude as to require such information.

Section 1902 The Department of Revenue shall assist local government in conducting a damage assessment of private homes and businesses as needed.

#### Petroleum Division

Section 1910 The Petroleum Division shall assist the Division of Emergency Management in the implementation of an energy plan which provides for the allocation and conservation of energy resources and provide staff at the state and regional emergency operating centers.

**Alcohol, Tobacco, and Special Taxes Division**

**Field Audit Division**

Section 1920 The Alcohol, Tobacco, and Special Taxes Division, and Field Audit Division shall assign personnel to assist with compliance activities associated with the economic stabilization function.

**XX. DEPARTMENT OF TRANSPORTATION**

**Aeronautics Division**

Section 2000 The Aeronautics Division shall restrict flights over disaster areas when requested by the Division of Emergency Management or other appropriate authority.

Section 2001 The Aeronautics Division shall coordinate flights with the Civil Air Patrol in search and rescue missions and aerial radiological monitoring.

Section 2002 The Aeronautics Division shall coordinate civilian air transportation and military air transportation in a disaster situation.

Section 2003 The Aeronautics Division shall provide personnel to prepare damage survey reports for airports and airport facilities damaged in any type of major disaster.

Section 2004 The Aeronautics Division shall provide air transportation and/or reconnaissance as required by the Division of Emergency Management in a declared disaster situation.



- Section 2005 The Aeronautics Division shall have a plan for the utilization of aircraft available for emergency operations.
- Section 2006 The Aeronautics Division shall be responsible for providing and coordinating the use of air transportation resources within the Transportation Service of state government at state and regional emergency operating centers during a disaster.
- Section 2007 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 2010 The Operations Division shall develop emergency procedures for the emergency engineering services in disaster operations and shall assign personnel to state and regional emergency operating centers.
- Section 2011 The Operations Division shall make available the Maintenance Construction Communications System for use as the Division of Emergency Management' command net, should the direction and control net (State Patrol radio) fail.
- Section 2012 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 2013 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 emergencies, including mass relocation of the populace.
- Section 2014 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 2015 The Operations Division shall provide engineers to prepare damage assessment and damage survey reports of damage to roads, streets, and highway facilities caused by a disaster.
- Section 2016 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 2017 The Operations Division shall assist in hazard mitigation efforts to reduce or eliminate potential hazards that endanger the citizens of the state of Minnesota.
- Section 2018 The Operations Division shall prepare emergency highway traffic regulation plans and procedures for the regulation of highway travel during periods of emergency operations.
- Section 2019 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.

Section 2020 The Operations Division shall coordinate and direct the operations of the Transportation Service during a disaster from state and regional emergency operating centers.

**Program Management Division**

Section 2030 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.

Section 2031 The Program Management Division shall provide personnel, that will be trained and certified by the Division of Emergency Management, to serve as hazardous materials response technicians. These technicians will respond, as requested by the Division of Emergency Management and in a timely manner, to the scene of any hazardous materials incident in the state, 24 hour per day, seven days per week.

Section 2032 The Program Management Division shall assist in hazard mitigation efforts to reduce or eliminate potential hazards that endanger the citizens of the state of Minnesota.

**Technical Services Division**

**Office of Electronic Communication**

Section 2040 The Office of Electronic Communications shall provide for the maintenance of radio communications systems essential to operations during an emergency or disaster.

Section 2041 The Director of Electronic Communications shall be the state radio officer.

**XXI. VOCATIONAL-TECHNICAL EDUCATION SYSTEM**

Section 2100 The Vocational-Technical shall assist local government in training for emergency fire and rescue operations in coordination with the state Fire Marshal Division, and the Department of Natural Resources.

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

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*Joan Anderson Howe*  
Secretary of State

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