Hennepin County Human Services
and Public Health Department

Environmental Health
Emergency Response Plan

Release Date: 9.1.05
Revision Date: 12.07.06
# Hennepin County Environmental Health (EH) Emergency Response Plan

## Table of Contents

1. **Purpose** .................................................................................................................. 4  
2. **Assumptions** ......................................................................................................... 5  
   2.1 Follow Existing County Policies ............................................................................. 5  
   2.2 Inform and Protect Employees and Workers ......................................................... 5  
   2.3 Inform Key Policy Makers and Response Partners ............................................... 5  
   2.4 Inform the Public .................................................................................................... 6  
   2.5 Intra/Inter Agency Communication and Collaboration ........................................ 6  
   2.6 Environmental Health Staff Role ................................................................. 6  
   2.7 Availability of EH Staff .......................................................................................... 6  
   2.8 Training ................................................................................................................ 6  
3. **Concept of Operations** ............................................................................................ 7  
   3.1 Awareness of an Incident ....................................................................................... 7  
   3.2 Activation of this Plan ............................................................................................ 7  
   3.3 Management Structure .......................................................................................... 7  
   3.4 Overview of Response Procedures ....................................................................... 8  
      3.4.1 Case I: Major Incident .................................................................................. 9  
      3.4.2 Case II: Minor Incident ............................................................................ 11  
      3.4.3 Case III: Frequently Occurring Incidents .................................................. 12  
   3.5 Media Contact ....................................................................................................... 13  
   3.6 Plan Development ................................................................................................ 13  
   3.7 Intergovernmental Communication ...................................................................... 13  
   3.8 Emergency Equipment and Supplies ................................................................... 14  
   3.9 After Action Report .............................................................................................. 14  
4. **Organization and Assignment of Responsibilities** ............................................... 14  
   4.1 Organizational Structure ....................................................................................... 14  
   4.2 EH Incident Commander ..................................................................................... 14  
   4.3 Planning Section Chief (For a Case II Incident) .................................................. 15  
   4.4 Operations Section Chief (For a Case II Incident) .............................................. 15  
   4.5 EH Technical Specialists ..................................................................................... 16  
   4.6 Strike Team ......................................................................................................... 16  
   4.7 Job Action Sheets ............................................................................................... 16  
5. **Authorities and References** .................................................................................... 16  
   5.1 Legal Basis .......................................................................................................... 16
Table of Contents (Continued)

6. Resources (Web sites & Fact Sheets)................................. 17
7. Amending the Plan............................................................ 17
8. Quick Start................................................................. 17

List of Appendices

Appendix A: Hennepin County Emergency Preparedness, Environmental Health and Epidemiology Contact List
Appendix B: Contact Information for Municipal Environmental Health Staff within Hennepin County
Appendix C: Hennepin County Emergency Preparedness Directory for 2005
Appendix D: Contact List for Regional Agencies
Appendix E: List of Emergency Equipment and Supplies
Appendix F: Field Operations Report Form
Appendix G: Major Incident Procedures Decision Flow Chart
Appendix H: Minor Incident Organizational Chart
Appendix I: Minor Incident Procedures Decision Flow Chart
Appendix J: Job Action Sheets
Appendix K: Incident Fact Sheets
  • Flood Related
  • Tornadoes
  • Winter Storms
  • Extreme Heat
  • Mass Feeding
  • Food/Water Safety
  • Sanitation
  • Chemical Emergency
  • Radiation
  • Solid Waste Management
1. Purpose

Environmental health emergency response planning has focused on the impacts of natural disasters and accidents on settings traditionally regulated by environmental health programs such as food, beverage and lodging establishments. Since the advent of terrorist attacks on American soil, the expectations of environmental health, as a discipline, have expanded to include many new issues related to the intentional release of biological, chemical or radiological hazards. The role of environmental health staff in a public health emergency will vary according to the type and severity of the situation, as well as the agency’s written emergency response plans.

Environmental health response actions will focus on the consequences of a disaster and associated recovery activities following an incident. In every conceivable disaster, Environmental Health (EH) professionals have an important responsibility in identifying and mitigating different environmental hazards that can affect the health of a community following a disaster. Given the diversity and complexity of potential hazards, proficiency in a wide range of technical topics will be required to successfully respond to future incidents. This will involve a team of EH professionals who will collectively bring a variety of skills and expertise to natural and man-made disaster response actions.

This Plan presents the organizational framework which Hennepin County Environmental Health Unit staff will respond to public health emergencies. The EH Unit is organized within the Hennepin County Human Services and Public Health Department’s (HSPHD) Public Health Protection Service Area. Environmental Health is one of many units that would respond when a public health emergency is declared. Three distinct situations or response modes are presented to illustrate how this framework and the supporting management structure will be implemented depending on the type and severity of an incident. An EH Incident Action Plan describing specific activities would be developed to reflect the emergency situation.

The first case (Case I) reflects a major public health emergency in which the EH Unit will function within the County’s Public Health Incident Command System. The system includes other disciplines within the public health infrastructure such as epidemiology, immunization services and public health nursing. This type of emergency will be widespread (e.g., potentially extending beyond the political boundaries of Hennepin County) and would likely impact basic necessities such as food, potable water, shelter, sanitation and refuse collection. County resources would be overwhelmed and state and federal assets would be required in this situation.

In the second case (Case II), EH Unit Staff will respond to a minor incident relative to the first case. This emergency will be categorized as localized; in other words, fewer people and commercial establishments will be affected compared to
the first case. The EH Unit has sufficient resources to respond to the incident. They will take the lead and establish an internal Incident Command System within the EH Unit to manage the situation in accordance with their established policies (e.g. dealing with a fire or participating in a food or water-borne outbreak investigation).

Finally, the third case (Case III) focuses on frequently occurring incidents such as a public health nuisance, a fire, sewage backup, power outage, and/or a food- and water-borne outbreak at a licensed facility within the county. In these situations, EH Unit staff respond as soon as they become aware of an incident. EH Unit Staff have the necessary training and expertise to independently assess and manage these situations.

2. Assumptions

2.1 Follow Existing County Policies – This Plan shall follow existing HSPHD policies and procedures; union contracts affecting Hennepin County employees; existing laws and rules that govern environmental health related work activities like licensing and writing orders; and compensation and benefit issues relevant for Hennepin County employees working in an emergency response. Any exceptions to standard County or Departmental policies or rules that may be implemented during an incident are not intended to be precedent setting and are unique to the individual incident.

2.2 Inform and Protect Employees and Workers – HSPHD shall strive to ensure that all employees, workers, and/or volunteers who participate in a public health emergency response will be provided with the following during activation and prior to working in the response:

- Information about the incident or situation and the Incident Action Plan, as well as prophylaxis or personal protective measures planned to protect the workforce; and

- Opportunities to receive answers to questions regarding the incident, work related rules, compensation and benefits, and other relevant policies and procedures.

2.3 Inform Key Policy Makers and Response Partners – Hennepin County Public Health Protection Senior Staff will inform appropriate internal and
external policy makers and key response partners about an incident, the incident action plan and associated activities.

2.4 Inform the Public – Hennepin County’s Public Health Protection Public Information Officer will ensure the public is provided with appropriate, timely, accurate, and useful information regarding an emergency. Risk communication messages regarding an incident will be provided directly through Hennepin County Public Health Protection, Hennepin County Public Affairs or other appropriate sources such as the Minnesota Department of Health.

2.5 Intra/Inter Agency Communication and Collaboration – Hennepin County Public Health Protection staff will maintain timely and mutually beneficial communications with its various internal and external partners. HSPHD staff will work with agencies, departments and other entities involved in a coordinated public health emergency response.

2.6 Environmental Health Staff Role – In a Case I emergency, Hennepin County’s Environmental Health Unit will have either a lead or an essential supporting role in any given disaster response depending on the situation. In a Case II or III emergency, Hennepin County’s Environmental Health Unit will take the lead in responding to a disaster.

2.7 Availability of EH Staff – In the event that a public health emergency is declared, EH Unit staff will be contacted along with other HSPHD staff in accordance with work force deployment procedures. For Case II and/or Case III, the EH Unit has established a 24-hour 7-day per week rotating on-call system to provide staff coverage for minor emergency situations relative to Case I. Appendix A lists Hennepin County Environmental Health, Emergency Preparedness, Epidemiology and Support staff.

2.8 Training – Responding to an environmental health incident will involve a variety of actions. All Environmental Health Unit staff will receive training in Incident Management principles and public health emergency preparedness. Environmental Health Unit staff may assist and work with other agencies or departments within the County such as Environmental Services or Emergency Management when responding to an emergency. If the required response actions fall outside of typical EH Unit daily activities, just-in-time training regarding their roles and responsibilities will be provided to each EH Unit Staff person prior to their participation in the response.
3. Concept of Operations

3.1 **Awareness of an Incident** – Environmental Health staff may learn of an incident or can be notified of a potential or actual emergency situation through the following means:

1. EH Unit staff discovers it.
2. Municipal fire or police department staff call EH staff using the “on call” line.
3. Sheriff’s dispatch notifies the EH Unit.
4. Owner/Operators of regulated facilities directly call EH Unit staff.
5. EH staff awareness of an incident via the media.
6. Another local public health agency directly contacts HSPHD or the EH Unit.
7. A member of the public calls the EH Unit.
8. Minnesota Dept. of Health (MDH)/Minnesota Dept. of Agriculture (MDA) telephone call to the EH Unit.
9. MDH Epidemiology staff phone call or facsimile gives information to county epidemiology or EH Unit.
10. Media inquiry or notification to HSPHD or Hennepin County Public Affairs.
11. Hennepin County Emergency Management staff notifies HSPHD senior administrative staff.
12. Minnesota Duty Officer faxes information or calls EH Unit staff.

3.2 **Activation of this Plan** – This Plan may be activated at any time either by Senior HSPHD Managers or EH Unit staff; the type of response depends on the incident. In the event of a Case I situation, the HSPHD Incident Management Team will decide to activate the County’s Public Health Emergency Preparedness Response Plan in accordance with written procedures documented in the Direction And Control Annex to the Hennepin County Public Health Emergency Preparedness Response Plan. In the event of a Case II or III situation, EH Unit staff will activate this Plan.

3.3 **Management Structure** – Decision making and communication protocols for all response activities will be in accordance with the National Incident Management System (NIMS) and the incident management structure of the Minnesota Incident Management System (MIMS) and this Plan.
3.4 **Overview of Response Procedures.** - In an emergency situation, the Environmental Health Unit is responsible for the following:

- Ensure that all environmental health related regulated programs (e.g., food, beverage, lodging, children’s camps, body art, individual sewage treatment systems and public swimming pools) within the County maintain acceptable sanitation standards or are closed until standards are met;
- Assist any disaster relief provider to prevent the occurrence or spread of disease with sanitation information and/or inspection of temporary housing, feeding centers, drinking water distribution and waste disposal;
- Improve the public’s awareness of sanitation practices required to protect the food and water supply;
- Provide technical assistance to public and private sector organizations;
- Provide timely information to the general public, and
- Permit the installation of individual sewage treatment systems to ensure proper sewage treatment.

In addition to the items listed above, EH Unit staff will address the following items:

1. Specific roles identified in an EH Incident Action Plan will be assigned to staff based on their availability and expertise.
2. The structure of the Environmental Health Planning and Operations team will be expanded or contracted as needed during an incident.
3. EH staff could accept multiple or new roles depending on the incident. Staff may not have prior experience to draw from.

The Environmental Health Unit will follow the procedures described in this section in their response to a public health emergency. The procedures set forth under the heading Case I: Major Incident, apply to situations where Environmental Health Unit staff have been formally notified of a public health emergency through the County’s Incident Command System. In such cases, they will report to work and operate within an Incident Command System described in the Hennepin County Public Health Emergency Preparedness Response Plan.

Procedures shown under the heading Case II apply to incidents where Environmental Health Unit Staff will respond to a minor, localized emergency situation relative to Case I. In this case, the County has not established an Incident Command System. The response will be managed and staffed by personnel within the Environmental Health Unit plus the Public Health Protection’s Public Information Officer.
Procedures described under the heading Case III apply to situations where Environmental Health Unit Staff have the requisite expertise and training to directly and individually respond to commonly occurring incidents such as a fire or sewage backup in a licensed food establishment.

3.4.1 Case I: Major Incident

In this case, EH Unit staff will work within HSPHD’s Incident Command System. Detailed information describing how HSPHD will manage an emergency situation is presented in the Direction And Control Annex to the Hennepin County Public Health Emergency Preparedness Response Plan. The written procedures are located behind the Policy, Procedures, & Guidelines Tab. Section VII in the Direction And Control Annex addresses procedures for notification and activation, and Section VIII focuses on procedures for direction and control. Flowcharts illustrating these procedures are located behind the Quick Start Incident Command Tab.

Appendix G in this Plan presents a flowchart that clearly illustrates how the Environmental Health Unit would function within the Incident Command System. It is important to note that this flowchart mirrors all of the major activities presented in the Notification & Activation Procedure Flowchart, and the Direction & Control Procedures Flowchart.

1. The HSPHD Incident Team decides that the situation qualifies as a public health emergency and the County’s Public Health Emergency Preparedness Response Plan is activated. Incident Command is established and Environmental Health Unit staff will be part of the response.

2. The Incident Commander will provide a situation-status update to the Planning Section Chief and other members of the Incident Management Team. The Team will discuss the situation and address items such as: incident facts, potential response roles, response objectives, roles that the County may assume in a regional response, essential public health services to retain, priorities for assigning leadership positions, critical decisions and obstacles, and key messages that will need to be conveyed.

3. The Planning Section Chief will contact the Lead EH Technical Specialist and provide him/her with a situation-status update describing the incident.

4. The Lead EH Technical Specialist contacts and convenes other EH Technical Specialists to jointly draft an EH Incident Action Plan.
which reflects the actual circumstances of the incident. The Plan will address items such as: specific response actions, safety and environmental hazards, PPE requirements, needed equipment and staffing needs.

5. The Lead EH Technical Specialist submits a copy of the EH Incident Action Plan to the Planning Section Chief for review and approval. If the Planning Section Chief decides that changes are necessary in the document, it will be returned to the Lead EH Technical Specialist who incorporates those changes and resubmits it. If the Planning Section Chief decides that the document is acceptable, he/she will provide a verbal summary of the Plan to the Incident Commander and will submit a written copy of the EH Incident Action Plan to the Incident Management Team. The Plan will address items such as: specific response actions, safety and environmental hazards, PPE requirements, needed equipment and staffing needs.

6. The Incident Management Team will discuss the EH Incident Action Plan. If the Incident Commander decides that changes are necessary in the document, it is returned to the Planning Section Chief who ensures the changes will be made. If the Incident Commander decides that the document is acceptable, the plan is implemented.

7. Upon approval of the EH Incident Action Plan by the Incident Commander, the Workforce Deployment Manager will contact all members of the Environmental Health Operations Group.

8. The EH Operations Group Leader and Strike Team staff will respond to the incident and document all major field activities using a Field Operations Report (See Appendix F). The FOR will be given to the Operations Section Chief on a daily basis or more frequently depending on the situation; it will describe the current status of the field activities and future needs of the Strike Teams.

9. The Operations Section Chief will routinely brief and provide situation-status updates to the Incident Commander.

10. The Incident Commander and Section Chiefs monitor the on-going incident and establish goals for the next operational period. Goal changes (e. g., standing down the operation) may necessitate that the EH Incident Action Plan be modified.

11. The Incident Management Team decides whether or not to stand-down to normal operations. If the Team decides not to stand
down, the Incident Commander will direct the Planning Section Chief to update/modify the Incident Action Plan which includes a section covering environmental health. The Planning Section Chief will submit the EH Incident Action Plan to the Lead EH Technical Specialist who will reconvene with other EH Technical Specialists to amend the EH Incident Action Plan. If the Incident Management Team decides to stand-down, the Incident Commander will direct the Planning Section Chief to prepare a Stand-Down Plan

3.4.2 Case II: Minor Incident

In this case, EH Unit staff will respond to a minor incident. The EH Unit will take the lead and establish a management structure which mirrors an Incident Command System. Appendix H presents the organizational structure that would be used for this response by the EH Unit. Appendix I contains a flow chart, which also illustrates the following nine steps.

1. Environmental Health Unit staff becomes aware of a situation that poses an environmental health related hazard to the general public. The hazard is not as severe or widespread as a Case I situation and a public health emergency is not declared.

2. The Environmental Health Unit Supervisor will act as the EH Incident Commander. The EH Incident Commander will report to the Manager of Emergency Preparedness, Environmental Health, Epidemiology, and the Assessment Team.

3. The EH Incident Commander contacts two Senior Environmental Health Unit staff and convenes an Environmental Health Incident Response Team. The Environmental Health Incident Response Team reports to the EH Incident Commander and consists of the EH Operations Chief, the EH Planning Chief, plus other EH Unit staff as needed.

4. The Environmental Health Incident Response Team is responsible to assess and verify the severity of the hazard and the overall situation. If the incident borders or crosses municipal boundaries, EH staff from those political boundaries will always be contacted and incorporated into the field response activities as appropriate.

5. After the Environmental Health Incident Response Team has assessed the situation and decided on a course of action, the Environmental Health Planning and Operations Chiefs will jointly draft an EH Incident Action Plan for the first phase of the disaster response. The Plan will address
items such as: specific response actions, safety and environmental hazards, PPE requirements, needed equipment and staffing needs.

6. The EH Planning Chief submits a copy of the EH Incident Action Plan to the Environmental Health Incident Commander. If the EH Incident Commander decides that changes are necessary in the plan, it is returned to the EH Incident Response Team to revise the plan and resubmit it to the EH Incident Commander. The Environmental Health Planning Chief may contact other EH Technical Specialists as needed to work on the revisions. If the EH Incident Commander decides that the plan is acceptable, the plan is implemented.

7. The EH Operations Chief will direct the Assessment Strike Team and the Response/Recovery Strike Team (i.e., field staff) to implement the Incident Action Plan. EH Strike Team members will document all major field activities using a Field Operations Report (FOR) shown in Appendix F. The FOR will be given to the EH Operations Chief on a daily basis or more frequently depending on the situation; it will describe the current status of the field activities and future needs of the Strike Teams.

8. The EH Operations Chief will review the Field Operations Reports and meet with the members of the Environmental Health Incident Response Team to discuss the situation.

9. The EH Incident Commander discusses the situation with members of the EH Incident Response Team and they jointly decide to pursue one of the following strategies:

   1. Terminate the operation.
   2. Continue with current operation.

3.4.3 Case III – Frequently Occurring Incidents

In this case, the EH Unit will respond to an event that happens frequently and is manageable without establishing an Incident Management Structure. These occurrences should be considered semi-routine. EH Unit Staff will respond as soon as they become aware of an incident and generally take the following steps:

1. An EH Unit Staff member will assess the condition of the premises either through a telephone conversation or an on-site visit if necessary. EH Staff
will notify the EH Unit Supervisor after they have assessed the situation and taken steps to resolve the emergency situation.

2. EH Unit Staff will manage the immediate situation through a telephone conversation or a site visit with the operator/manager. If an on-site is necessary, orders may be issued to abate the problem or address the disposition of the food in question.

3. Follow-up contact (i.e., telephone calls and/on-site visits) will be completed to assist the operator/manager and resolve the situation if necessary.

3.5 **Media Contact** - EH Operations Team staff will not speak directly with the media. Instead, they will direct any inquiries or requests to the Public Health Protection’s Public Information Officer (PIO) who will communicate directly with the press. The PIO or Incident Commander will release all public information regarding an incident.

3.6 **Plan Development** – In a Case I event, the EH Technical Specialists will draft the environmental health section of the EH Incident Action Plan. The Plan will be presented to the Planning Section Chief who will forward it to the Incident Commander. Section 6.2 in this Plan presents information that describes this process in detail. In a Case II situation, the EH Incident Response Team will develop an EH Incident Action Plan which will be forwarded to the EH Incident Commander. Section 6.3 in this Plan presents information that describes this process in detail. The development of an EH Incident Action Plan will not be necessary for a Case III situation.

3.7 **Intergovernmental Communication** - The Incident Commander will designate liaisons to maintain communication channels with staff at all affected jurisdictions. A phone bank/hotline, located in the Hopkins Training Room, could be used to facilitate communication with assorted parties.

Appendix B lists contact information for municipal environmental health staff that work for eight cities in Hennepin County. It also presents police dispatch numbers for each city. The Police Dispatcher can be contacted during non-business hours; they have personal telephone numbers and can call key municipal staff and inform them of any incident. Appendix C presents the Hennepin County Emergency Preparedness Directory which lists emergency preparedness contacts for the following: all municipalities in Hennepin County, select organizations and institutions operating within the County, Metro Region Directors in and adjacent to Hennepin County, and several state agencies.
Appendix D presents contact information for staff working at agencies throughout the Twin Cities Metro Area. The intent of Appendices A, B, C and D is to provide a point of contact to initiate communication in the event of an emergency.

3.8 **Emergency Equipment and Supplies** – EH Unit Staff have immediate access and may use the equipment and supplies listed in Appendix E when responding to an emergency.

3.9 **After Action Report** – EH Unit staff will document all relevant incident facts and issues at the conclusion of the emergency.

4. **Organization and Assignment of Responsibilities**

4.1 **Organizational Structure** – The Environmental Health Unit is included in Hennepin County’s Public Health Incident Command System for major public health emergencies (i.e., Case I). Under this arrangement, EH Unit Staff will follow the chain of command that is established under Incident Command, and will follow instructions from an Incident Commander. Ultimate responsibility resides with the Incident Commander who is authorized to direct all Hennepin County Public Health response activities.

In Case II, the hierarchy will mirror an Incident Command System and consist only of EH Unit Staff managing the situation internally. In a Case III situation, individual EH Unit staff will respond and manage the incident.

4.2 **EH Incident Commander** – An EH Incident Commander will only be used in the event of a Case II situation. The EH Unit Supervisor is designated to serve in this position. If this person can not fulfill their duties, a back-up person will be assigned by the Manager of Emergency Preparedness, Environmental Health, Epidemiology and the Assessment Team to fill this position. The following tasks highlight key roles and responsibilities that this person would fulfill in an emergency or disaster:

1. Reports to the Manager of Emergency Preparedness, Assessment Team, Epidemiology and Environmental Health.
2. Supervises EH Planning Section Chief and EH Operations Section Chief.
3. Directs the Incident Response Team and is involved with the development of the EH Incident Action Plan.
4. Routinely updates the Public Information Officer.
4.3 **Planning Section Chief (For a Case II Incident)** - The Planning Section Chief works with the Operations Section Chief to formulate an EH Incident Action Plan and modify it during an incident. The Planning Section Chief will communicate, consult with, and provide technical support to the Incident Commander regarding roles and responsibilities that Environmental Health Unit staff will carry out during an incident. The Planning Section Chief will routinely communicate with the Operations Section Chief and EH Technical Specialists during an incident. If this person cannot fulfill their duties, a backup person designated on the Hennepin County Public Health Incident Management Organizational Chart will assume their responsibilities. The following tasks highlight key roles and responsibilities that this person would fulfill in an emergency:

1. Reports to Incident Commander.
3. Responsible to amend/update the EH Incident Action Plan for each operational period.

4.4 **Operations Section Chief (For a Case II Incident)** – The Operations Section Chief works with the Planning Section Chief to formulate and modify, if necessary, an EH Incident Action Plan. The Operations Section Chief is responsible to implement all of the response actions described in the EH Incident Action Plan. The Operations Section Chief will communicate, consult with, and provide technical support to the Incident Commander regarding roles and responsibilities that EH Unit staff will have during an incident. The Operations Section Chief will routinely communicate with the Planning Section Chief and Strike Team members during an incident. He/she will ensure that all field activities are documented in a Field Operations Report (FOR), which is presented in Appendix F. If this person cannot fulfill their duties, a backup person designated on the Hennepin County Public Health Incident Management Organizational Chart will assume their responsibilities. The following tasks highlight key roles and responsibilities that this person would fulfill in an emergency:

1. Reports to Incident Commander.
2. Directs Strike Teams and routinely communicates with the Incident Commander.
3. Directs daily activities, suggests changes, and conveys resource needs during field activities.
4. Assigns roles for the Strike Team members.
4.5 **EH Technical Specialists** – Technical Specialists consist of staff from the EH Unit. The following tasks highlight key roles and responsibilities that Technical Specialists would fulfill in an emergency:
1. Report to Planning Section Chief.
2. Assist in the development and modification of the EH Incident Action Plan.
3. Will assist Planning Section Chief as needed.

4.6 **Strike Team** – Strike Team members will be comprised of staff from the EH Unit. Municipal EH staff could possibly join a Strike Team to assist in assessment and response/recovery efforts. The following tasks highlight key roles and responsibilities that staff would fulfill in an emergency:
1. Reports to Operations Section Chief.
2. Carry out assessment activities described in the Incident Action Plan.

4.7 **Job Action Sheets (JAS)** – Appendix J presents detailed job action sheets for an EH Incident Commander, an EH Operations Section Chief, an EH Planning Section Chief, and a Lead EH Technical Specialist. In addition, Job Action Sheets for Strike Team members are included; these JAS address the following specific topics: a chemical incident, tornadoes/wind storm, floods, an explosive/radiological incident and mass care.

5. **Authorities and References**

5.1 **Legal Basis** – The legal basis and a list of references for conducting emergency operations within Hennepin County are specified in Section III. of the Hennepin County Emergency Plan dated May 2002. In addition to Federal laws, state statutes, and county resolutions, the following Hennepin County ordinances regulate environmental health activities and must be taken into account in the event of an incident:
- Ordinance No. 3: Food Protection;
- Ordinance No.4: Public Swimming Pool;
- Ordinance No. 5: Children’s Camp;
- Ordinance No. 6: Lodging Establishment;
- Ordinance No. 19: Individual Sewage Treatment System Standards;
• Ordinance No. 23: Body Art Code; and
• Ordinance No. 25: Public Health Nuisance.

6. Resources (Web Sites and Fact Sheets)

Appendix K presents a list of web addresses for the following environmental health related topics: floods; tornadoes; mass shelters; food and water safety; fires; sanitation; chemical and hazardous materials emergencies; radiation emergencies; and extreme heat and cold. It also includes hard copies of select fact sheets for quick reference that could be used in the event of an emergency.

7. Amending the Plan

The Environmental Health Emergency Response Plan will be reviewed, updated, and amended when necessary. The amendments will be made whenever:

1. The provisions of this plan fail in an exercise, drill or actual emergency;
2. A significant amount of new information must be added to the plan; and
3. Minor text within the plan is rewritten.

8. Quick Start

The Quick Start for this Plan consists of the following information which is presented on the following pages:

• an EH Emergency Response Decision Flow Chart;
• general prompts for an EH response;
• EH emergency response tools;
• Staff contact information resources; and
• EH staff responsibilities.
Environmental Health receives preliminary notice/report of an emergency

**Assessment**

- Determine the scope of the emergency

**Investigation**

- Is public health & safety affected?
  - Yes
  - No

- Are licensed facilities involved?
  - Yes
  - No

- Are regulated activities involved?
  - Yes
  - No

**Non-Emergency**

- Proceed with normal activity and follow-up

**Activate Response Plan**

- Activate HC EH Emergency Response Plan
- Convene EH Incident Response Team

**Activate Response Plan**

- Determine EH response role
  - Stand By
    - Monitor situation and provide regular situation status update
  - Support Agency
    - Provide Public Health response under direction of lead agency
  - Lead Response Agency
    - Determine and Implement Public Health Response

**Prompts for EH Emergency Response Flow Chart**

**Prompt A:**

- Are a large number of facilities affected?
- Are large numbers of individuals potentially affected?
- Does response to the emergency exceed the capacity of the EH staff?

**Prompt B:**

- Will the emergency response disrupt or preclude other EH operations?
- Are other EH agencies also affected?
- Are there significant numbers of worried well in the community?
- Is there a potential for fatal illness or injury?
- Are there special populations at risk?
## General Prompts for EH Response

### Assess the Situation
- a. Determine if the incident is natural, accidental, or intentional.
- b. Determine if the agent is highly toxic, infectious, unusual, or perceived to be?
- c. Identify geographic area affected and number of people potentially affected.
- d. Determine number of regulated establishments affected.
- e. Are other agencies involved in response activities?
- f. Consider special needs of the community involved (language, isolation).
- g. Identify other factors related to emergency, e.g. toxicity, agent, hazard, seriousness, number of deaths or illnesses, ease of containment, remediation, sampling, data collection.
- h. Conduct initial assessment of affected area.
- i. Provide technical assistance when needed.

### Establish Organizational Response Framework (Case I or II)
- a. Determine what management structure is needed to manage the response?
- b. Will the response require coordination between more than one unit?
- c. Will the response exceed the capacity of the responding unit(s) or division?
- d. Is an EH Group Operations Center needed?
- e. Has staff been assigned to planning and operations roles?
- f. Are EH personnel available to respond?
- g. Will the response disrupt or preclude other environmental health operations?

### Determine Incident Response Objectives and Priorities
Consider:
- The speed at which the incident response will roll out
- The scope of incident response activities
- The duration of the response
- Which other jurisdictions or response partners may be impacted?
- What response activities are needed?
- What services will EH continue to provide during response?
- What just in time training may be needed for EH staff?

### Convene EH Incident Response Team (Only for a Case II Incident)
Consider:
- Incident facts
- EH potential response activities
- Essential environmental health services to retain
- Priorities for assigning leadership positions
- Target timeframe for response
- Critical Decisions or Obstacles
- Key messages for internals, externals and the public
- Timeline for briefings to PHP Sr. Management
Environmental Health Emergency Response Tools

- Emergency equipment/supplies (Refer to Appendix E in EH Emergency Response Plan)
- Inspection equipment (Refer to Appendix E in EH Emergency Response Plan)

Staff Contact Information Resources

- Hennepin County Environmental Health staff contact information is listed in the Environmental Health Emergency Response Plan-Appendix A.

- Municipal Environmental Health contact information is listed in the Environmental Health Emergency Response Plan-Appendix B.

- Emergency Preparedness contact information for: all municipalities in Hennepin County, select organizations and institutions operating within the County, Metro Region directors in and adjacent to Hennepin county and several state agencies is listed in the Environmental Health Emergency Response Plan-Appendix C.

- Contact information for staff working at agencies throughout the Twin Cities Metro Area.
Environmental Health Staff Responsibilities

EH Incident Commander
1. Directs environmental health emergency response activities
2. Supervises EH Planning and Operations Section Chiefs
3. Manages the EH Incident Response Team and is involved in the development of the EH Incident Action Plan
4. Communicates with the Public Information Officer
5. Reports to the Manager of Emergency Preparedness, Environmental Health, Epidemiology and Assessment Team

EH Planning Section Chief
1. Assists in the development of the EH Incident Action Plan
2. Responsible to amend/update the EH Incident Action Plan for each operational period.
3. Directs EH Technical Specialists
4. Reports to the EH Incident Commander

EH Operations Section Chief
1. Manages Strike Teams
2. Directs Strike Teams daily activities and responsibilities during an incident
3. Reports to the EH Incident Commander

EH Technical Specialists
1. Assist in development and modification of the EH Incident Action Plan
2. Assist EH Planning Section Chief as needed
3. Report to Planning Section Chief

Strike Team Members
1. Carry out assessment activities described in the Incident Action Plan
2. Carry out recovery/response activities described in the Incident Action Plan
3. Document all field related activities using the Field Operations Report
4. Report to Operations Section Chief
Appendix A

Hennepin County’s Public Health
Emergency Preparedness,
Environmental Health and Epidemiology
Staff Contact List

NOTE: CONFIDENTIAL
INFORMATION DELETED
Appendix B

Contact Information for Municipalities within Hennepin County

NOTE: CONFIDENTIAL INFORMATION DELETED
<table>
<thead>
<tr>
<th>City</th>
<th>Environmental Health Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomington</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Office phone number</td>
</tr>
<tr>
<td></td>
<td>Cell phone number</td>
</tr>
<tr>
<td></td>
<td>Fax number</td>
</tr>
<tr>
<td></td>
<td>e-mail address</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooklyn Park</td>
<td></td>
</tr>
<tr>
<td>Crystal</td>
<td></td>
</tr>
<tr>
<td>Edina</td>
<td></td>
</tr>
<tr>
<td>Hopkins</td>
<td></td>
</tr>
<tr>
<td>Minneapolis</td>
<td></td>
</tr>
<tr>
<td>Minnetonka</td>
<td></td>
</tr>
<tr>
<td>St. Louis Park</td>
<td></td>
</tr>
<tr>
<td>Wayzata</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Police Dispatch Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomington</td>
<td>Phone number</td>
</tr>
<tr>
<td>Brooklyn Park</td>
<td></td>
</tr>
<tr>
<td>Crystal</td>
<td></td>
</tr>
<tr>
<td>Edina</td>
<td></td>
</tr>
<tr>
<td>Hopkins</td>
<td></td>
</tr>
<tr>
<td>Minneapolis</td>
<td></td>
</tr>
<tr>
<td>Minnetonka</td>
<td></td>
</tr>
<tr>
<td>St. Louis Park</td>
<td></td>
</tr>
<tr>
<td>Wayzata</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

Hennepin County
Emergency Preparedness Directory
for 2006

NOTE: CONFIDENTIAL INFORMATION DELETED
Appendix D

Contact List for Regional Agencies

NOTE: CONFIDENTIAL INFORMATION DELETED
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number/s</th>
<th>Fax Numbers</th>
<th>Contact Name 1</th>
<th>Telephone Number/s</th>
<th>Fax Numbers</th>
<th>Email</th>
<th>Contact Name 2</th>
<th>Telephone Number/s</th>
<th>Fax Numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(local chapter)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centers for Disease</td>
<td>4770 Buford Hwy N.E.  MS F28 Atlanta, GA</td>
<td>770.488.7100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention</td>
<td>300341</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hennepin County</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metropolitan Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Telephone Number/s</td>
<td>Fax Numbers</td>
<td>Contact Name 1</td>
<td>Telephone Number/s</td>
<td>Fax Numbers</td>
<td>Email</td>
<td>Contact Name 2</td>
<td>Telephone Number/s</td>
<td>Fax Numbers</td>
<td>Email</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------------------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>-------</td>
<td>----------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Minnesota Board of Animal Health**

**Minnesota Department of Agriculture**

**Minnesota Department Of Health**
<table>
<thead>
<tr>
<th>Name</th>
<th>Minnesota Department of Labor and Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>1</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>2</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Minnesota Department of Natural Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>1</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>2</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Minnesota Department of Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>1</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>2</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Minnesota Poison Control Center</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Minnesota Pollution Control Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Minnesota Department of Public Safety Division of Homeland Security and Emergency Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Salvation Army</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name 1</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name 2</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>US EPA Region 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name 1</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name 2</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>US Food and Drug Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Contact Name 1</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name 2</td>
<td></td>
</tr>
<tr>
<td>Telephone Number/s</td>
<td></td>
</tr>
<tr>
<td>Fax Numbers</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E

Emergency Equipment List
Emergency Equipment Issued to EH staff

1. Rubber Boots (1 Pair)  
2. N 95 Respirators (1 Box, 10/box)  
3. 1 First Aid Kit  
4. Safety Gloves (2 Pair)  
5. Shoe Covers (2 Pair)  
6. Ear Plugs (2 Pair)  
7. Safety Glasses (1 Pair)  
8. 2 Tyvek Suits  
9. Latex-free or Nitrile Gloves (1 Pair)  
10. Duct Tape (1 Roll)*  
11. Paper Towels (1 Roll)*  
12. Plastic Garbage Bags (1 bx/30-gal)*  
13. 1 Flashlight*  
14. Twin Cities Metro Area Maps*  
15. 1 Utility Knife*  
16. CA Disaster Field Manual*

* Proposed  This list will be revised as of Dec 2006.

Supplies for Frequently Occurring Incidents

**Inspection Equipment**
- Infrared & Probe Thermometers
- Alcohol Wipes
- Digital Camera
- Hair Restraint
- Head, Eye and Hearing Protection
- Safety Shoes
- N 95 Respirators
- Lab Coat or Jump Suit
- Black Light
- Sanitizer Test Kits

**Sampling Supplies**
- Whirl Bags
- Sample Bottles
- Paper Bags
- Packing Tape

**Forms**
- Inspection Forms
- Blank Order Forms
- Food Borne Illness Report Forms
- Complaint Forms
- Embargo Notice Forms (MDA)
- Notice of Condemnation Forms (MDA)
- Waiver for Destruction Forms (MDA)
Appendix F

Field Operations Report
Community Health Department
Epidemiology and Environmental Health
1011 South First Street, Suite 215
Hopkins, Minnesota 55343-9413
(952) 351-5200  FAX: (952) 351-5222
e-mail: epi-envhlt@co.hennepin.mn.us

Public Health and Safety
Inspection Report

HC 11113-1 (5/02)

Name: ___________________________ Date: _______________ Page: ____ of ____
Address: ___________________________ Inspector: ___________________________
City, St., Zip: _______________________ Location: ___________________________
Phone: ____________________________ Program Element: ______________________

Inspection Type: □ Routine □ Follow up □ Complaint □ Plan
□ Consultation □ Other: ____________________________

Based on investigation this day, the items below identify the violations, which must be corrected by such period of time as specified below. Failure to comply within the time specified for corrections ordered in this notice may result in further action by this Department.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you have any questions concerning this report, please contact ____________________________

Received by and discussed with ____________________________ Health Authority/ Inspector ____________________________
Appendix G

Case I: Major Incident
Decision Flowchart
Case I: Major Incident

A public health emergency occurs. An environmental health response is needed. Refer to Activation Procedure Flowchart in Quick Start Incident Command.

Incident Commander provides situation-status update to Planning Section Chief (PSC) and other Incident Management Team members.

The PSC contacts the Lead EH Technical Specialist and provides situation-status update.

The Lead EH Technical Specialist convenes other EH Technical Specialists to draft an EH Incident Action Plan.

An EH Incident Action Plan is submitted to PSC for approval.

Planning Section Chief reviews plan and decides: Do changes need to be made?

PSC provides verbal summary of EH Incident Command and gives written EH Incident Action Plan to Incident Management Team.

Incident Commander directs PSC to update/modify the EH Incident Action. PSC submits it to the Lead EH Technical Specialist.

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.

Incident Commander directs PSC to stand-down to normal operations.

Incident Management Team decides: Do we stand down to normal operations?

Yes

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.

Incident Commander directs PSC to stand-down to normal operations.

Incident Management Team decides: Do we stand down to normal operations?

Yes

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.

Incident Commander directs PSC to stand-down to normal operations.

Incident Management Team decides: Do we stand down to normal operations?

Yes

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.

Incident Commander directs PSC to stand-down to normal operations.

Incident Management Team decides: Do we stand down to normal operations?

Yes

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.

Incident Commander directs PSC to stand-down to normal operations.

Incident Management Team decides: Do we stand down to normal operations?

Yes

Incident Commander and section Chiefs monitor ongoing incident and set goals for next operational period. Goal changes may require the EH Incident Action Plan to be modified.

Operations Section Chief routinely briefs and provides situation status update to Inc. Commander.

Field Operations Reports are given to Operations Section Chief for review.

EH Operations Group convenes and responds to the incident.

The Workforce Deployment Manager contacts members of EH Operations Group.
Appendix H

Case II: Minor Incident Organizational Chart
Case II: EH Minor Incident Organizational Chart

Manager Emergency Preparedness, Epidemiology, Environmental Health and Assessment Team

PIO
EH Incident Commander
Logistics Chief

EH Operations Section Chief

Assessment Strike Team
Response/Recovery Strike Team

EH Planning Section Chief

EH Technical Specialist
EH Technical Specialist
Appendix I

Case II: Minor Incident
Decision Flowchart
Case II: Minor Incident

Tuesday, November 21, 2006

A small and localized environmental health emergency occurs

- EH Incident Commander is alerted

- EH Incident Response Team is convened

- Details of the incident are identified and verified

- EH Incident Action Plan is drafted

- EH Incident Action Plan is submitted to EH Incident Commander

- EH Incident Commander decides: Are changes necessary?

- EH Operations Chief directs EH Operations Group

- EH Incident Action Plan is revised

- A collective decision made to:
  1. Terminate operations
  2. Continue current operations, or
  3. Continue with revised plan

- Operations are terminated

- EH Operations Chief meets with other members of the EH Incident Response Team and the EH Incident Commander

- EH Operations Chief reviews the Field Operations Reports

- Field Operations Reports are created

- Field operations are carried out
Appendix J

Job Action Sheets
EH INCIDENT COMMANDER

Site/Location: _____________________________________________________________

Position Assigned to: _____________________________________________________________

Job Shift(s): _____________________________________________________________

You Report to: Manager for Emergency Preparedness, Environmental. Health, Epidemiology & Assessment

You Supervise: EH Planning Section Chief, EH Operations Section Chief

Mission: Manage and direct the EH Unit’s response to a minor disaster incident (Case II Only)

Equipment: Cell phone, safety gloves, glasses/goggles, safety shoes, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils,

Qualifications: Familiarity with Incident Management and Environmental Health Emergency Preparedness Concepts. Previous environmental health field and or supervisory experience preferred.

Physical Requirements: Ability to work extended shifts.

Key Responsibilities:
1. Direct EH Unit response to a disaster.
2. Routinely communicate with staff.
3. Authorize allocation of resources and media releases.
4. Assist in the preparation of the Incident Action Plan with the Planning and Operations Section Chiefs
5. Supervise EH Operations and Planning Section Chiefs
6. Participate in meetings and briefings
7. Ensure the response activities are documented and that appropriate tracking and reporting occurs

Immediate

☐ Read this entire Job Action Sheet and become familiar with the organizational chart

☐ Convenes the Environmental Health Incident Response Team

☐ Work with the EH Planning and Operations Section Chiefs to obtain detailed information which describes the incident

☐ Assist writing the Incident Action Plan

☐ Review and approve the Incident Action Plan

☐ Approve any logistical requests from Operations Section Chief

☐ Work with the Public Information Officer to develop and disseminate key messages

☐ Identify key Hennepin County departments and external agencies/organizations
Intermediate

☐ Authorize resources requested by Operations Section Chief

☐ Approve media releases submitted by the Public Information Officer

☐ Provide status updates to Manager of Emergency Preparedness, Environmental Health, Epidemiology, and Assessment Team

☐ Receive briefings from Operations and Planning Section Chiefs

☐ Routinely check with the Operations Section Chief and relay information to the Planning Section Chief

☐ Consult with local authorities and other agencies about remediation and cleanup activities

Extended

☐ Work with the Operations and Planning Section Chiefs to revise the Incident Action Plan based on Field Observation Reports and current information.

☐ Observe and monitor EH Unit staff for signs of stress and fatigue

☐ Troubleshoot issues as they develop

☐ Recommend decision to terminate response operations to Manager of Emergency Preparedness, Environmental Health, Epidemiology, and Assessment Team

☐ Plan for the possibility of extended deployment

☐ Prepare end of shift status report and present to incoming EH Incident Commander

☐ Provide rest periods and relief for EH staff

Wrap Up

☐ Review Field Operations Reports

☐ Prepare requested reports for the Manager of Emergency Preparedness, Environmental Health, Epidemiology, and Assessment Team

☐ Participate in post disaster debriefings

☐ Review and approve the after action report
**EH OPERATIONS SECTION CHIEF**

<table>
<thead>
<tr>
<th>Site/Location:</th>
<th>_____________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Assigned to:</td>
<td>_____________________________________________________________</td>
</tr>
<tr>
<td>Job Shift(s):</td>
<td>_____________________________________________________________</td>
</tr>
<tr>
<td>You Report to:</td>
<td>Environmental Health Incident Commander</td>
</tr>
<tr>
<td>You Supervise:</td>
<td>EH Strike Teams</td>
</tr>
</tbody>
</table>

**Mission:** Direct and manage the EH Operations Group which implements the Incident Action Plan

**Equipment:** Cell phone, safety gloves, glasses/goggles, safety shoes, Hardhat, Hennepin County PH ID Badge, List of Contacts, Laptops, Clipboard, Paper, Writing Utensils, N95 Respirators

**Qualifications:** Familiarity with Incident Management and Environmental Health Emergency Preparedness Concepts. Previous Environmental Health field experience preferred

**Physical Requirements:** Ability to work extended shifts in a variety of work settings. Able to spend considerable amount of time on feet and work outdoors

**Key Responsibilities in a minor incident (Case II):**
1. The Operations Section Chief will assist in the initial planning process with the EH Planning Section Chief to prepare the EH Incident Action Plan.
2. Brief and routinely communicate information to Strike Teams regarding the EH Incident Action Plan.
3. Assign and reassign duties to EH Strike Teams.
4. Communicate to EH Incident Commander on status, issues, and equipment needs.
5. Participate in meetings and briefings.
6. Assist and support EH Incident Commander.

**Immediate**

- [ ] Read this entire Job Action Sheet and become familiar with the organizational chart.
- [ ] Obtain and read over Incident Action Plan.
- [ ] Receive briefing(s) from EH Incident Commander.
- [ ] Assign roles and explain EH Incident Action Plan to EH Strike Teams.
- [ ] Receive necessary tools and PPE for the operation.
- [ ] Implement Incident Action Plan using EH staff.
- [ ] Outline and communicate safety precautions and PPE use to EH staff.
- [ ] Report findings and unusual events to either the Planning Section Chief or the EH Incident Commander.
Intermediate

☐ Routinely communicate with Planning Section Chief or EH Incident Commander regarding status of the field activities.

☐ Brief, monitor and communicate with Strike Teams regarding field activities.

☐ Reassign roles on the Strike Teams, if necessary.

Extended

☐ Read and summarize Field Operations Reports from Strike Teams.

☐ Ensure all major actions and decisions are documented.

☐ Ensure all receipts for supplies, equipment, and miscellaneous items are forwarded to Logistics Section Chief or EH Incident Commander.

☐ Plan for the possibility of extended deployment

☐ Prepare end of shift status report and present to incoming EH Operations Section Chief

☐ Provide rest periods and relief for EH staff

☐ Talk to EH Unit Staff regarding stress

Wrap Up

☐ Summarize and provide additional documentation of the Operations Group, if necessary, for the Planning Section Chief or EH Incident Commander.

☐ Participate in post disaster debriefings.

☐ Assist in preparation of after action report.
EH PLANNING SECTION CHIEF

Site/Location: _____________________________________________________________
Position Assigned to: _____________________________________________________________
Job Shift(s): _____________________________________________________________
You Report to: Environmental Health Incident Commander
You Supervise: EH technical Specialists

Mission: Conduct planning and direct/manage the EH Technical Specialists to formulate the Incident Action Plan

Equipment: Cell phone, safety gloves, glasses/goggles, safety shoes, Hardhat, Hennepin County PH ID Badge, List of Contacts, Laptops, Clipboard, Paper, Writing Utensils, N95 Respirators

Qualifications: Familiarity with Incident Management and Environmental Health Emergency Preparedness Concepts. Previous Environmental Health field experience preferred

Physical Requirements: Ability to work extended shifts in a variety of work settings. Able to spend considerable amount of time on feet and work outdoors

Key Responsibilities in a minor incident (Case II):
1. The Planning Section Chief will assist in the initial planning process with the EH Operations Section Chief to prepare the EH Incident Action Plan.
2. Brief, communicate and work with Technical Specialists to formulate the EH Incident Action Plan.
3. Assign and reassign duties to EH Technical Specialists.
4. Communicate to EH Incident Commander on status, issues, and progress.
5. Participate in meetings and briefings.
6. Assist and support EH Incident Commander.

Immediate
☐ Read this entire Job Action Sheet and become familiar with the organizational chart.
☐ Receive briefing(s) from EH Incident Commander.
☐ Receive and review necessary information to initiate planning activities.
☐ Assign roles to Technical Specialists and start writing the Incident Action Plan.
☐ Review rough Incident Action Plan and offer comments to Technical Specialists.
☐ Ensure Incident Action Plan is completed.
☐ Ensure Incident Action Plan is amended reflecting changing incident conditions during the disaster.
☐ Address safety precautions and PPE use during incident.

☐ Report findings and unusual events to either the Operations Section Chief or the EH Incident Commander

Intermediate

☐ Routinely communicate with Operations Section Chief or EH Incident Commander regarding status of the field activities.

☐ Monitor progress of Strike Teams regarding field activities.

☐ Modify and amend the Incident Action Plan, if necessary to reflect changing conditions.

Extended

☐ Read and summarize Field Operations Reports from Strike Teams.

☐ Ensure all major actions and decisions are documented.

☐ Work with Operations Section Chief to ensure all receipts for supplies, equipment, and miscellaneous items are forwarded to Logistics Section Chief or EH Incident Commander.

☐ Plan for the possibility of extended deployment.

☐ Prepare end of shift status report and present to incoming EH Planning Section Chief.

☐ Provide rest periods and relief for EH staff.

☐ Talk to Technical Specialists regarding stress and fatigue.

Wrap Up

☐ Assist Operations Section Chief to summarize and provide additional documentation of the field activities, if necessary, for the Operations Section Chief or EH Incident Commander.

☐ Participate in post disaster debriefings.

☐ Assist in preparation of after action report.
LEAD EH TECHNICAL SPECIALIST

Site/Location: _____________________________________________________________
Position Assigned to: _____________________________________________________________
Job Shift(s): _____________________________________________________________
You Report to: Planning Section Chief
You Supervise: Technical Specialists

Mission: Write the EH Incident Action Plan

Equipment: Cell phone, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils


Physical Requirements: Ability to work extended shifts.

Key Responsibilities:
1. Rapidly prepare 1st version of the EH Incident Action Plan
2. Review Field Operations Reports and modify EH Incident Action Plan for each operational period
3. Participate in meetings and briefings
4. Assist and support the Planning Section Chief

Immediate
☐ Read this entire Job Action Sheet and become familiar with the organizational chart.
☐ Receive briefing(s) from Planning Section Chief.
☐ Review and or collect relevant information from the Planning Section Chief regarding details that describe the incident.
☐ Identify possible hazards and risks to Strike Team members conducting field activities.
☐ Prepare EH Incident Action Plan for specific operational periods.
☐ Submit EH Incident Action Plan to Planning Section Chief for review and approval.
☐ Request needed equipment and PPE through IMS chain of command to Logistics from Planning Section Chief.

Intermediate
☐ Obtain and receive Field Operations Situation-status Reports from Planning Section Chief regarding details of the incident.
☐ Review Field Operations Situation-status Reports.
☐ Conduct literature search on short and long term health and environmental hazards for inclusion in the next phase of the EH Incident Action Plan.

☐ Revise EH Incident Action Plan for next operational period.

☐ Submit revised EH Incident Action Plan to the Planning Section Chief.

**Extended**

☐ Follow and repeat the Immediate and Intermediate actions as many times as necessary.

☐ Review and assess planning activities to improve future EH Incident Action Plans.

☐ Plan for the possibility of extended deployment.

☐ Prepare end of shift status report and present to incoming EH Lead Technical Specialists.

☐ Monitor Technical Specialists for stress and fatigue.

**Wrap Up**

☐ Write a qualitative assessment of the planning activities carried out during the emergency.

☐ Participate in post disaster debriefings.

☐ Assist in the preparation of after action reports.
**EH STRIKE TEAM STAFF – CHEMICAL INCIDENT**

<table>
<thead>
<tr>
<th>Site/Location:</th>
<th>_____________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Assigned to:</td>
<td>_____________________________________________________________________________</td>
</tr>
<tr>
<td>Job Shift(s):</td>
<td>_____________________________________________________________________________</td>
</tr>
<tr>
<td>You Report to:</td>
<td>EH Operations Section Chief</td>
</tr>
<tr>
<td>You Supervise:</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Mission:**
Perform diverse EH Functions related to a chemical release that poses a threat to the public and regulated establishments

**Equipment:**
Cell phone, thermometers, PPE such as chemical resistant gloves, respirators, goggles, face shields, rubber boots, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils, tyvek suits, sample containers, bags, markers, labels, chain of custody forms

**Qualifications:**
Familiarity with Incident Management and Environmental Health Emergency Preparedness concepts. Previous knowledge of inorganic and organic chemistry, toxicology, industrial chemicals, chemical agents, remediation, and decontamination procedures is preferred

**Physical Requirements:**
Able to work extended shifts in a variety of work settings. Ability to spend considerable amount of time on feet and work outdoors.

**Key Responsibilities:**
1. Work with Emergency Responders
2. Contact and assist regulated establishments, institutions and citizens in affected area
3. Provide timely information to the public and regulated establishments
4. Perform on-site inspections of affected businesses, institutions and homes
5. Support chemical response team activities

**Immediate**
- [ ] Read this entire Job Action Sheet and become familiar with the organizational chart.
- [ ] Receive briefing(s) from EH Operations Section Chief..
- [ ] Obtain and read over EH Incident Action Plan..
- [ ] Collect and read relevant printed reference materials.
- [ ] Follow safety precautions and use proper personal protective equipment described in EH Incident Action Plan.
- [ ] Obtain appropriate PPE and equipment.
- [ ] Study and become familiar with environmental indicators for a chemical attack/release.
- [ ] Compile list of affected establishments and institutions.
Contact affected establishments and institutions to arrange for on-site visits/inspections.

Assess status of affected establishments and institutions.

Provide technical assistance, if requested, to emergency responders, regulated establishments, municipalities and the public.

Coordinate and work with emergency responders and others if requested.

Collect and disseminate information regarding hazards posed by chemical exposures.

Aid and/or contribute in evacuation or shelter-in place recommendation.

Intermediate

Routinely communicate with the EH Operations Section Chief.

Receive additional briefing(s) from EH Operations Section Chief.

Contact, inspect and advise emergency feeding operations.

Contact, inspect and advise emergency shelters.

Contact regulated establishments to assess status of each one.

Work with other agencies and aid in the collection of soil, water and vegetative samples.

Collect and transport sealed containers holding biological samples from exposed and or potentially exposed people.

Deliver/transport samples to designated lab.

Assist in preparation of press or news releases.

Participate in public information meetings.

Attend and participate in required Strike Team meetings.

Assess potential for vector harborage/nuisance pest problems.

Extended

Consult with local authorities and other agencies about remediation and decontamination/clean up activities.

Aid in sampling activities.
☐ Communicate with EH Operations Section Chief on status of field activities

☐ Work with Hennepin County Environmental Services and Minnesota Pollution Control Agency (MPCA) to provide guidance regarding temporary storage of any contaminated solid debris and rinse/wash water

☐ Conduct site visits/inspections of licensed facilities

☐ Respond to questions/issues posed by general public

**Wrap Up**

☐ Document field related activities in the Field Operations Report

☐ Participate in post-disaster debriefings

☐ Assist in preparation of after action report
EH STRIKE TEAM STAFF – TORNADOES/WIND STORM

Site/Location: _____________________________________________________________
Position Assigned to: _____________________________________________________________
Job Shift(s): _____________________________________________________________
You Report to: EH Operations Section Chief
You Supervise: NA

Mission: Perform diverse EH Functions resulting from tornadoes or severe wind storm/s

Equipment: Cell phone, thermometers, rubber boots, safety gloves, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils, sample containers, chain of custody forms


Physical Requirements: Able to work extended shift in a variety of work settings. Ability to spend considerable time on feet and outdoors.

Key Responsibilities:
1. Work with emergency responders and other public sector agencies
2. Conduct and assist regulated establishments, institutions, and citizens in affected areas
3. Provide timely and information to the public and regulated establishments
4. Perform onsite inspections of affect businesses, institutions and homes

Immediate
☐ Read this entire Job Action Sheet and become familiar with the organizational chart.
☐ Receive briefing(s) from EH Operations Section Chief.
☐ Obtain and read over EH Incident Action Plan.
☐ Collect and read over relevant printed reference materials.
☐ Identify possible hazards and risks posed to Strike Team members conducting field activities.
☐ Obtain appropriate tools, PPE, and equipment for field activities.
☐ Follow safety precautions and use proper personal protective equipment.
☐ Conduct rapid assessment to determine status of potable water, water for personal hygiene, sanitation (i.e. the disposal of human waste) and refuse collection service by contacting affected municipalities.
☐ Contact utility company and obtain best time estimate for resumption of electrical power.

☐ Contact and work with Red Cross to determine extent (i.e. number and location) of emergency shelters and feeding operations.

Intermediate

☐ Routinely communicate with EH Operations Section Chief.

☐ Compile a list of affected establishments and institutions.

☐ Contact affected establishments and institutions to arrange for on-site visits.

☐ Assess status of affected establishments and institutions.

☐ Work with and provide technical assistance to affected establishments and institutions.

☐ Embargo and condemn potentially unsafe food.

☐ Initiate temporary closure and authorize re-opening of licensed facilities.

☐ Monitor and track affected municipalities regarding resumption and availability of potable water, working sanitary and storm sewer systems, and garbage collection.

☐ Conduct inspections of mass feeding operations and provide advice.

☐ Conduct inspections of emergency shelters and provide advice.

☐ Assist in procurement of portable toilets, and hand-washing basins and supplies.

☐ Assess potential for vector harborage/nuisance pest problems.

☐ Provide fact sheets or technical guidance bulletins to affected establishments and institutions dealing with solid waste, clean-up, vector and water-borne disease issues, mold and hazardous chemicals.

☐ Provide information to the public on water/well disinfection techniques and water sampling.

☐ Provide information to the public regarding sanitation (disposal of human waste).

☐ Provide information to the public regarding management of household hazardous waste. Environmental Services will initiate this task; EH Unit Staff may assist.
☐ Collect water samples from non-community water systems at licensed establishments.

☐ Work with municipal building inspectors, if requested, and provide information to the public on home re-entry precautions paying special attention to electrical, gas, structural hazards, and mold.

☐ Assist in the preparation of press/news releases.

☐ Participate in public information meetings.

☐ Attend and participate in required Strike Team meetings.

☐ Close licensed establishments, if necessary.

Extended

☐ Consult with local authorities and other agencies about remediation and clean up activities.

☐ Aid in sampling activities.

☐ Communicate with EH Section Chief on status of field activities.

☐ Conduct site visits/inspections of licensed facilities.

☐ Respond to questions/issues posed by general public.

Wrap Up

☐ Document field related activities in the Field Operations Report

☐ Participate in post-disaster debriefings.

☐ Assist in preparation of after action report.
EH STRIKE TEAM STAFF – FLOODS

Site/Location: _____________________________________________________________

Position Assigned to: _____________________________________________________________

Job Shift(s): _____________________________________________________________

You Report to: EH Operations Section Chief

You Supervise: NA

Mission: Perform diverse EH Functions resulting from a flood

Equipment: Cell phone, two-way radio, thermometers, hipwader boots, safety gloves and glasses, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils, sample containers, labels, chain of custody forms


Physical Requirements: Able to work extended shifts in a variety of work settings. Ability to spend considerable time on feet and work outdoors.

Key Responsibilities:
1. Work with emergency responders and other public sector agencies
2. Contact and assist regulated establishments, institutions and citizens in affected area
3. Provide timely information to the public and licensed establishments
4. Perform onsite inspections of licensed establishments, institutions, and homes

Immediate

☐ Read this entire Job Action Sheet and become familiar with the organizational chart

☐ Receive briefings from EH Operations Section Chief

☐ Obtain and read over Incident Action Plan

☐ Collect and read over relevant printed reference materials

☐ Follow safety precautions and use personal protective equipment (PPE)

☐ Obtain appropriate PPE and equipment

☐ Conduct rapid assessment to determine status of potable water, water for personal hygiene, sanitation (i.e. the disposal of human waste) and refuse collection service by contacting affected municipalities

☐ Contact utility company and obtain best time estimate for resumption of electrical power

☐ Contact and work with Red Cross regarding emergency shelters and feeding operations for affected citizens
☐ Conduct inspections of mass feeding operations and provide advice

☐ Conduct inspections of emergency shelters and provide advice

Intermediate ☐ Routinely communicate with EH Operations Section Chief

☐ Compile a list of affected establishments and institutions to arrange for on-site visits/inspections

☐ Contact affected establishments and institutions to arrange for on-site visits/inspections

☐ Assess status of affected establishments and institutions

☐ Work with and provide technical assistance to affected establishments and institutions

☐ Initiate temporary closure and authorize re-opening of licensed facilities

☐ Embargo or condemn potentially unsafe food

☐ Monitor and track affected municipalities regarding resumption and availability of potable water, working sanitary and storm sewer systems, and garbage collection

☐ Assist in procurement of portable toilets, and hand-washing basins and supplies

☐ Assess potential for vector harborage/nuisance pest problems

☐ Contact Minnesota Department of Health to determine status of the public water supply system (i.e. disrupted, contaminated and or physically damaged water system)

☐ Provide fact sheets or technical guidance bulletins to affected establishments and institutions dealing with solid waste, clean-up, vector and water-borne disease issues, mold and hazardous chemicals

☐ Provide information to the public on water/well disinfection techniques, and water sampling

☐ Provide information to the public regarding sanitation (i.e. disposal of human waste)

☐ Provide information to the public regarding the management of household hazardous waste. Environmental Services will initiate this task; EH Unit staff may assist.
☐ Collect water samples from non-community water systems at licensed establishments

☐ Work with municipal building inspectors, if requested, and provide information to the public on home re-entry precautions paying special attention to electrical, gas, structural hazards, and mold

☐ Assist in the preparation of press or news releases

☐ Participate in public information meetings

☐ Attend and participate in required Strike Team meetings

Extended

☐ Consult and work with local authorities and other agencies about remediation and cleanup activities

☐ Aid in sampling activities

☐ Communicate with EH Operations Section Chief on status of field activities

☐ Provide information to affected homeowners on proper mold cleanup activities – including the disinfection of walls using bleach

☐ Conduct site visits/inspections of licensed facilities

☐ Respond to questions/issues posed by general public

Wrap Up

☐ Document field related activities in the Field Operations Report

☐ Participate in post-disaster debriefings

☐ Assist in preparation of after action report
Site/Location: _____________________________________________________________

Position Assigned to: _____________________________________________________________

Job Shift(s): _____________________________________________________________

You Report to: EH Operations Section Chief

You Supervise: NA

**Mission:** Perform diverse EH Functions resulting from an explosion and/or a radiological dispersion device

**Equipment:** Cell phone, rubber boots, safety shoes, safety gloves, face shield, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils, and a radiation monitor

**Qualifications:** Familiarity with Incident Management and Environmental Health Preparedness concepts. Previous knowledge of radiation principles is preferred.

**Physical Requirements:** Able to work extended shifts in a variety of work settings. Ability to spend considerable time on feet and work outdoors.

**Key Responsibilities:**
1. Collaborate and communicate with first responders and other emergency response organizations
2. Provide information, guidance and reassurance to the public
3. Conduct environmental and personal monitoring

**Immediate**
- [ ] Read this entire Job Action Sheet and become familiar with the organizational chart
- [ ] Receive briefing(s) from EH Operations Section Chief
- [ ] Obtain and read over EH Incident Action Plan
- [ ] Collect and read over relevant printed reference materials
- [ ] Follow safety precautions and use proper personal protective equipment (PPE)
- [ ] Obtain appropriate PPE and calibrated monitoring equipment
- [ ] If a Radiological Dispersion Device (RDD) was used, work with first responders to learn about geographic boundaries of affected area, and type of radioactive material released
- [ ] Compile a list of affected establishments and institutions in affected area
- [ ] Contact affected establishments and institutions to arrange for on-site visits/inspections when determined safe
Assess status of affected establishments and institutions

Intermediate

- Routinely communicate with the EH Operations Section Chief
- Provide assistance to emergency responders regulated establishments, municipalities, and the public when and if requested
- Coordinate and work with emergency responders
- Contact regulated establishments to assess the status of each one
- Work with other agencies and provide assistance to assess the impact of the radiation release on air quality, surface water, ground water, soil, lawns, gardens, bushes, trees, structures, exposed objects, and ice/snow
- Monitor and track affected municipalities regarding resumption and availability of potable water, working sanitary and storm sewer systems and garbage collection
- Conduct inspections of mass feeding operations and provide advice
- Conduct inspections of emergency shelters and provide advice
- Assist in procurement of portable toilets, and hand washing basins and supplies
- Work with other agencies and aid in collection of soil, water, and/or vegetative samples
- Deliver/transport samples to designated lab
- Assess people for exposure to radiation at designated reception centers
- Assist in preparation of news releases
- Participate in public information meetings
- Attend and participate in required team incident team meetings
- Assess potential for vector harborage/nuisance pest problems
- Contact Minnesota Department of Health to determine status of the public water supply system (i.e. disrupted, contaminated, and/or physically damaged)
- Provide fact sheets or technical guidance bulletins dealing with radiation to all interested parties
Extended

☐ Consult with local authorities and other agencies about remediation and clean up activities

☐ Aid in sampling activities

☐ Communicate with EH Operations Section Chief on status of field activities

☐ Work with Hennepin County Environmental Services and Minnesota Pollution Control Agency to provide guidance regarding temporary storage of contaminated solid debris and rinse/wash water

☐ Conduct site visits/inspections of licensed facilities

☐ Respond to question/issues posed by general public

Wrap Up

☐ Document field related activities in the Field Operations Report

☐ Participate in post disaster debriefings

☐ Assist in preparation of after action report
EH STRIKE TEAM STAFF – MASS CARE

Site/Location: _____________________________________________________________
Position Assigned to: _____________________________________________________________
Job Shift(s): _____________________________________________________________
You Report to: EH Operations Section Chief
You Supervise: No one

Mission: Perform diverse Mass Care EH functions

Equipment: Cell phone, thermometers, alcohol wipes, pH test strips, rubber boots, rubber gloves, hardhat, Hennepin County PH ID Badge, list of contacts, laptops, clipboard, paper, writing utensils

Qualifications: Familiarity with Incident Management and Environmental Health Emergency Preparedness concepts. Previous knowledge in food safety preferred.

Physical Requirements: Able to work extended shifts. Ability to spend considerable time on feet.

Key Responsibilities:
1. Work with mass care providers such as the Red Cross and Salvation Army
2. Perform on site inspections of mass shelter and feeding operations to ensure safety and regulatory compliance
3. Provide timely information to the general public

Immediate
- Read this entire Job Action Sheet and become familiar with the organizational chart
- Receive briefing(s) from EH Operations Section Chief
- Obtain and read over EH Incident Action Plan
- Collect relevant printed reference materials
- Follow safety precautions and use proper personal protective equipment (PPE).
- Obtain appropriate PPE and equipment
- Call mass care providers (e.g. American Red Cross or Salvation Army) and obtain list of location, telephone numbers and contact people
- Ensure mass care staff is using proper PPE

Intermediate
- Routinely check with the EH Operations Section Chief
- Conduct inspections of mass feeding operations and provide advice
- Conduct inspections of emergency shelters and provide advice
- Provide technical assistance to people staffing emergency shelters and feeding operations
- Participate in public information meetings
- Attend and participate in required incident team meetings

**Extended**
- Provide information to Operations Section Chief on status of mass care facility(ies).
- Assist in preparation of press or news releases

**Wrap Up**
- Participate in post disaster debriefings
- Assist in preparation of after action report
Appendix K

Fact Sheets
Floods

http://www.bt.cdc.gov/disasters/foodwater.asp
http://www.bt.cdc.gov/disasters/mold/reenter.asp
http://www.bt.cdc.gov/disasters/floods/cleanupwater.asp
http://www.bt.cdc.gov/disasters/mold/protect.asp
http://www.bt.cdc.gov/disasters/floods/after.asp
http://www.bt.cdc.gov/disasters/electrical.asp
http://www.bt.cdc.gov/disasters/animalhazards.asp
http://www.bt.cdc.gov/disasters/carbonmonoxide.asp
http://www.bt.cdc.gov/poweroutage/needtoknow.asp
http://www.bt.cdc.gov/disasters/floods/sanitation.asp
http://www.health.state.mn.us/divs/eh/emergency/natural/index.html
http://www.health.state.mn.us/divs/eh/emergency/natural/floods/wells.html
http://www.pca.state.mn.us/publications/w-hw2-60.pdf
http://www.fema.gov/hazards/floods/floodf.shtm#after
http://www.redcross.org/services/disaster/0,1082,0_563_,00.html
http://www.metrokc.gov/health/disaster/wells.htm
http://www.metrokc.gov/health/disaster/basementflood.htm
http://www.cdc.gov/niosh/topics/flood/Cleaning-Flood-HVAC.html
http://www.epa.gov/safewater/privatewells/whatdo.html
http://www.health.state.mn.us/divs/eh/emergency/natural/floods/business.html

Tornadoes

http://www.bt.cdc.gov/disasters/tornadoes/after.asp
http://www.health.state.mn.us/divs/eh/emergency/natural/index.html
http://www.redcross.org/services/disaster/0,1082,0_591_,00.html
http://www.fema.gov/hazards/tornadoes/tornadof.shtm
http://www.redcross.org/services/disaster/0,1082,0_575_00.html

http://www.metrokc.gov/health/disaster/carbmono.htm

**Winter Storms**


http://www.redcross.org/services/disaster/0,1082,0_595_00.html#After

http://www.fema.gov/hazards/winterstorms/stormsf.shtm

http://www.fema.gov/hazards/winterstorms/winterweather.shtm

http://www.bt.cdc.gov/disasters/winter/factsheet.asp

**Extreme Heat**


http://www.bt.cdc.gov/disasters/extremeheat/heattips.asp

**Mass Shelters**

http://www.health.state.mn.us/divs/eh/emergency/natural/feeding.html

**Food and Water Safety**

http://www.metrokc.gov/health/disaster/protectfoods.htm

http://www.metrokc.gov/health/disaster/boilorder.htm

http://www.metrokc.gov/health/disaster/medicines.htm


http://www.redcross.org/services/disaster/0,108,2_00.html
Fires
http://www.redcross.org/services/disaster/0,1082,0_584_00.html
http://www.metrokc.gov/health/disaster/carbmono.htm

Sanitation
http://www.metrokc.gov/health/disaster/sewagespills.htm
http://www.metrokc.gov/health/disaster/toilet.htm
http://www.metrokc.gov/health/disaster/septictanks.htm

Chemical and Hazardous Materials Emergencies
http://www.health.state.mn.us/divs/eh/emergency/chemical/index.htm
http://www.bt.cdc.gov/chemical/overview.asp
http://www.bt.cdc.gov/planning/shelteringfacts.asp
http://www.bt.cdc.gov/planning/evacuationfacts.asp
http://www.bt.cdc.gov/planning/personalecleaningfacts.asp
http://www.health.state.mn.us/divs/eh/emergency/chemical/index.htm
http://www.redcross.org/services/disaster/0,1082,0_581_00.html
http://www.fema.gov/hazards/hazardousmaterials/hazmatf.shtm

Radiation Emergencies
http://www.bt.cdc.gov/radiation/emergencyfaq.asp
http://www.bt.cdc.gov/radiation/dirtybombs.asp
http://www.bt.cdc.gov/radiation/shelter.asp
http://www.bt.cdc.gov/radiation/evacuation.asp
http://www.bt.cdc.gov/radiation/contamination.asp
http://www.health.state.mn.us/divs/eh/emergency/radiological/index.htm
http://www.fema.gov/hazards/nuclear/radiolo.shtm
http://bt.cdc.gov/radiation/measurement.asp
Power Outage

http://www.bt.cdc.gov/poweroutage/needtoknow.asp

Solid Waste Management

http://www.epa.gov/katrina/debris.html

http://www.fema.gov/regions/iii/env/debris.shtm