

**Swift County Emergency Operations Plan**  
**Section 1: Basic Plan**  
**General Information**

**I REASON FOR PLAN**

Tornadoes, floods, blizzards, and other natural disasters can affect Swift County. In addition major disasters such as train wrecks, plane crashes, explosions, hazardous material releases, pipeline leaks, and national security emergencies pose a serious threat to public health and safety in Swift County. An emergency plan is needed to insure the protection of people and property from these disasters.

Priority Hazards in Swift County:

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Train wrecks               | 5. Floods                        |
| 2. Tornadoes                  | 6. Pipeline leaks                |
| 3. Hazardous Material Release | 7. Blizzards                     |
| 4. Explosions                 | 8. Plane crashes                 |
|                               | 9. National security emergencies |

**II PURPOSE**

Swift County has many capabilities and resources that could be utilized in response to any major disaster. These include the facilities, equipment, personnel, and skills of government, commercial, volunteer, public, and private groups in the communities. The purpose of this plan is to ensure the effective, efficient, coordinated use of these resources to:

1. Maximize the protection of life and property
2. Ensure the continuity of government
3. Provide support to all areas and political subdivisions in the county which may require assistance

**III ORGANIZATION**

Existing government is the basis for emergency operations. That is, government agencies perform on a day-to-day basis. County organization and inter-relationships are shown on Diagram, page 1-5 of this basic plan.

**IV SUPPORT DOCUMENTS**

The Swift County Basic Plan Standard Operating Guidelines (SOG) and supporting documents detail the procedures to be followed in Swift County.

**V DIRECTION AND CONTROL (\*07)**

**County Government** - The Swift County Board of Commissioners are responsible for providing overall direction and control of county resources involved in response to a disaster. The Swift County Emergency Manager is responsible for implementing the plan, and will coordinate emergency operation.

**City Government** - The mayors of the cities, in Swift County, are responsible for providing overall direction and control of information for their city government resources involved in the response to a disaster.

**VI AUTHENTICATION**

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(Swift County Emergency Manager – Bill McGeary)

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(Date)

# Standard Operating Guide to Section 1

## Basic Plan (04)

### I GENERAL

The Swift County Board of Commissioners has by resolution appointed the County Emergency Manager. A copy of this resolution can be found in the supporting document page 1-3 of the basic plan. In his/her absence the Assistant County Emergency Manager will act on behalf of the Manager. Additional assistance can be provided by the Regional Coordinator for Emergency Management.

The Swift County Emergency Manager will serve as planning coordinator. He/she will have overall authority and responsibility for development and maintenance of the plan.

This plan will be reviewed and updated as necessary, and at least annually. The Emergency Manager is responsible for ensuring that updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Department of Emergency Management. In addition, all departments are responsible for maintaining their own individual standard operating guidelines (SOG) (\*10).

### II STATE AND FEDERAL SUPPORT

**General** - The Swift County Emergency Manager is responsible for assisting the county in obtaining any State or Federal aid that may be needed as the result of a disaster. In carrying out this responsibility, the Emergency Manager will contact the Minnesota Emergency Management Regional Coordinator for his/her county. The Regional Coordinator will provide technical information and assistance.

**Emergency Assistance** - In the event of a major emergency/disaster which exceeds the resources and capabilities of county government, and which requires immediate State and/or Federal assistance, the Minnesota Duty Officer shall be contacted. The Duty Officer will also contact the Regional Program Coordinator at this time.

### III ADDITIONAL INFORMATION IS OUTLINED IN THE FOLLOWING

<b>Supporting Documents</b>	<b>Section - Page</b>
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## **Section 1: Basic Plan**

County Emergency Manager Ordinance (\*05)

**SEE FOLLOWING PAGES FOR SWIFT COUNTY  
EMERGENCY MANAGEMENT ORDINANCE**

**Swift County**  
**EMERGENCY MANAGEMENT ORDINANCE**

**Section 1. POLICY AND PURPOSE**

**Subdivision 1.1.** Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from natural causes, or from hazardous material mishaps of catastrophic proportions, or from hostile action or sabotage; and in order to insure that preparations of this County are adequate to deal with such disasters and, generally, to protect the public peace, health, and safety, to provide for the common defense, and to preserve the lives and property of the people of this County, it is hereby found and declared to be necessary:

- a) To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, requires each political subdivision of Minnesota shall establish a local organization for emergency management.
- b) To provide for the exercise of necessary powers during emergencies and disasters.
- c) To provide for the rendering of mutual aid between this County and other political subdivisions of the County and State and other Counties and States with respect to the carrying out of emergency management functions.
- d) To establish a County emergency management organization responsible for County planning and preparation for emergency government operations in time of disasters.

**Section 2. DEFINITIONS**

**Subdivision 2.1.** “Disaster” means a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

**Subdivision 2.2.** “Emergency” means an unforeseen combination of circumstances that call for immediate action to prevent a disaster from developing, occurring, or worsening.

**Subdivision 2.3.** “Imminent” means clear and present danger to life and/or property rights as a result of an emergency or disaster

**Subdivision 2.4.** “Emergency Management” means the preparation and the response of all emergency functions, other than functions for which military forces are primarily responsible, to mitigate and recover from natural or man-made disasters, from acute shortages of energy, or from incidents that pose radiological or other health hazards.

These functions include, without limitation: communications, warning services, fire-fighting services, police services, medical and health services, rescue, engineering, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, establishing special travel routes and no travel zones, emergency transportation, emergency human services, existing or properly assigned functions of plant protection, temporary restoration of public utility services, implementation of energy supply emergency conservation and allocation measures, and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions.

**Subdivision 2.5.** “Minnesota Incident Management System”, known also as the Incident Command System, means the manner in which each of the specific and specified problems or incidents resulting from the disaster are managed. Normally location specific, each incident is managed by an on-scene incident commander responsible for the coordinated, all agency direction at that location.

**Subdivision 2.6.** “The Emergency Management Organization”, created in accordance with Minnesota Statute, Chapter 12, means the staff element responsible preparedness, response mitigation, and recovery activities; for coordinating for and providing support to the on-scene incident commander(s) and supporting engineering and human services elements; and for conducting County liaison and coordination with state, federal, and local jurisdictions relative to accomplishing the above and assures implementation of state and federal program requirements.

**Subdivision 2.7.** “Hazard mitigation” means an action taken to reduce or eliminate the long-term risk to human life and property from natural and other types of hazards.

### **Section 3. ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION**

**Subdivision 3.1.** There is hereby created by and with the government of Swift County an emergency management organization which shall be under the supervision and control of the Emergency Management Director, hereinafter called the “director.” The director shall be appointed by the Board of County Commissioners for an indefinite term and may be removed by them at any time. The director shall serve at a salary determined by the Board of Commissioners and shall be paid his/her necessary expenses. Working within the office of the County Administrator, the director shall have direct responsibility for the organization, administration, and operation of the emergency management organization, subject to the direction and control of the Board of County Commissioners.

(Minnesota Statutes Chapter 12, Subdivision 1)

**Subdivision 3.2.** The Swift County emergency management organization shall have jurisdiction throughout the county outside the corporate limits, or not with standing, a city or town that has a local emergency management organization established as per Minnesota Statutes, Chapter 12.25, Subdivision 1.

(Minnesota Statutes Chapter 12.25, Subdivision 2(b))

**Subdivision 3.3.** In addition, in accordance with Chapter 12.25, Subdivision 2(c), the Swift County emergency management organization shall:

- (a) Coordinate the activities of and assist in the training of emergency management organizations of political subdivisions throughout the county;
- (b) Plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives;
- (c) Acquire equipment necessary in conjunction with these activities;
- (d) Expend funds provided by the county board out of general revenue funds for such purposes.

(Minnesota Statutes Chapter 12.25, Subdivision 2(c))

## **Section 4. POWERS AND DUTIES OF DIRECTOR**

**Subdivision 4.1.** The director shall make studies and surveys of the manpower, industries, resources, and facilities of the County as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The director shall establish those economic stabilization systems and measures, service staffs, boards and sub-boards required in accordance with state and federal plans and directions subject to approval of the County Board.

(Minnesota Statutes Chapters 12.21, Subdivision 3(4); 12.25, Subdivision 2(c)(2))

**Subdivision 4.2.** The director shall prepare a comprehensive Emergency Plan for the emergency preparedness of the County including municipal and unincorporated areas and shall present such plan to the Board for its approval. When the Board has approved the plan by ordinance, it shall be the duty of all County agencies and all emergency preparedness of the County to perform the duties and functions assigned by the plan. The plan shall coordinate the emergency management activities of the County to the end that they shall be consistent and fully integrated with the emergency plan of the State and Federal Governments and correlated with emergency plans of neighboring counties and other political subdivisions within the State.

(Minnesota Statutes Chapter 12.25, Subdivision 2(c)(1),(2); Subdivision 5)

**Subdivision 4.3.** Consistent with the state emergency services law, the director shall coordinate the activity of municipal emergency management organizations within the County and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services.

(Minnesota Statutes Chapter 12.25, Subdivision 2(c)(1))

**Subdivision 4.4.** The director shall additionally plan for the emergency operations of County government in coordination with the county attorney and, in accordance with the State and County Emergency Plans, shall institute such training programs, public information programs, and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the County Emergency Plan when a disaster occurs.

(Minnesota Statutes Chapter 12.25, Subdivision 2(c)(1), (2))

**Subdivision 4.5.** The director shall acquire equipment necessary in connection with the duties and activities outlined in this ordinance and shall expend the funds provided by the County board out of the general revenue funds for such purposes. The director shall make every effort to first utilize the personnel, services, equipment, supplies, and facilities of existing departments and agencies of the County. The officers and personnel of all such departments and agencies shall cooperate with and make effort to extend services and facilities to the County Emergency Management organization and to the Governor upon request. The head of each department or agency in cooperation with the director shall be responsible for the planning and programming of such emergency activities as will involve the utilization of facilities of the department or agency.

(Minnesota Statutes Chapters 12.33; 12.25, Subdivision 2(c)(3),(4); 12.26)

**Subdivision 4.6.** The director, with the consent of the Board, shall represent the County on any regional or state conference for emergency management. The director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present such agreements to the Board for this action. Such arrangements shall be consistent with the State Emergency Plan.

(Minnesota Statutes Chapters 12.03; Subdivision 1(3); 12.25, Subdivision 2(c)(1); 12.27; 12.33)

**Subdivision 4.7.** The director shall, in cooperation with the affected County departments and agencies, assist in the recruiting and training of such emergency management personnel that may be required on a volunteer basis to carry out the emergency plans of the County and State. To the extent that such emergency personnel are recruited to augment a regular County department or agency for emergencies, they shall be assigned to such departments or agencies and shall be under the administration and control of said department or agency.

(Minnesota Statutes Chapters 12.22, Subdivision 2a; 12.34; 12.35)

**Subdivision 4.8.** The director shall carry out all orders, rules, and regulations issued by the Governor with reference to emergency management.

(Minnesota Statutes Chapter 12.28)

**Subdivision 4.9.** The director shall act as principal staff officer, aide, and advisor to the Chairperson of the County Board or such other official to whom responsibility has been delegated for the direction and control of all County operations during an emergency, assuring coordination among the operating departments, non-governmental groups, and with State, Federal, and local governments and jurisdictions.

(Minnesota Statutes Chapter 12.25)

**Subdivision 4.10.** The director shall prepare and submit such reports on emergency preparedness activities as may be requested from time to time by the County Board.

(Minnesota statutes Chapter 12.25, Subdivision 1)

## **Section 5. EMERGENCIES**

**Subdivision 5.1.** A local emergency may be declared only by the Chair of the County Board of Commissioners or, in his or her absence, the Vice-Chair, and thereafter the next senior members of the Board as determined by length of tenure in office. A local

emergency shall not be continued in excess of three days except by or with the consent of the County board. Any order or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed promptly by the County Auditor and Recorder.

(Minnesota Statutes Chapter 12.29, Subdivision 1)

**Subdivision 5.2.** A declaration of local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance under these plans.

(Minnesota Statutes Chapter 12.29, Subdivision 2)

**Subdivision 5.3.** No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. Inter-jurisdictional agencies, however, will provide aid and services in accordance with the agreement under which they function.

(Minnesota Statutes Chapter 12.29, Subdivision 3)

## **Section 6. EMERGENCY REGULATIONS**

**Subdivision 6.1.** Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the Governor or the County Board, the Board may by resolution promulgate regulations, consistent with applicable State or Federal law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.

(Minnesota Statutes Chapter 12.02, Subdivision 1(2); 12.21)

**Subdivision 6.2.** Every resolution of emergency regulations shall be in writing, dated, and shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the Office of the County Auditor, which copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the County Auditors Office shall be conspicuously posted at the front of the County court house or at other headquarters of the County or at such other places in the affected areas as the Board shall designate in the resolution.

(Minnesota Statutes Chapter 12.29, Subdivision 1)

**Subdivision 6.3.** The County Board may rescind any such regulation by resolution at any time. If not sooner rescinded, every such regulation shall expire at the end of thirty days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Governor or by the Board shall be suspended during the period of time and to the extent such conflict exists. In all instances, the health and safety of the public and preservation of life and property are of highest precedence.

(Minnesota Statutes Chapter 12.31, Subdivision 2)

**Subdivision 6.4.** During a declared emergency and notwithstanding any statutory prohibition, the County Board is empowered to enter into contracts and incur obligations within or without the boundaries of the County that are necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of such disaster. The County may exercise such powers in the light of the urgency of the disaster without compliance and with the time consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for budgets.

(Minnesota Statutes Chapter 12.37)

## **Section 7. STATEWIDE MUTUAL AID**

**Subdivision 7.1.** Local assistance between Political Subdivisions provides that a political subdivision may request the assistance of another subdivision when the public interest requires it because of an emergency.

The main points of this section are:

- Unless there is a written agreement between the political subdivisions establishing rules for conducting activities, the existing laws shall apply.
- Workers' Compensation coverage shall remain with the sending political subdivision.
- Total liability shall remain with the receiving political subdivision.
- The sending political subdivision shall be responsible for any damages to its equipment.
- The receiving political subdivision shall reimburse the sending political subdivision for the supplies used and the compensation paid to officers and members of forces furnished. A claim is not allowed unless filed within 90 days after the date such costs were incurred.

(Minnesota Statute Chapter 12, section 12.331)

## **Section 8. EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION**

**Subdivision 8.1.** All functions hereunder and all other activities relating to emergency management are declared government functions. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this ordinance or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of the Congress of the United States.

(Minnesota Statutes Chapter 12.35, Subdivision 2)

**Section 9. Participation in Labor Disputes or Politics**

**Subdivision 9.1.** The emergency management organization shall not be a political entity or participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

(Minnesota Statutes Chapter 12.44)

**Section 10. Effective Date**

This ordinance shall take effect on the date of approval and adoption by the Board of Commissioners for the County of Swift, Minnesota.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Chair, Board of Commissioners

Attest \_\_\_\_\_ Date \_\_\_\_\_  
County Administrator

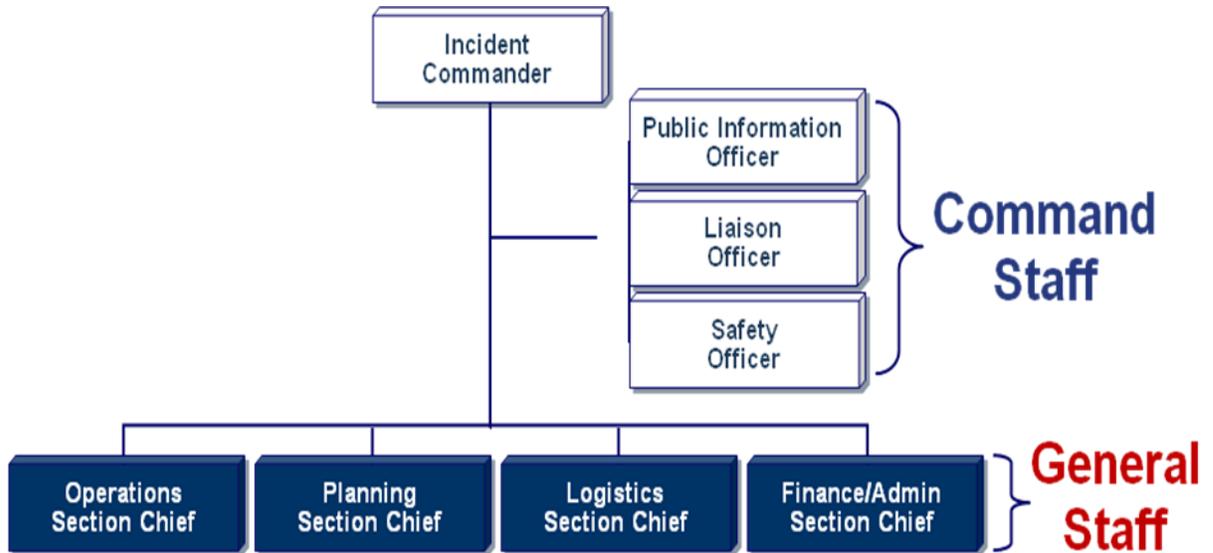
**Section 1: Basic Plan**  
**Plan Distribution List**

The following agencies have been assigned a copy of the Swift County Emergency Operations Plan.

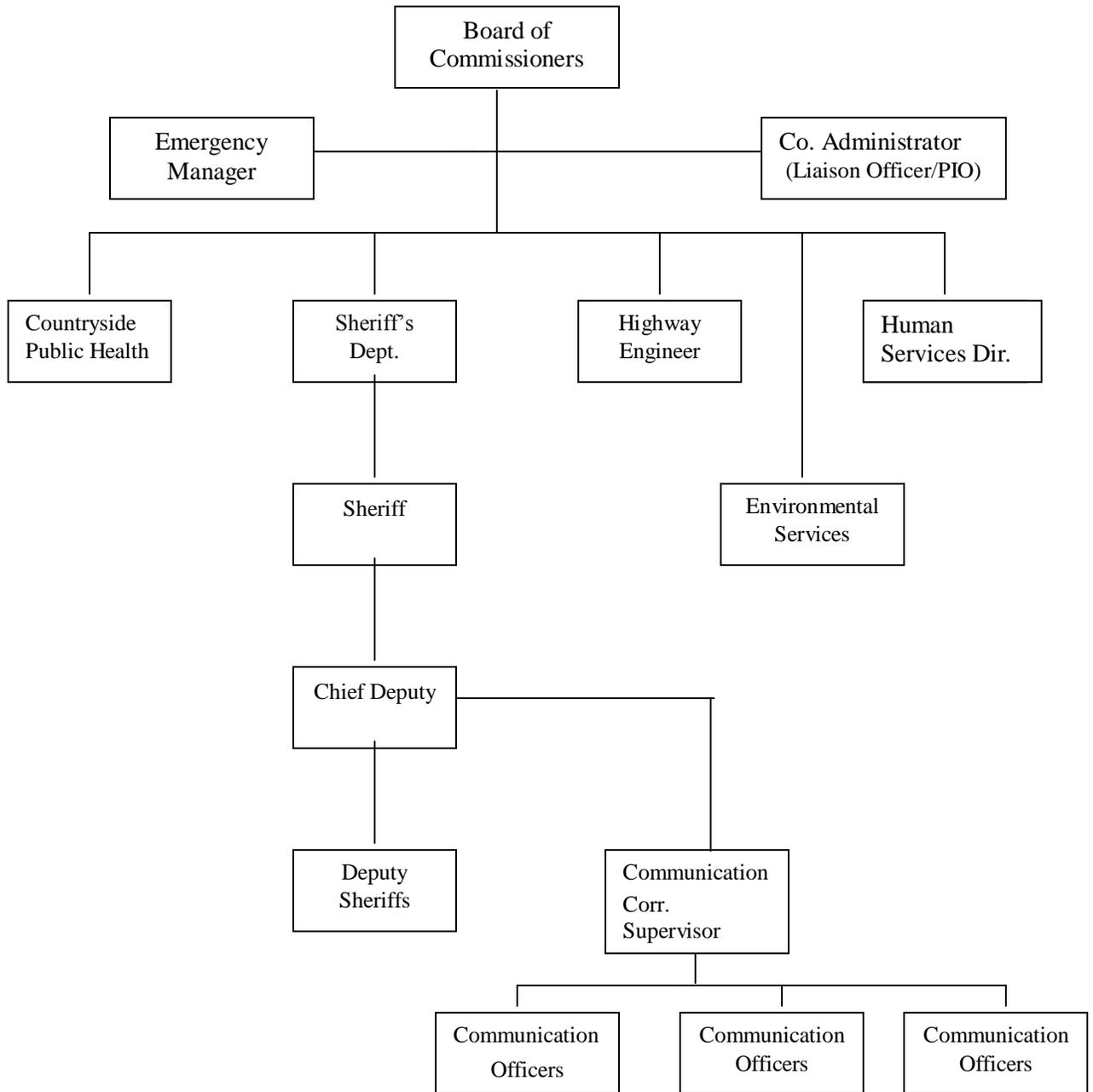
<b>Agency</b>	<b>Signature</b>
Emergency Management Office	_____
Emergency Operation Center	_____
Swift County Sheriff	_____
Benson Police	_____
Appleton Police	_____
MN Division of Emergency Mgmt RPC	_____
Benson, Appleton, Kerkhoven Public Libraries	_____
Countryside Public Health Service	_____
Benson Ambulance	_____
Kerkhoven Ambulance	_____
Appleton Ambulance	_____
Swift County Assessor	_____
Swift County Hwy Dept	_____
Swift County Treasure	_____
One (1) copy each to: Kerkhoven, Murdock, DeGraff, Benson, Clontarf, Danvers, Appleton Fire Departments	_____
Swift County Administrator	_____
Swift County Human Services	_____
Swift County Benson Hospital	_____
Appleton Municipal Hospital	_____

**Upon termination of office by reason of resignation, election, or dismissal the holder of this document shall return it to Swift County Emergency Management.**

## Section 1: Basic Plan NIMS Structure



**Section 1: Basic Plan**  
**Swift County Emergency Management Structure (\*09)**



## **Section 1: Basic Plan**

### **Legal Basis and Reference**

The following laws, documents, and reference materials can be found in the Minnesota Emergency Management Director's Handbook on file in the Swift County Emergency Management office (\*05).

1. Public Law 920, as amended
2. Public Law 99-499 (SARA Law of 1986)
3. Minnesota Statutes, Chapter 12, as amended (Civil Defense Act)
4. Minnesota Statutes, Section 299k.01 (Emergency Planning and Community Right to Know Act)
5. Minnesota Statutes, Section 299J, as amended (The Minnesota Pipeline Safety Act)
6. Minnesota Statutes, Section 103F, Subdivision 3 (Emergency Flood Protection Measures)
7. Minnesota Division of Emergency Management (DEM) bulletin No. 90-1 (Local Government Emergency Operations Plan Requirements)
8. Common County Management Agreements
9. Law Enforcement Mutual Aid Agreements
10. Emergency Management Mutual Aid Agreements

## Section 1: Basic Plan

### Responsibilities Chart (\*08)

Each agency, department, or service will provide for maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

**P=Primary    S=Support    C=Coordinate**

Function	Responsible Agencies	Inside Cities	Outside Cities
1. Notification and Warning	Sheriff Department Police Departments Fire Departments	P / S P / S P / S	P
2. Direction and Control	County Board City Governments	S / C P	P S
3. Public Information	County Administrator Mayors of Cities	P P	P
4. Search and Rescue	Sheriff Department Police Departments Fire Departments	P / S / C P P	P S S
5. Health and Medical	Swift County Hospitals Countryside Public Health EMS	C / S P	P P
6. Evacuation, Traffic Control, and Security	Sheriff Department Police Departments Fire Departments	P / S / C P P / S	P S S
7. Fire Protection	City Fire Departments	P	P
8. Damage Assessment	County Assessor City Assessors Engineering Firms	S P S	P S
9. Congregate Care	Human Services Red Cross Salvation Army Church Groups	P S S S	P S S S
10. Debris Clearance *MN DOT is only primary along a state/federal highway	State Highway Dept* County Highway Dept City Street Dept	P S P	P P S

**Swift County Emergency Operations Plan**  
**Section 1: Basic Plan**  
**Responsibilities Chart**

**P=Primary    S=Support    C=Coordinate**

<b>Function</b>	<b>Responsible Agencies</b>	<b>Inside Cities</b>	<b>Outside Cities</b>
11. Utilities restoration	Ottertail Power Agralite Alliance Pipeline Kinder Morgan Pipeline Williams Pipeline Federated Tel U.S. West Tel IES ATT Quest Great Plains Nat'l Gas People's Natural Gas	P	P
12. Radiological / Hazardous Materials Protection	Fire Departments to the level of their capability	P	P
13. Dead Animals	Rendering works	P	P
14. Deceased Persons	County Coroner Funeral Directors	P / S S	P / S S

**Swift County Emergency Operations Plan**  
**Section 1: Basic Plan**  
**Training Schedules (\*11)**

<u>City</u>	<u>Agency</u>	<u>Meeting/Training</u>
Appleton	Fire Department Ambulance	2 <sup>nd</sup> & 3 <sup>rd</sup> Monday
Benson	Fire Department E.M.S./ Benson Ambulance	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday Every 4 weeks (Wed.)
Clontarf	Fire Department	2 <sup>nd</sup> Monday
Danvers	Fire Department First Responders	2 <sup>nd</sup> Monday
DeGraff	Fire Department	3 <sup>rd</sup> Monday
Kerkhoven	Fire Department Rescue Squad	1 <sup>st</sup> Thursday
Murdock	Fire Department First Responders	2 <sup>nd</sup> Monday
Sunburg	Fire Department First Responders	3 <sup>rd</sup> Tuesday

Training records are on file and can be obtained from the local fire chiefs upon request.

**Swift County Emergency Operations Plan**  
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**Emergency Management Activities**

**2003/2004 Schedule (\*11)**

<b>Date</b>	<b>Activity</b>	<b>Location</b>
Monthly	SCEMO -Planning Advisory Co.	As Announced
Annual	Governor's Conference	As Announced
Annual	Statewide Tornado Drill	Swift County
Annual	AMEM Fall Conference	As Announced
Annual	Functional/Full Scale Exercise	As Planned

Emergency Management will take part in monthly fire drills, SCEMO meetings, and all school drills such as "Shelter in Place".

## **Section 1: Basic Plan**

### **Exercises and Corrective Actions (\*12)**

Exercises: The Swift County Emergency Manager will assist and support in any way possible all emergency agencies in planning, coordinating, and executing disaster drills. These drills involve the Sheriff Department, local police forces, Fire Departments, Ambulance Services. Mutual aid units from outside the county are also included. This drill utilizes most if not all communications systems within the county.

Corrective Actions: The Swift County Emergency Manager will identify areas of the emergency system needing improvement and will focus future training on strengthening these areas.

## **Section 1: Basic Plan**

### **Records Safeguarding Policy (\*13)**

Swift County computer systems are backed up on a regular basis. This includes all data handled through the main server. Other records are the individual responsibility of the department heads and their employees.

# **Swift County Emergency Operations Plan**

## **Section 1: Basic Plan**

(\*14)

Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities essential for public safety will be considered first.

### Risk Facilities

Swift County – Benson Hospital – Benson, MN  
Meadow Lane Healthcare Center-Benson, MN  
Homestead Place South – Benson, MN  
Benson Northside Elementary School – Benson, MN  
Benson Junior/Senior High School – Benson, MN

Appleton Municipal Hospital and Nursing Home- Appleton, MN  
Appleton Elementary School-Appleton, MN

Kerkhoven Murdock Sunburg Junior/Senior High School- Kerkhoven, MN  
Kerkhoven Murdock Sunburg Elementary School- Murdock, MN

## **Section 1: Basic Plan**

### **Organizing Volunteers**

Volunteers will report to incident command where direction will be given as needed. The Red Cross and/or Salvation Army will be called upon to organize and dispatch volunteers after direction from incident command.