# *Emergency Management*

# Michael Johnson Emergency Management Director

107West Main Street Phone (507) 444-2454

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March 12, 2020

Please take a moment and fill out this form regarding your department Continuity of Operations Plan. Please return the form to me at: mike.johnson@ci.owatonna.mn.us

DEPARTMENT: Highway

SERVICE PRIORITIES

Please designate what services your department provides and the priority.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | TelecommuterOption? |
| 1 | Snow & Ice Control | 14 | No |
| 1 | Emergency Road Maintenance/Repair: Stop/Yield signs down, signals inoperable, debris in roadway, storm damages, washouts, sinkholes, road closures | Signs:2, Tree:4, Storm:14 | No |
| 2 | Construction Inspection, Bridge Inspection, Payroll & Accounting (P&A) Functions, Transportation Permitting, Engineering Support, Fuel Inventory, Warning signs down | P&A:1, Other: 2-4 | P & A: Yes Other: No |
| 3 | Project Development (PD), Non-Emergency Highway Maintenance/Repair | PD:1 Other: 2-4 | PD: Yes Other: No |
| 4 | Access Permits, Counter Service, Responding to drainage & other non-urgent complaints | 2 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

County Engineer – Greg Ilkka Cell Phone (507)686-0112, Desk Phone (507)444-7671

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| 1 | Paul Sponholz / Assistant County Engineer | (507)475-2253 | (507)444-7672 |
| 2 | Kevin Lindquist / Maintenance Supervisor | (507)676-6069 | (507)444-7570 |

Assistant County Engineer – Paul Sponholz

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| 1 | Marta Grieman / Project Engineer | (507)676-8131 | (507)444-7677 |
| 2 | Doug Jensen / Engineering Technician III | (507)475-2590 | (507)444-7674 |

Maintenance Supervisor – Kevin Lindquist

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| 1 | Jerry Wencl / Working Foreman | (507)676-6917 | (507)444-7571 |
| 2 | Josh Andrist / Senior Mechanic | (507)273-6706 | (507)444-7572 |
| 3 | Chris Deml / Highway Sign Technician | (507)461-7478 | (507)444-7575 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Outlook |  |  |
| Fuel Island Phoenix Software |  |  |
| eTime |  |  |
| New Roads Accounting Softwar |  |  |
| 800 Mghz |  |  |

Communications

Does your department have a quick way to communicate with employees?

Cell phone tree & 800 Mghz radio

Other Comments or Considerations?

Completed by: Greg Ilkka Date: 3/19/2020