

EMERGENCY MANAGEMENT PLAN

for

The City of Moose Lake

Moose Lake, Minnesota

**First Adopted by the Moose Lake City Council
Moose Lake, Minnesota
April 14, 1999**

Version 2.3 [Revised November 15, 2007]

PREAMBLE
EMERGENCY MANAGEMENT PLAN
City of Moose Lake, Minnesota

The Emergency Management Plan for the City of Moose Lake, Minnesota is designed to address most natural and man made circumstances which create, or have the potential to create, a threat to the public that would require a concerted and coordinated response from our various public safety resources.

The Plan also identifies specific resource organizations and clearly delineates the responsibilities that will be required of them.

The Plan, and any future modifications to the Plan, will become effective upon ratification by each of the respective organizations, subject to the approval and formal adoption of the entire plan, as amended from time to time, by the City Council, City of Moose Lake, Minnesota.

EMERGENCY MANAGER/PLAN MANAGEMENT

The Moose Lake Area Fire Protection District’s resources, under direction of the Fire Chief or his/her designate, shall be the primary manager for all emergency conditions which have been duly declared and defined herein, and constitute a threat to public safety and/or property arising within the jurisdiction of the District.

COMMAND CENTER LOCATION

The Moose Lake Area Fire Protection District’s Emergency Response Center located at 600 Highway No. 73 shall serve as the primary command and control post for all of the participating agencies and emergency response teams.

AUTHORITY

Overall management and direction of any given declared emergency situation shall be under the immediate direction of the District Fire Chief.

EMERGENCY ASSESSMENT TEAM

An emergency situation assessment team, consisting of the following personnel, shall serve and assist the District Fire Chief as first responders, and are to report directly to the emergency command center:

1. City Emergency Management Director
2. Police Chief
3. Emergency Medical Team (EMT) personnel
4. City Street Superintendent
5. Water and Light Superintendent

TERMS AND DEFINITIONS
EMERGENCY MANAGEMENT PLAN
City of Moose Lake, Minnesota

- Activate.** To sound the warning siren and commence the protocols contained in this Emergency Management Plan
- Emergency.** Any condition or set of circumstances which is assessed by the proper and appropriate authority to be at a level, or of a type, to constitute a threat to public safety and property which requires the activation of the prescribed warning system(s)
- Emergency Manger.** The Moose Lake Area Fire Protection District’s Fire Chief or his/her designate
- Warning System and/
or Signal(s)** The warning shall consist of a three (3) minute continuous signal from the City’s siren, followed by a ten (10) second interval of silence. This cycle is to be repeated until such a time as the Emergency Manager declares that it be discontinued.

ORGANIZATION

Emergency Management Director
City of Moose Lake
412 Fourth Street
Moose Lake, Minnesota 55767

AUTHORITY

Primary	<i>Title</i>	Mayor – Ted Shaw
Secondary	<i>Title</i>	City Administrator- David Talbot Jr.

CONTACT PROTOCOL

Primary

Emergency	911
Landline (telephone)	485-8148
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	1-218-624-1546 (evenings)
Landline (telephone)	485-4142
Cellular	
Pager	
Email	

RESPONSIBILITIES

The duties and responsibilities of the Moose Lake Emergency Management Director shall be to coordinate and implement the following, with assistance from the Emergency Manager and the situation assessment team if and when needed:

1. Authorize the expenditure of emergency funding
2. Make formal requests for county, state and federal aid and assistance
3. To represent and act on behalf of the Moose Lake City Council in the best interests of the community and to protect the health, safety and welfare of its residents and visitors

THESE RESPONSIBILITIES ARE TO BE IMPLEMENTED BY THE EMERGENCY DIRECTOR IN THE ABSENCE OF NORMAL CITY COUNCIL PROTOCOLS

ORGANIZATION

Moose Lake Police Department

600 Highway 73
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Police Chief	Dale Heaton
Secondary	<i>Title</i>	Police Officer	Mike McNulty

CONTACT PROTOCOL

Primary

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-8404
Cellular	
Pager	
Email	mlpolice@lcp2.net

Secondary (if required)

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-8404
Cellular	
Pager	
Email	mlpolice@lcp2.net

RESPONSIBILITIES

1. The Chief of Police or Duty Officer reports to the Emergency Response Center upon activation of the emergency warning system. Upon arrival, they become a member of the situation assessment team under the direction of the Emergency Manager.
2. To provide all equipment and personnel resources available and as may be directed by the Emergency Manger.
3. To prepare arrangements, in advance, with other public safety and law enforcement agencies for their assistance should the need arise for their assistance.

ORGANIZATION

Moose Lake Area Fire Protection District

600 Highway 73
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Fire Chief	Steve Trenhaile
Secondary	<i>Title</i>	Assistant Fire Chief	Jim Michalski

CONTACT PROTOCOL

Primary

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-4242
Work	485-5000
Email	mooselakefiredept@hotmail.com

Secondary (if required)

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-4242
Work	485-5000
Email	mooselakefiredept@hotmail.com

RESPONSIBILITIES

1. Establish Command & Control, and address all areas of need.
2. Delegate Authority if unable to participate

ORGANIZATION

Mercy Hospital & Health Care Center
710 South Kenwood Avenue
Moose Lake, Minnesota

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Chief Executive Officer- Jason Douglas
Secondary	<i>Title</i>	Administrator on Call- Keith Carlson

CONTACT PROTOCOL

Primary

Emergency	372-3327
Landline (telephone)	485-4481
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	485-4104
Landline (telephone)	485-4481
Cellular	
Pager	
Email	

RESPONSIBILITIES

Mercy Hospital and Health Care Center may be called upon during the management of a declared emergency response to provide the following supportive services:

- 1.** Medical Resources. Assist in providing information and personnel as available and authorized to meet community needs.
- 2.** Shelter. To act as a secondary emergency shelter resource as needed. Primary emergency shelters shall be addressed in other portions of this plan document.
- 3.** Nutrition. To provide back up nutritional services as needed and requested by the Disaster Management Team.
- 4.** Public Information Officer. To provide access to the hospital Public Relations office as needed and as available.

Note: *All services will fall under the Command and Control of Mercy Hospital according to established policy or guidelines.*

ORGANIZATION

Mercy Hospital Ambulance
600 Highway 73
Moose Lake, Minnesota

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Ambulance Director – Sue Bengtson
Secondary	<i>Title</i>	On Duty Team – Donita Korpela

CONTACT PROTOCOL

Primary

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-4481
Cellular	
Pager	
Email	

Secondary

Emergency	Carlton County 911 Dispatch
Landline (telephone)	485-5861
Cellular	
Pager	
Email	

RESPONSIBILITIES

1. The Ambulance Director or designee will function as part of the Emergency Assessment.
2. Mercy Hospital Ambulance will provide Emergency Medical Services (EMS) to ill and injured parties within the City of Moose Lake and the surrounding area.
3. Mercy Hospital Ambulance will also coordinate additional EMS resources as needed.

Note: *Mercy Hospital Ambulance will provide service under the direction of the Disaster Management Team while remaining under the control of the Ambulance Service Medical Director within the established Mercy Hospital Command and Control structure.*

ORGANIZATION

Water, Sewer & Street Department
10 Sewer Plant Road
Moose Lake, Minnesota

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Street Superintendent – Spencer Skelton
Secondary	<i>Title</i>	On Call or On Duty Personnel- Les Davidson

CONTACT PROTOCOL

Primary

Emergency	485-8311
Landline (telephone)	485-4247
Cellular	
Pager	
Email	mlstreet@lcp2.net

Secondary (if required)

Emergency	485-4048
Landline (telephone)	485-4247
Cellular	
Pager	
Email	mlstreet@lcp2.net

RESPONSIBILITIES

1. Superintendent or On-call personnel are to report to the Emergency Response Center upon declaration of an emergency.
2. Prepare to immediately provide all equipment and personnel of the department as directed by the Emergency Manager.
3. To make arrangements in advance with nearby communities for their assistance with personnel and equipment when required.
4. To maintain the integrity of the Water System through contact of established resources to address any concerns.

ORGANIZATION

Moose Lake Power
401 Douglas Avenue
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Asst –Superintendent/Lead Lineman – Mike Komula
Secondary	<i>Title</i>	Office Manager – Leland Johnson

CONTACT PROTOCOL

Primary

Emergency	389-6792
Landline (telephone)	485-4100
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	658-4633
Landline (telephone)	485-4100
Cellular	
Pager	
Email	leland@moose-tec.com

RESPONSIBILITIES

1. The Superintendent and/or their designate are to report to the Emergency Response Center upon declaration of an emergency.
2. Prepare the immediate availability of the departments personnel and equipment as directed by the Emergency Manager.
3. To maintain mutual aid agreements with other electric service resources for their assistance if required.
4. Provide local electrical generation capability, if required, for the duration of the declared emergency period.
5. The Superintendent shall be a member of the assessment team under the direction of the Emergency Manager.

ORGANIZATION

Moose Lake School
413 Birch Avenue
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Superintendent of Schools- Tim Caroline
Secondary	<i>Title</i>	Custodial Supervisor- Jim Mach

CONTACT PROTOCOL

Primary

Emergency	485-4167
Landline (telephone)	485-4435 Ext. 1123
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	372-3657
Landline (telephone)	485-4435 Ext 1057
Cellular	
Pager	
Email	

Bus Garage	485-8266
Bus Supervisor- Art Forse	

RESPONSIBILITIES

1. Transportation. At the discretion of the Emergency Manager, and when it is deemed necessary to evacuate all or part of the community, the School District will, if possible:
 - a. Provide school buses as necessary and available
 - b. Provide drivers if possible
 - c. Dispatch buses and/or drivers as required under the direction of the Emergency Manager
2. Shelter. To coordinate and provide temporary shelter needs for on-site services.
3. Nutrition. If possible, to make available the nutrition facilities under the direction of the school food service personnel

ORGANIZATION

Mn Department of Corrections – Moose Lake
1000 Lakeshore Drive
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Warden
Secondary	<i>Title</i>	Watch Commander

CONTACT PROTOCOL

Primary		
Emergency		485-5020
Landline (telephone)		485-5020
Cellular		
Pager		None
Email		

Secondary (if required)		
Emergency		485-5046
Landline (telephone)		485-5000
Cellular		None
Pager		None
Email		None

RESPONSIBILITIES

1. See attached Mutual Aid Agreement

ORGANIZATION

MSOP
1111 MN State Highway No 73
Moose Lake, Minnesota 55767

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary *Title:* Control Center
Secondary *Title:* O.D. Office

CONTACT PROTOCOL

Primary
Emergency 485-5316 (Back up Phone)
Landline (telephone) 485-5300 Ext. 5502
Email

Secondary (if required)
Emergency
Landline (telephone) 485-5300 Ext. 5352
Email

RESPONSIBILITIES

1.

ORGANIZATION

**MN Department of Natural Resources -
Division of Forestry**
1604 South Highway 33
Cloquet, MN 55720

The following defines and describes the role of the entity in managing an emergency preparedness response for, and/or within, the City of Moose Lake

AUTHORITY

Primary	<i>Title</i>	Duty Officer on Call -
Secondary	<i>Title</i>	Area Forest Supervisor – Dan Grindy

CONTACT PROTOCOL

Primary		
Emergency		Carlton County 911 Dispatch
Landline (telephone)		
Cellular		
Pager		
Email		
Secondary (if required)		
Emergency		Carlton County 911 Dispatch
Landline (telephone)		218-879-0880 ext 222
Cellular		
Pager		
Email		
Pine County (if required)		320-245-6789
		218-380-8994 Duty Officer

RESPONSIBILITIES

Upon request by the Emergency Manager, to provide all personnel and equipment available, at the discretion of the Area Forest Supervisor, for assistance in managing an emergency preparedness response for the City of Moose Lake

ORGANIZATION

Ministerial Association

The Ministerial Association of Moose Lake will be called upon to provide supportive services in the management of a declared emergency. For a complete listing of Church Resources see **Appendix A**.

AUTHORITY

Primary	<i>Title</i>	Pastor Todd Vanzee
Secondary	<i>Title</i>	Pastor Jan Foss

CONTACT PROTOCOL

Primary

Emergency	485-4426
Landline (telephone)	485-4800
Cellular	
Pager	
Email	covenant@mchsi.com

Secondary (if required)

Emergency	320-384-7891
Landline (telephone)	485-4673
Cellular	
Pager	
Email	

RESPONSIBILITIES

1. Shelter. Provide temporary shelter resources if required and available
2. Nutrition. Provide the service of preparing food at a specific site.
3. Grief Counseling. To assist victims as required.

ORGANIZATION

Mortuary Services

Mortuary services will be made available and positioned in advance to provide the services required or as may be requested by the Emergency Manager

AUTHORITY

Primary	<i>Title</i>	Hamlin-Hansen-Kosloski Funeral Home Director- Mike Kosloski
Secondary	<i>Title</i>	On Call or On Duty Personnel – Tad Brezinsky

CONTACT PROTOCOL

Primary

Emergency	485-4429
Landline (telephone)	485-8870
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	485-4429
Landline (telephone)	485-4429
Cellular	
Pager	
Email	

RESPONSIBILITIES

- 1.** To be prepared and able to respond for mortuary services as may be required by the Emergency Manager.
- 2.** To network in advance for supportive mortuary resources from other facilities and areas, if required

ORGANIZATION

Hillside Manor West
Moose Lake Housing & Redevelopment Authority
708 Fourth Street
Moose Lake, Minnesota 55767

The following protocol is to be followed by the respective Managers/Caretakers of Hillside Manor West, and Hillside Manor East, respectively, in the event of a declared community emergency.

AUTHORITY

Primary	<i>Title</i>	Executive Director- David Talbot Jr.
Secondary	<i>Title</i>	Resident Caretaker- Roger Shelton

CONTACT PROTOCOL

Primary

Emergency	1-218-624-1546
Landline (telephone)	485-4010
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	485-4153
Landline (telephone)	485-4153
Cellular	
Pager	
Email	

RESPONSIBILITIES

1. Assess any existing on-site conditions or circumstances which may require assistance for the protection of health, safety or the welfare of facility residents through Carlton County 911 dispatch.

ORGANIZATION

Hillside Manor East

Oliver Management
700 Fourth Street
Moose Lake, Minnesota 55767

The following protocol is to be followed by the respective Managers/Caretakers of Hillside Manor West, and Hillside Manor East, respectively, in the event of a declared community emergency.

AUTHORITY

Primary	<i>Title</i>	Resident Caretaker – Lawrence and Jean Mills
Secondary	<i>Title</i>	Oliver Management Personnel- Deb Oliver

CONTACT PROTOCOL

Primary

Emergency	485-8516
Landline (telephone)	485-8516
Cellular	
Pager	
Email	

Secondary (if required)

Emergency	218-628-0311
Landline (telephone)	218-628-0311
Cellular	
Pager	
Email	

RESPONSIBILITIES

1. Assess any existing on-site conditions or circumstances which may require assistance for the protection of health, safety or the welfare of facility residents through Carlton County 911 dispatch.
2. Open Community Room to house fifty (50) to sixty (60) people
3. Provide access to Kitchen facility

APPENDIX A
EMERGENCY MANAGEMENT PLAN
City of Moose Lake, Minnesota

CHURCH RESOURCES

EVANGELICAL COVENANT CHURCH

Contact Person Todd Van Zee, Pastor
PO Box 445
Telephone: 485-4800 (work)
Email: covenant@mchsi.com

Can provide food service and shelter with a capacity of 250 to 300 people

MOOSE LAKE METHODIST CHURCH

Contact Person Richard Edwards, Pastor
301 Third Street
Telephone: 485-4605 (work)
Steven Olson- Trustee

Can provide food service and shelter with a capacity of 30 people

HOPE LUTHERAN CHURCH

Contact Person Candy Gamst or Pastor Jan Foss
PO Box 422 Second Street and Elm Avenue
Telephone: 485-4673 (work)

Can provide food service and shelter with a capacity of 300 people

FAMILY WORHSIP CHURCH

Contact Person John Venzke, Pastor
4580 South Arrowhead Lane
Telephone: 485-4192 (work)
Email:

Can provide food service and shelter with a capacity of 100 people

HOLY ANGELS CHURCH

Contact Person Father Eamonn Boland – Rectory 485-4909
Lisa Coil – 485-8214
60 Hartman Drive
Telephone: 485-4909 (work)

Can provide food service and shelter with a capacity of 250 to 300 people

WEST SIDE CHURCH

Contact Person Tim Homstad, Pastor
P. O. Box 67
Kettle River, MN 55767

Can provide food service and shelter with a capacity of 150 people.

ST. PETERS LUTHERN CHURCH

Contact Person Bradley Vogt, Pastor
4600 Folz Boulevard
Moose Lake, MN 55767

Email:

Can provide food service and shelter with an approximate capacity of 30 people.

EMANUAL LUTHERN CHURCH

Contact Person Bradley Vogt, Pastor
3756 Fair Street
Barnum, MN 55707

Email:

Can provide food service and shelter with an approximate capacity of 60 people.

OAK LAKE LUTHERN CHURCH

Contact Person Nate Anderson, Pastor
Church – 218-485-4052
53131 Shadow Oak Road
Kerrick, MN 55756

Can provide food service and shelter with a capacity of 60 people.