



Local Emergency Operations Plan Review Form

Submit completed form and MNWALK copy to the appropriate HSEM Regional Program Coordinator (RPC)

Use this form to document the findings of a local emergency operations plan (EOP) review

The local emergency management director submits to the appropriate review group chair: the upgraded or updated EOP, a cross-referenced MNWALK, and this form. The group conducts its review and records comments on the MNWALK. The group chair completes the review sheet, attaches the MNWALK and submits them to the HSEM RPC. The HSEM RPC forwards a signed copy to the local emergency management director and follows up on any comments made by the review group.

For more information about the review process, visit the HSEM Website or contact your RPC.

Winona County
Jurisdiction

Michael Peterson
Emergency Management Director

- We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **adequately addresses** the reviewed planning requirements, as noted in the attached MNWALK.
- We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **will adequately address** the reviewed planning requirements after the items noted in the attached MNWALK are completed.
- We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **does not adequately address** the reviewed planning requirements. Further revision is needed to address the comments made in the attached MNWALK.

RRC1
Review Group

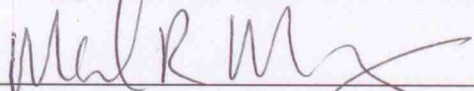
11-20-2014
Review Date


Review group chair's signature

31-DEC 2014
Date

For HSEM Use Only

- This plan **adequately addresses** all state and federal planning requirements and is approved.
- This plan **does not adequately address** all state and federal planning requirements and is not approved. Further revision is needed to address the comments made in the attached MNWALK.


HSEM Regional Program Coordinator

31 December 2014
Date

**District 1
Regional Review Committee
County Emergency Operations Plan Review**

Review: Winona County Emergency Operations Plan (EOP)

Date: Thursday, November 20, 2014

Purpose

The primary purpose of Region 1 Regional Review Committee (RRC) is to ensure the county emergency operations plan includes Superfund Authorization Re-Authorization (SARA) Title III related information. Regional Review Committees are charged with determining whether county EOPs adequately address the SARA Title III plan content items as described in the Minnesota Local Emergency Operations Plan Crosswalk (MNWALK).

Review Method

District 1 RRC members are responsible for adhering to MNWALK review criteria. RRC members understand the EOP review process can be stressful, and conduct the interview process in a professional manner. Each member is assigned one or more criteria to review, and take turns asking questions while other members listen, compare the EOP section with the MNWALK requirements, and clarify answers with follow-up questions. County representatives are requested to demonstrate the location within the EOP of the specific MNWALK criteria, and explain the intent of the jurisdiction to accomplish the SARA Title III criteria. The committee believes it is possible for a plan to achieve the "letter of the law" and fail to address the "spirit", or intent of the criteria. By viewing the written document, and listening to how the criteria will actually be accomplished, the RRC members are able to determine if the EOP adequately addresses the MNWALK content items. Committee members note if the EOP meets the MNWALK required items. After the interview process is completed, RRC members discuss the results, and together determine if the requirements were met. If acceptable, the section is marked "Yes". Where the committee felt an improvement could be made, a "Recommendation" was added. Recommendations are offered for plan improvement and aid community response readiness, and are not intended to imply a failure to meet the required criteria. If the MNWALK section does not meet requirements, it is marked "No", and a brief explanation is provided.

Results

Specific Observations: Next section lists MNWALK criteria and reviewers comments.

General Observations: RRC member general comments follow MNWALK review.

MNNWALK Planning Requirements	Meets criteria? (Yes/No)	RRC Reviewer Comments
10. Identify a community emergency coordinator (Emergency Management Director) who shall make determinations necessary to implement the plan. SARA, Title III Required	Yes	Recommendation: Note that contact information is 24 hour cell phone numbers.
11. Reference training programs, including schedules for training of local emergency response and medical personnel. SARA, Title III Required	Yes	Recommendation: Provide actual Hazmat training levels in the plan and consider placing such information in an appendix.
12. Include methods and schedules for exercising the emergency plan. SARA, Title III Required	Yes	Recommendation: Schedule needs to be for the 4-year planning cycle and provide more specific information about the type of drill.
13. Describe procedures providing reliable, effective, and timely notification by the facility emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).	Yes	Recommendation: Reference or hyperlink to other parts of the plan that contain supportive information.
14. Describe procedures providing reliable, effective, and timely notification by the community emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).	Yes	Met MNNWALK requirements.
15. Identify the organization(s) and/or individual(s), primary and backup, (by title) responsible for determining the need to shelter in-place, evacuate, and/or return, and for issuing recommendations. SARA, Title III Required	Yes	Recommendation: Reference or hyperlink to other parts of the plan that contain supportive information.
16. Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes. SARA Title III Required	Yes	Recommendation: Establish the routes on the GIS mapping. Include a print map in an appendix.
17. Identify facility emergency coordinators who shall make determinations necessary to implement their plan. SARA, Title III	Yes	Met MNNWALK requirements.

MNWALK Planning Requirements	Meets criteria? (Yes/No)	RRC Reviewer Comments
Required		
18. Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district. SARA, Title III Required	Yes	Met MNWALK requirements.
19. Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). SARA, Title III Required	Yes	Recommendation: Establish the routes on the GIS mapping. Breakout out routes for the rural communities. Include a print map in an appendix.
20. Identify additional facilities contributing additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas facilities. SARA, Title III Required	No yes 12/31/14	Required: Name and address of 302 facilities; name and address of nearby <u>non-302</u> facilities contributing additional risk; primary and secondary contact names at those nearby non-302 facilities, including title and 24-hour telephone number. See provided MNWALK example. Recommendation: Make use of great GIS mapping.
21. Identify additional facilities subject to additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as hospitals. SARA, Title III Required	Yes	Recommendation: Include additional facilities such as churches, clinics, fire stations, etc.
22. Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances. SARA, Title III Required	Yes	Met MNWALK requirements.
23. Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances. SARA, Title III Required	Yes	Recommendation: Reference or hyperlink to Command p. 15 for NIMS chart, and Command p. 30 for NIMS use statement.
24. Describe methods for determining the occurrence of a release. SARA, Title III Required	Yes	Recommendation: Update the information and expand to include rural communities.
25. Describe methods for determining the area or populations likely to be affected by such a release. SARA, Title III Required	Yes	Recommendation: Reference the use of Cameo or similar software.
26. Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such	Yes	Recommend: Complete all contact information to include contact names.

MNWALK Planning Requirements	Meets criteria? (Yes/No)	RRC Reviewer Comments
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<p>equipment and facilities. SARA, Title III Required</p> <p>27. Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities. SARA, Title III Required</p>	Yes	<p>Recommendation: Update the information. Reference the use of GIS and E-Plan.</p>
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General Observations:

Review setting

On Thursday, November 20, 2014, the Region 1 RRC assembled to review the Winona County EOP. The location of the review was the Goodhue County Law Enforcement Center in Red Wing, MN. Six members of the RRC 1 committee, the Winona County Emergency Management Director, and the Winona City Assistant Fire Chief were present.

Things done well

- Pleasant to work with
- Great GIS mapping program
- Preparation with EOPs on laptops for everyone

Items for Consideration

- Continue great working relationship with GIS
- Better cross-referencing to other plan sections or documents