

REQUEST FOR COUNCIL ACTION

Date: August 24, 2009
Item No.: 10.b

Department Approval

City Manager Approval

Timothy O'Neill

W. J. Mahonen

Item Description: Pandemic Influenza Plan

BACKGROUND

The City of Roseville's Emergency Managers have created a plan to address a Pandemic Influenza Outbreak. This plan (Attachment A) is a matrix designed to address actions the City will take at predetermined times during a Pandemic Influenza Outbreak. These actions will be triggered by the State of Minnesota Department of Health's assessment of the overall outbreak as it directly affects Minnesota. Attachments B-F include emergency resolutions and a proclamation designed to accompany the Pandemic Plan to assist the City of Roseville in the timely and efficient execution of duties during an outbreak.

POLICY OBJECTIVE

To assure the City of Roseville is properly prepared in the event of a Pandemic Influenza Outbreak.

FINANCIAL IMPACTS

This plan will have no immediate financial impacts.

STAFF RECOMMENDATION

Staff recommends adoption of the attached Pandemic Influenza Plan, Emergency Resolutions and Proclamation for the City of Roseville.

REQUESTED COUNCIL ACTION

Adopt the attached Pandemic Influenza Plan, Emergency Resolutions and Proclamation as part of the City of Roseville's Emergency Preparedness Plan.

Prepared by: Tim O'Neill, Interim Fire Chief

Attachments: A. Pandemic Influenza Outbreak Emergency Plan
B. Draft Resolution Declaring a Special Emergency
C. Draft Resolution to Extend Period of Emergency
D. Draft Proclamation Declaring Local Emergency
E. Draft Resolution Authorizing Immediate Expenditures during Emergency
F. Draft Resolution Authorizing Entering into Contracts and other Expenditure Obligations during Emergency

City of Roseville
MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU

Level	Description	Triggering Events	Overall City Response	Federal & World Health Organization Response Levels
MN Response Phase P7	Emergency Operation Center-opened and ready to be staffed. Incident Command operations are underway.	Recovery and preparation for subsequent waves	Department Heads updated and are available to respond to the EOC. Efforts on longer term planning will be done (12 to 24 hours out to days or several week event) Command, Operations, and Planning, are in place and actively staffed. Logistics and Finance discussions are occurring. Daily planning meetings are conducted as needed. EOC is setup, equipped and ready for immediate operations. Emergency Resolutions are processed and ready for activation if needed. Any needed supplies are purchased and secured. The City’s Emergency Manager (s) or City Manager designee will assure all supplies are purchased, and securely stored.	U.S. Response: Stage 6- recovery and preparation for subsequent waves WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P6	Emergency Operation Center-opened and fully staffed in accordance with City Emergency Operation Plan.	Pandemic: Widespread throughout Minnesota (with localized impact)	EOC is operational and all positions are staffed and operating EOC operations and planning will determine daily city operations Emergency staffing may be necessary and implemented as needed by direction of City Manager Employee staffing schedules are adjusted as needed to enable service to the community to continue Daily planning meetings are conducted with a focus on 12 hour operational periods Emergency Resolutions are activated as needed and will remain in effect for up to 72 hours if needed. (See appendix) Updates are provided to City Council twice daily	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P5	Emergency Operation Center-opened and ready to be staffed. Incident Command operations are underway.	Limited outbreak in Minnesota	Department Heads updated and are available to respond to the EOC. Efforts on longer term planning will be done (12 to 24 hours out to days or several week event) Command, Operations, and Planning, are in place and actively staffed. Logistics and Finance discussions are occurring. Daily planning meetings are conducted as needed. EOC is setup, equipped and ready for immediate operations. Emergency Resolutions are processed and ready for activation if needed. Any needed supplies are purchased and secured. The City’s Emergency Manager (s) or City Manager designee will assure all supplies are purchased, and securely stored.	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P4	All plans are reviewed; Operational tasks are assigned, and implemented.	Suspected or confirmed human case in Minnesota.	Department heads and all City Council Members notified (email and/ or pager system) Daily briefings are held with Department Heads, with updates to Council All departments including City Council will submit department specific Emergency plans, including task specific rosters covering coverage levels three deep to each task. All departments will submit list of supplies necessary to sustain emergency operations for a twelve week period	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission

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MN Response Phase P3	All plans are reviewed; Operational tasks are assigned, and implemented	Outbreak in the United States	Dept heads and all City Council Members notified (email and/ or pager system) Daily briefings are held with Department Heads, with updates to Council All departments including City Council will submit department specific Emergency plans, including task specific rosters covering coverage levels three deep to each task. All departments will submit list of supplies necessary to emergency operations for a twelve week period. Confirm mass dispensing site plans are prepared, and ready for operations.	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P2	Highest alert status without implementation of operational activities. On-going planning activities are underway.	Suspected or confirmed human case in North America.	The City’s Emergency Manager (s) or City Manager designee shall monitor intelligence and operational issues related to the potential pandemic. Critical infrastructure, communication and availability of personnel will be assessed on an on-going basis. An on-call manager is designated for each City department; in the absence of this designation the department head is the on-call manager. The on-call manager for each City department and all City Council members will be briefed upon the status of any potential outbreaks by the City’s Emergency Manager (s) during regular business hours. On-call managers and the Mayor will be notified of any significant events after hours. All departments including City Council will develop department specific emergency operations plans which will include planning for a potential twelve week emergency operation. Develop operational plans consistent with Ramsey County dispensing plan.	U.S. Response: Stage 4 – First Human case in North America WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P1	Alert status where no specific actions are needed. No specific operational activities are deemed necessary	Confirmed, sustained human-to-human transmission overseas.	The City’s Emergency Manager (s) or City Manager designee Manager shall monitor intelligence and operational issues related to the potential pandemic. Critical infrastructure, communication and availability of personnel will be assessed on an on-going basis. All Emergency Operations & Pandemic Influenza Response plans are reviewed and updated according to the currently identified threat.	U.S. Response: Stage 2- Confirmed human outbreak overseas. U.S. Response: Stage 3- Widespread human to human outbreaks in multiple locations overseas. WHO Response: Phase4 & 5- Evidence of increased human-to-human transmission- Evidence of significant human-to-human transmission.
MN Response Phase P0	Standard operational levels	Suspected human outbreak overseas	Normal operational levels with no particular threat (locally, regionally or nationally) requiring specific action or response capabilities on behalf of the City.	U.S. Response: Stage 1- Suspected human outbreak overseas WHO Response: Phase 3- No or very limited human-to-human transmission

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Phase	Administration & City Council	Finance	Police	Fire	Public works	Community Development	Parks
MN Response Phase P7	City Manager holds daily planning meeting with staff. Review of department plan with staff, make any necessary adjustments.	Review of department plan with staff, make any necessary adjustments. Evaluate expenditures of event.	Review of department plan with staff, make any necessary adjustments. Purchase necessary supplies to assure appropriate pre-event levels.	Review of department plan with staff, make any necessary adjustments. Ascertain available firefighters for long term commitment. Purchase necessary supplies to assure appropriate pre-event levels.	Review of department plan with staff, make any necessary adjustments. Assure long term fuel supply. Purchase necessary supplies for long term staffing.	Review of department plan with staff, make any necessary adjustments. Remain prepared to assist with mitigation responsibilities throughout demobilization.	Review of department plan with staff, make any necessary adjustments. Remain prepared to assist with mitigation responsibilities throughout demobilization.
MN Response Phase P6	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. City Manager and Mayor to the EOC. City PIO assigned and operating.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Director to the EOC.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Police Chief to the EOC. Full mobilization of staff working assigned schedule.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Fire Chief to the EOC. Full mobilization of staff working assigned schedule.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Director to the EOC. Full mobilization of staff working assigned schedule.	Director at the EOC. Increased staffing levels Planning on recovery and long term issues discussed	Director at the EOC. Increased staffing levels Planning on recovery and long term issues discussed.
MN Response Phase P5	City Council to decide what level of city services will be maintained during Phase 6. City Council spends current spending limits City Council acts on “Emergency Operations Contracts” All supplies will be purchased and securely stored.	Review of department plan with staff, and assign Level 6 staffing schedule. Implement financial tracking plan for emergency purchases.	Review of department plan with staff, and assign Level 6 staffing schedule to include staffing according to County Dispensing Plan. Activate Reserve and volunteer groups. Purchase necessary supplies for long term staffing. Ready police building for long term staffing. EOC Setup & Equipped for immediate Operations.	Review of department plan with staff, and assign Level 6 staffing schedule. Ascertain available firefighters for long term commitment. Purchase necessary supplies for long term staffing. Ready Fire Stations for long term staffing needs. EOC Setup & Equipped for immediate Operations.	Review of department plan with staff, and assign Level 6 staffing schedule. Assure long term fuel supply. Purchase necessary supplies for long term staffing.	Review of department plan with staff, and assign Level 6 staffing schedule.	Review of department plan with staff, and assign Level 6 staffing schedule.

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MN Response Phase P4	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.
MN Response Phase P3	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s)	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s)	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) Confirmed operational plan consistent with County Dispensing Plan.	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) Confirmed operational plan consistent with County Dispensing Plan.	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .
MN Response Phase P2	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period. Develop operational plan consistent with County Dispensing Plan.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period. Develop operational plan consistent with County Dispensing Plan.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.
MN Response Phase P1	Cit Manager appoints designee to monitor status. Response plans reviewed and adjusted for identified threat.	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat

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MN Response Phase P0	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations
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RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DECLARING A SPECIAL EMERGENCY

WHEREAS, Minnesota Statute § 365.37, subd. 4 allows a local government to contract without notice or competitive bidding if a special emergency arises.

WHEREAS, the City Council of the City of Roseville finds that the following situation exists:

[List specific facts that support that there is a special emergency]

WHEREAS, the City Council finds that the situation is sudden and unforeseen and could not have been anticipated;

WHEREAS, the City Council finds that conditions in the city have worsened considerably as a result of the situation;

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community;

BE IT RESOLVED by the City Council that:

This situation is declared to be a special emergency effective at (time) on (date).

Adopted by the City Council of the City of Roseville on this ____ day of _____, 20__.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20____.

(seal)

_____, City Clerk

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO EXTEND PERIOD OF LOCAL EMERGENCY

WHEREAS, Minnesota Statute § 12.29, subd. 1 allows the governing body of a local government to extend the period of a local emergency declared pursuant to Minnesota Statute § 12.29, subd. 1.

WHEREAS, the Mayor of Roseville has found that the following emergency situation exists:

[List specific facts that support that there is a local emergency]

WHEREAS, the Mayor has declared that the situation constitutes a local emergency;

WHEREAS, the City Council agrees with the Mayor's findings and further finds that the local emergency will last for more than three days;

BE IT RESOLVED by the City Council that:

- 1) The local emergency is recognized as continuing until (date).
- 2) This declaration of a local emergency will invoke the City's Emergency Management Plan. The portions that are necessary for response to and recovery from the emergency must be used.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

_____, City Clerk

MAYOR'S PROCLAMATION DECLARING A LOCAL EMERGENCY

WHEREAS, the Mayor of Roseville finds that the following situation exists:

[List specific facts that support that there is a local emergency]

WHEREAS, the Mayor finds that the situation is sudden and unforeseen and could not have been anticipated;

WHEREAS, the Mayor finds that conditions in the City of Roseville have worsened considerably as a result of the situation;

WHEREAS, the Mayor finds that the situation threatens the health, safety, and welfare of the citizens of the community;

WHEREAS, the Mayor finds that the situation has resulted in catastrophic loss to (property/ environment) or will cause such loss if not immediately addressed;

WHEREAS, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury or loss.

Therefore, pursuant to Minn. Stat. § 12.29 the Mayor hereby declares this situation to be a local emergency effective at (time) on (date).

This declaration of a local emergency will invoke the City's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

_____, Mayor

ATTEST:

_____, City Clerk

Presented to the Mayor at _____ p.m. on this ____ day of _____, 20____.

Approved this ____ day of _____, 20____.

NOTE: The council must give approval in order for the emergency declaration to last for more than three days

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO MAKE AN EXPENDITURE DURING A SPECIAL EMERGENCY

WHEREAS, the City Council of Roseville has declared that a special emergency is in effect;

WHEREAS, the City Council finds that immediate action to respond to the situation is needed in order to protect the health, safety, and welfare of the community;

WHEREAS, the immediate purchase of (goods/equipment/supplies) is required to respond to the emergency;

WHEREAS, Minn. Stat. §§ 365.37 provides that the emergency contract is not subject to the normal purchasing and competitive-bidding requirements because of the emergency.

BE IT RESOLVED that the City Council resolves to make the following (goods/equipment/supplies) from (person or company selling the item) for the sum of \$_____: [Describe the expenditure]

BE IT FURTHER RESOLVED that the City Manager is directed to contract on behalf of the city for the (goods/equipment/supplies).

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

_____, City Clerk

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO MAKE EXPENDITURES DURING A LOCAL EMERGENCY

WHEREAS, the Mayor of Roseville has declared that a local emergency is in effect;

WHEREAS, the city council finds that immediate action to respond to the situation is needed in order to protect the health, safety, and welfare of the community;

WHEREAS, the immediate expenditure of city funds is required to respond to the emergency;

WHEREAS, Minn. Stat. § 12.37 provides that during a local emergency, the governing body of a city may enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster without compliance with procedures, formalities and requirements ordinarily prescribed by law or charter.

BE IT RESOLVED that the City Council authorizes the City Manager to make any and all expenditures necessary to deal with the local emergency on behalf of the City of Roseville.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

_____, City Clerk