

Leaders in the Disaster Response

Local Leaders in the Disaster Response

Every disaster response will have a designated coordinator/leader. This person is likely the appropriate individual within the jurisdiction's Emergency Management Office or Public Safety Department. This person will lead and coordinate all efforts.

You, as the leader of the assessor's office response, should immediately identify this person and understand the reporting processes for the overall response. You may be involved in planning meetings and other events. Be sure you have identified your role in the response to the appropriate leaders so they are aware of the activities you can and/or must complete as part of your job and response to the disaster.

Remember, a representative from the division is also available. This person can be an additional disaster response leader you should consult and include as appropriate.

Other Local Leaders

The designated coordinator/leader will likely include other highly-trained and experienced leaders for various functions of the response. This will likely include Public Safety, Public Health, Social/Human Services, Public Works, and other offices. Also, volunteer agencies such as The Red Cross and The Salvation Army will likely have leaders available. Utilize any and all of these resources as necessary.

Minnesota Duty Officer Program

The Minnesota Duty Officer Program provides a single answering point for local and state agencies to report state-level incidents, or for reporting hazardous materials and petroleum spills. The duty officer is available 24 hours per day, seven days per week and is located in the Bureau of Criminal Apprehension Operations Center in Saint Paul.

IMPORTANT – Unless your position as assessor includes other managerial job functions, you will NOT likely be the initiator of the Minnesota Duty Officer. By this point, the duty officer has likely already been notified. Information on the duty officer is being provided here for informational purposes only.

Examples of incidents the duty officer can assist with include (but are not limited to):

- Natural disasters (tornadoes, floods, fires, etc.)
- Requests for National Guard
- Hazardous materials incidents
- Search and rescue assistance
- AMBER Alerts
- Requests for Civil Air Patrol
- Radiological incidents
- Aircraft accidents/incidents
- Pipeline leaks or breaks
- Substances released into the air

Be sure to utilize and consult any and all leaders to ensure you are fully and effectively responding to the disaster.

Tips on Floods and Tornadoes

Flood and Tornado Tips

- Be sure all utilities have been turned off at the main switches or valves before entering damaged properties and that you have been given the “all clear” to begin reviewing properties.
- Similarly, be sure all power has been appropriately shut off. Do not touch electrical equipment if you are wet or standing in water.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk through water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. You and the vehicle can be quickly swept away.
 - Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of rushing water can carry away most vehicles.

After a Flood or Tornado

- **Enter areas only when authorities indicate it is safe.**
- Listen for reports from the disaster response leadership to learn whether the community’s water supply is safe to drink.
- Be aware of severely-damaged structures. They may have weakened and could collapse.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines, and report them to the power company.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Clean and disinfect hands, tools, and clothing that get wet. Mud left from floodwater can contain sewage and chemicals.



Other Assistance Resources

General Assistance

Throughout the response and recovery periods, it is important to communicate with the local emergency management team and monitor local radio or television reports and other media sources for information about what assistance is available.

Local Assistance Resources

First, take some time to find the disaster response leaders/coordinators for your jurisdiction. This information is likely available in your jurisdiction's disaster response plan. You may also list it below:

Name	Title/Position	Primary Phone	Secondary Phone	Other

Other Assistance Resources

There are many resources available that may be able to provide assistance. This includes:

- Minnesota's Homeland Security and Emergency Management Office
 - (651) 201-7400 or (651) 296-0466 or <https://dps.mn.gov/divisions/hsem>
 - Minnesota Duty Officer: (800) 422-0798 or (651) 649-5451
(but this call will likely be initiated by your Emergency Management Officer)
- FEMA. In the most severe disasters, the federal government is also called in to help once the President of the United States declares a "Major Disaster" for the affected area at the request of a state governor.
 - (800) 621-3362 or www.fema.gov
 - Region V Regional Office (312) 408-5500
- DisasterAssistance.gov. This website provides access to disaster help and resources and offers many online tools to help with disaster preparedness and management for both individuals and local governments.
- American Red Cross
 - www.redcross.org
- Salvation Army
 - (651) 746-3400 or www.salvationarmyusa.org

Reassessment Plan Template

Reassessment Plan

Reassessment Coordinator: _____

Phone: _____

Reassessment Team Leaders:

Name (and responsibility): _____

Phone: _____

Name (and responsibility): _____

Phone: _____

Name (and responsibility): _____

Phone: _____

1. Determine Reassessment Area(s) (attach map(s) if possible)

Area #	Neighborhood/City/Twshp	Boundaries (streets, landmarks, etc.)	Affected Parcels (#Imp / #Vac)	Notes (hard to get to, property types, etc.)
1				
2				
3				
4				
5				

2. Determine Reassessment Staffing (you may wish to do this for each area/community, if applicable)

	Residential	Apartment	Commercial	Agricultural
Est. Total # of Affected Parcels				
Divided by	50	25	25	15
Equals # of Staff needed				

The number of staff indicated above represents the number needed to complete the reassessment task in ONE DAY. If you are planning on doing the reassessment over two or more days, divide the total number of staff indicated by the number of days you are allotting. The number of staff indicated above does not account for the reassessment being done by teams of two (which is recommended). Double the final calculated number if you are planning on sending staff out in pairs. Also note, the reassessment rates provided above are general guidelines for quintile work under normal circumstances. They may need to be adjusted based on the individual circumstances of your disaster.

If the indicated number of staff needed exceeds your available human resources, contact the Property Tax Division for assistance in recruiting volunteers.

3. Identify Reassessment Staff/Volunteers

Name	Employer	Phone	Reassmt Area

Assign staff/volunteers to areas identified above. To divide up the reassessment responsibilities within those larger areas, create sub areas and identify them with a letter (this is also how you can assign teams, if applicable). For example, if you need four teams in Spruce City, you will have “Reassmt Areas” 1a, 1b, 1c, and 1d – each with two names that will go out as teams. You may then also have another area (another city or township) which will be identified as 2a, 2b, etc.)

4. Create Supply List

Item Needed	# Needed	# Available	Notes/Where to Get Extra
Paper/Pencils/Clipboards			
Cameras			
Fact Sheets/Handouts			
Maps/other directions			
Vehicles/Transportation			
Safety Supplies (boots, gloves)			

5. Establish Timing of Reassessment Work

Task	Date	Time	Who Attends?	Who Leads?
Gather Supplies Needed			N/A	
Organize/Recruit Staff/Volunteer			N/A	
Plan Training/Prepare Materials			N/A	
Training/Assign Reassmt Areas				
Reassessment Work in Field				
Check In / Breaks				
Wrap up meeting to review work				

6. Reassessment Policies/Procedures

Identify what policies and procedures will be utilized during the reassessment. This should include areas related to safety, public relations, and assessment work. This information will be shared during the training meeting and when the reassessment work is assigned. You should create a standalone “Policies and Procedures Handout” to address these issues (it does not need to be fancy or elaborate) or at least fill in details for the specific topics on the next page. The following page also lists the topics to be included in your standalone document. Please note that since each disaster has unique circumstances, this list cannot be considered complete – you will need to alter it and add to it to fit your needs. Do not forget safety precautions (clothing, procedures, tetanus shots, etc.)

Policies and Procedures Framework
(Or use to help compile a "Policies and Procedures Handout")

- Safety Policies –
 - When should staff not enter an area? _____

 - Who does staff check in with? _____

 - What safety equipment must staff use? _____

 - Other _____
 - Other _____
 - Other _____
 - Consider using separate parts of Packet 1
- Public Relations Policies –
 - What information should staff hand out? _____

 - Who will answer specific questions? _____

 - Who will answer general questions? _____

 - Other _____
 - Other _____
 - Other _____
 - Prepare sample questions and answers
 - Compile or locate any information provided by others involved in the disaster response that may be helpful to hand out, any fact sheets to provide, etc.
 - Consider using separate parts of Packet 2 (i.e. "Reassessment Handouts", and any other handouts provided in the packet)

- Reassessment Policies –
 - What is expected of staff in general terms? _____

 - How should staff work? _____

 - When should staff check in (with whom)? _____

 - When does staff start and end for the day? _____

 - Other _____
 - Other _____
 - Other _____

- Reassessment Procedures –
 - How should field records/forms be completed? _____
 - What standards should be used to determine damage levels/amounts? _____
 - When/how/how many pictures should be taken? _____
 - Are maps utilized (how should they be marked)? _____
 - Should assigned areas be completed in certain ways (routes established)? _____
 - How should data be compiled and turned in once the area is done? _____
 - Other _____
 - Other _____
 - Other _____
 - Other _____
 - Other _____
 - Other _____
 - Compile and/or provide at-a-glance or other general summary documents that will help staff quickly determine damage levels in a uniform manner (i.e. use the disaster assessment forms provided in Packet 2)



Reassessment Volunteer Log

Volunteer Coordinator:

Site Name: _____

[illegible]

Reassessment Volunteer Log

Volunteer Coordinator: _____

Site Name: _____

[illegible]