



# Edina Police Operations Manual

Policy Number  
655.00

Subject:

## RESPONSE TO NATURAL DISASTERS

Effective Date  
06/01/1993

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05/05/2020

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### PURPOSE:

To establish guidelines to govern the response of the Edina Police Department to natural disasters or mass casualty incidents.

#### 655.01 GENERAL STATEMENT OF POLICY

- Subd. 1** In the event of a natural disaster or mass casualty incident, it shall be the responsibility of the Edina Police Department to save lives, protect property, and protect the environment. The Edina Police Department shall assist in rescue operations at the request and under the direction of the Edina Fire Department.
- Subd. 2** In the event of a natural disaster or mass casualty incident, it shall be the responsibility of the Edina Fire Department to coordinate fire suppression and rescue operations.
- Subd. 3** For the purposes of this section, natural disasters and mass casualty incidents include: severe weather occurrences, tornados, windstorms, floods, heavy rains, blizzards, cave-ins, building collapses, aircraft crashes, hazardous material spills, multiple vehicle crashes, major fires, electrical blackouts or brownouts, and other unplanned life-threatening situations that require a large-scale response by the Edina Police Department.

#### 655.02 SEVERE WEATHER WARNINGS

- Subd. 1** A **Tornado Watch** indicates that the National Weather Service has determined that weather conditions exist that could result in the formation of a tornado. When notified that a tornado watch is in effect for the City of Edina, the 911 Police/Fire dispatcher shall:
- Advise the zone cars and patrol supervisor(s) of the status.
  - Monitor the weather channel in the communications center.
  - Notify the Edina Fire Department.
  - During regular business hours, notify the City Hall Switchboard.
- Subd. 2** A **Tornado Warning** indicates that an actual tornado has been sighted in the area. Civil Defense Sirens will broadcast a steady five-minute tone, which is controlled by the National Weather Service/State Civil Defense Warning Point.
- When notified that a tornado warning is in effect, the 911 Police/Fire dispatcher shall:

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- Follow steps described in Subdivision 1.
- Activate the City Hall Emergency Evacuation Plan.
- Advise incoming callers that request information about the warning sirens that a tornado warning is in effect and should tune in local television or radio stations for weather information.

b) The patrol supervisor shall:

- Assign a squad car to observe weather conditions in the direction from which the storm is approaching. Usually this will be from the southwest. Possible vantage points include the area of Interlachen Blvd. at Park Terrace, Overholt Pass, West 78<sup>th</sup> Street & Hwy 169, and Hwy 62 & Hwy 169.
- Have an officer verify any reports of citizen sightings of funnel clouds. Relay all positive sightings to the Hennepin County Sheriff's Office Central Communications Center giving the direction of travel and estimated speed.

c) If a tornado touches down, follow the natural disaster checklist.

### **655.03      UTILIZATION OF RESOURCES**

#### **Subd. 1    Edina Resources**

- a) Edina Police Department  
Use callback procedure to obtain additional sworn officers and 911 Police/Fire dispatchers.
- b) Edina Police Reserves  
A roster is kept in the Communications Center.
- c) Edina Police Explorers  
A roster is kept in the Communications Center.
- d) Edina Fire Department  
Contact the senior, on-duty, fire department official.
- e) Edina Public Works  
Contact the Public Works Director to obtain equipment or personnel.

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## a) Mutual aid

A complete list of all agencies that are part of the mutual aid pact and such equipment that is available is kept in the chief's office and the communications center. All supervisors are expected to familiarize themselves with the provisions of this pact. The employee that contacts these outside agencies should be as specific as possible in regard to equipment and personnel needed, where the units should report, and how to establish common radio frequencies for communications.

## b) Ambulance services

The Edina Fire Department may declare a mass casualty incident and request additional ambulance support through the West Metro Medical Resource Control Center.

## c) Minnesota State Patrol

## d) Minnesota Bureau of Criminal Apprehension

## e) Federal Bureau of Investigation

## f) Hennepin County Highway Department

## g) Minnesota Department of Transportation

## h) Minnesota State Duty Officer

**Subd. 3** The above listings are not intended to limit the options regarding outside resources available.

**655.04 OPERATIONS PROCEDURES****Subd. 1 Communications Center**

Upon receiving information that a disaster or mass casualty incident has occurred, the 911 Police/Fire dispatcher shall:

a) Obtain as much information as possible.

b) Notify the patrol supervisor on duty.

c) Notify the Edina Fire Department.

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- d) Respond to the direction of the patrol supervisor in assigning police units, obtaining information, and making necessary notifications.

**Subd. 2 Patrol Supervisor Duties**

Upon notification that a disaster or mass casualty incident has occurred, the Patrol Supervisor shall:

- a) Assure that the communications center is adequately staffed.
- b) Direct on-duty units to the scene of the emergency for the purpose of:
- Determining the approximate number of injured or trapped persons.
  - Determining the exact location of the incident and the size of the area affected.
  - Determining the extent of the threat that still exists.
  - Estimate the type of emergency help needed and determine additional resources needed from off-duty Edina personnel and those from allied agencies.
- c) Relay appropriate information to the senior fire department official.
- d) Direct the notification of the chief of police and the deputy chief. If unable to reach either, notify the highest-ranking staff officer available.
- e) Establish a command post at a safe location near the scene from which all activities at the scene can be controlled.
- Advise the 911 Police/Fire dispatcher of the location of the command post. Maintain contact with the 911 Police/Fire dispatcher on the designated channel.
  - Assign one officer to the command post to be a Communications Officer.
- f) Contact the senior fire department official to determine the extent of police assistance needed for fire-rescue operations, evacuations, and to maintain a communications link with fire department operations.
- g) Request necessary assistance from allied agencies through mutual aid.
- h) Initiate call back procedures as necessary.

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- i) As the situation stabilizes, expand the perimeter, and increase patrol in the affected area.
- j) Assign the command post communications officer to make a roster of each officer assigned to the scene, radio call numbers used, and the assignment given to each officer.
- k) Keep the chief of police or designated staff officer in command informed as to current developments.

**Subd. 3 Chief of Police or Staff Officer in Command Duties**

- a) Supervise the response of police units to the disaster scene and respond to the command post if needed.
- b) Coordinate assistance of civil defense and state agencies.
- c) Assign areas of responsibility to subordinate staff officers. Such tasks include:
  - Communications
  - Emergency Operations
  - Supplies and Equipment
  - Normal Operations
  - News Media Liaison
- d) Formulate a plan for damage assessment and clean up activities.
- e) Implement the Emergency Operation Plan, if needed.