DEPARTMENT: **Emergency Management**

SERVICE PRIORITIES

The objectives of this plan are to maintain and prioritize essential functions during a wide range of disasters. Steele County Emergency Management (SCEM) focuses on the supporting of County operations and residents. SCEM focuses on hazards, emergency situations, and disasters. SCEM will utilize four main methodologies:

1. Preparation: planning for emergency actions through plan development and education while securing the resources to support them.
2. Mitigation: reducing exposure to probable and potential loss during hazard events.
3. Response: leading and coordinating activities after an incident occurs, using time-sensitive actions to save lives and property.
4. Recovery: restoring infrastructure, economic, and social life back to normal.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be re-established 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 | Communications to staff, media, public, commissioners and other entities |  1  | Yes |
| 1 | Operations and personnel decisions | 1 | Yes |
| 2 | Process Mail | 1 - Asst | Yes |
| 2 | Website Communication | 1 - Asst | Yes |
| 2 | Facebook Communication | 1 - Asst | Yes |
| 2 | Answer telephone calls – Main switchboard | 1 - Asst | No |
| 2 | Prepare policies and action items for County Board meetings | 1 | Yes |
| 2 | Develop and advance policy, program and project initiatives | 1 | Yes |
| 3 | Assist with Annual Organizational meeting | 1 | Yes |
| 3 | Assist in the preparation of the annual budget | 1 | Yes |
| 4 | Strategic planning/implementation | 1 | No |
| 4 | Complete Warrant Requests: landfill | 1 - Asst | Yes |
| 4 | Authorize and process bills for payment | 1 | Yes |
| 4 | Control visitor badges and board room remotes | 1 - Asst | No |
| 4 | Order Supplies for Administrators office | 1 - Asst | Yes |
| 4 | Research projects for Board Action | 1 | Yes |
| 4 | Review Data on Website and Facebook | 1 - Both | Yes |
| 4 | Maintain Calendar and Room Reservations | 1 - Asst | Yes |
| 4 | Coordinate yearly Fee Schedule | 1 - Asst | Yes |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Mike Johnson | 507-456-0513 | 507-444-2454 |
| Second | Tom Karnauskas | 507-384-1501 | 507-444-9133 |
| Third | Megan Norbeck  | 651-895-2772 | 507-214-7953 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Emergency Management website | Online | None |
| WEBEOC- HSEM | Online | None |
| Emergency Operations Plan | Online | EOP book at Fire Hall |
| iPad- Disaster Assessment | Megan Norbeck  |  |
| Campfire Website | Online | None |
| Social Media Sites | Online | None |
|  |  |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* Campfire

Other Comments or Considerations?

* Work load and tasks are dependent on the time of year.
* Full copy of COOP is available at (insert hyperlink to full copy here).
* Alternate location site:

Public Works Facility: Mark Rysavy- (507)-444-7670

Completed by: Date:

Tom Karnauskas 10/28/2020\_\_\_\_\_