

**State of Minnesota**

**Pandemic Influenza**

**MEOP Supplement**

## State of Minnesota Pandemic Influenza MEOP Supplement

**Pandemic Influenza** – An influenza pandemic is a very large outbreak of a novel influenza virus, usually affecting the entire world. A pandemic can happen whenever a novel virus develops the ability to easily transmit from human-to-human and then it can affect the world as a pandemic.

### **Coordinating Agency:**

- Department of Public Safety, Division of Homeland Security and Emergency Management

### **Lead Technical Agency:**

- Minnesota Department of Health

### **Support Agencies:**

- Department of Administration
- Attorney General's Office
- Department of Commerce
- Department of Education
- Emergency Medical Services Regulatory Board
- Minnesota Management and Budget
- Department of Employment and Economic Development
- Minnesota Housing Finance Agency
- Department of Human Services
- Department of Labor and Industry
- Department of Military Affairs
- Office of Enterprise Technology
- Minnesota Pollution Control Agency
- Department of Public Safety
- Department of Revenue
- Minnesota State Colleges and Universities
- Department of Transportation

# State of Minnesota Pandemic Influenza MEOP Supplement

## I. Purpose

To provide a coordinated response to an outbreak of pandemic influenza using the incident command structure.

## II. Scope

Per Executive Order 07-14, "Assigning Emergency Responsibilities to State Agencies", during an emergency each department and independent state agency:

1. Each department and independent state agency included in this Executive Order shall designate a member of its staff as its emergency preparedness response contact/coordinator (EPRC/C). Such individual shall serve as the point of contact for the Division of Homeland Security and Emergency Management and other State agencies with regard to emergency preparedness and response issues, and shall represent that agency on the Minnesota Emergency Preparedness and Response Committee (EPRC).
2. Each department, independent division, bureau, board, commission and independent institution of the State government, hereinafter referred to as "agency," shall carry out the general emergency preparedness, planning, response, recovery, hazard mitigation continuity of operations and service continuation responsibilities described in this Executive Order, the specific emergency assignments contained in the *Minnesota Emergency Operations Plan*, the *State All-Hazard Mitigation Plan* and such other duties as may be requested by the Division of Homeland Security and Emergency Management. The head of each agency shall be accountable for the execution of the responsibilities described in this Executive Order.

### I. Emergency Preparedness/Planning

- A. The Division of Homeland Security and Emergency Management shall have overall responsibility for coordinating the development and maintenance of the all-hazard *Minnesota Emergency Operations Plan*.
- B. Each state agency shall develop and update, as necessary, its own emergency plan/procedures, each agency emergency operations plan/procedures must provide for:
  1. execution of the emergency responsibilities that are assigned to the agency in this Executive Order, and are elaborated upon in the *Minnesota Emergency Operations Plan*; and
  2. pre-delegation of emergency authority,
  3. emergency action steps or procedures,
  4. commitment of resources for the development and maintenance of an agency's all-hazard emergency operations plan.
- C. Each state agency shall develop and update, as necessary, its own service continuation plan, Minnesota Management and Budget shall manage the state's service continuation program. Each agency's service continuation plan must provide for:
  1. prioritizing the agency's service functions, using the state defined priority service functions levels one through four; and
  2. commitment of resources for the development and maintenance of an agency's service continuity plan.
- D. The Office of Enterprise Technology (OET) has primary responsibility for business continuity planning related to the executive branch of state government.

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Specific points regarding these responsibilities are further delineated in the Minnesota Emergency Operations Plan (MEOP). Adherence to these expectations and completion of prescribed planning will establish a basis for a response to an all-hazard event.

Due to the unique challenges inherent to an outbreak of pandemic influenza, planning and response information have been compiled into the State of Minnesota Pandemic Influenza MEOP Supplement.

The level of the state's response is based in part upon the extent and location of the outbreak and the epidemiological characteristics of the virus.

This supplement:

- Provides planning guidance and outlines operational concepts for an outbreak of pandemic influenza in Minnesota.
- Delineates state agency responsibilities.

### III. Planning Considerations

Planning will be done by each state agency separately and all agency plans must be aligned with this supplement and the interlocking response plans are reviewed by the Division of Homeland Security and Emergency Management (HSEM).

Each agency will base their response plans on the Minnesota Response Phases that are described in Section IV. Concept of Operations.

Due to the nature of a pandemic, it is important to develop flexible plans that can be adapted to various pandemics of differing severity. Agencies must therefore be able to implement only those parts of their plans that are required for their current situation and need to be able to scale those plans as situations dictate.

Many existing documents should be utilized for planning purposes including the agencies' Service Continuation and/or Continuity of Operations plans which should include the following:

- Lines of succession
- Pre-delegation of emergency authority
- Emergency action steps or procedures
- Documented service delivery strategy
- List of Priority Service Functions, based on the State of Minnesota's Priority Service Function levels 1-4
- Alternate staffing options for Priority Service Functions 1 and 2
- Safeguarding of vital records
- Protection of facilities, personnel and resources
- Preparation for returning to normal operations
- Notification of designated agency personnel

The following considerations and assumptions should be taken into account when developing plans:

- A. Assistance from outside organizations may be limited.
- B. During a severe outbreak of pandemic influenza, up to 30 percent of the workforce will be too sick to come to work at some point. During the peak weeks of a community outbreak, rates of absenteeism may be driven to 40 percent when employees may stay home to

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care for ill family members or fear of infection at work. Lower rates of absenteeism will occur during the weeks before and after a pandemic.

- C. Evaluate and implement procedures to protect employees from increased exposure risk while still maintaining Priority Service Functions (shifts, spacing, PPE).

**Table 1. Minnesota Influenza Pandemic Assumptions** <sup>1, 2, 3</sup>

| Minnesota Characteristics | Moderate (1958/68-like)<br>Pandemic Severity Index<br>(PSI) 2 | Severe (1918-like)<br>Pandemic Severity Index<br>(PSI) 5 |
|---------------------------|---------------------------------------------------------------|----------------------------------------------------------|
| Illness                   | 1,544,000 (30%)                                               | 1,544,000 (30%)                                          |
| Outpatient medical care   | 772,000 (50%)                                                 | 772,000 (50%)                                            |
| Hospitalization           | 15,000                                                        | 172,000                                                  |
| ICU care                  | 2,250                                                         | 27,700                                                   |
| Mechanical Ventilation    | 1,120                                                         | 12,900                                                   |
| Deaths                    | 3,600                                                         | 32,900                                                   |

<sup>1</sup> These data are derived from the November 2005 HHS Pandemic Influenza Plan. Estimates were based on extrapolation from past pandemics in the United States. These estimates do not include the potential impact of interventions not available during the 20<sup>th</sup> century pandemics. Using demographic data from the Minnesota State Demographic Center, categorical data was scaled to the HHS data to provide regional and state data.

<sup>2</sup> Column totals do not necessarily equal the sum for the total population because numbers have been rounded.

<sup>3</sup> A pandemic outbreak may last about 6 to 8 weeks. The above data reflect the number of persons affected during this time frame.

### IV. Concept of Operations

The Minnesota Response Phases are aligned on the World Health Organization (WHO)'s six pandemic alert phases as well as the United States Stages of federal government response. Whereas the WHO Phases represent actions taken by various partners including the WHO, the U.S. Stages characterize an outbreak in terms of the immediate and specific threat an influenza virus poses to the U.S. population and the Minnesota Response Phases provide a standard framework for the State of Minnesota's response to influenza pandemic outbreaks. Table 2 below visually depicts the WHO Phases, US Stages and the MN Response Phases.

Monitoring and surveillance for influenza occurs daily from all parties (WHO, Health and Human Services, and the State of Minnesota). If the influenza virus mutates into a virus that has sustained human to human transmission, the federal government will study the case fatality rates of the virus and designate the Pandemic Severity Index (Section V). The Center for Disease Prevention and Control's pandemic intervals (Section VI) will be utilized during each wave of the pandemic to better coordinate the use of the state's resources.

The Division of Homeland Security and Emergency Management (HSEM), as the coordinating agency for influenza pandemic outbreaks, is augmented by lead technical and support agencies. The lead technical agencies have specific technical expertise and assets for responding to particular outbreaks. Support agencies facilitate response per the latest Governor's Executive Order Assigning Emergency Responsibilities to State Agencies. The lead technical and support agencies are represented in the State Emergency Operations Center (SEOC). Agencies will utilize their response plan during activation.

Agencies will ensure that all responders within their agency are familiar with their respective plans and that incident command training occurs in each agency as applicable.

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**Table 2. Influenza Pandemic Outbreak**

| WHO Phases                                                                                                                                                                                                                                                 | U.S. Stages                                                                              | MN Response Phase                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <p><b>WHO Phase 3</b><br/>An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community level outbreaks.</p> | <p><b>U.S. Stage 1</b><br/>Suspected Human Outbreak Overseas</p>                         | <p><b>MN Response Phase P0</b><br/>Suspected Human Outbreak Overseas.</p>                        |
| <p><b>WHO Phase 4</b><br/>Human to human transmission of an animal or animal-human influenza reassortant virus able to sustain community-level outbreaks has been verified.</p>                                                                            | <p><b>U.S. Stage 2</b><br/>Confirmed Human Outbreak Overseas</p>                         | <p><b>MN Response Phase P1</b><br/>Confirmed, Sustained Human-to-Human Transmission Overseas</p> |
| <p><b>WHO Phase 5</b><br/>The same identified virus has caused sustained community-level outbreaks in two or more countries in one WHO region.</p>                                                                                                         | <p><b>U.S. Stage 3</b><br/>Widespread Human Outbreaks in Multiple Locations Overseas</p> |                                                                                                  |
| <p><b>WHO Phase 6</b><br/>In addition to the criteria defined in Phase 5, the same virus has caused sustained community-level outbreaks in at least on other country in another WHO region.</p>                                                            | <p><b>U.S. Stage 4</b><br/>First Human Case in North America</p>                         | <p><b>MN Response Phase P2</b><br/>Suspected/Confirmed Human Case in North America</p>           |
|                                                                                                                                                                                                                                                            | <p><b>U.S. Stage 5</b><br/>Spread Throughout U.S.</p>                                    | <p><b>MN Response Phase P3</b><br/>Outbreak in United States</p>                                 |
|                                                                                                                                                                                                                                                            |                                                                                          | <p><b>MN Response Phase P4</b><br/>Suspected/Confirmed Human Case in MN</p>                      |
|                                                                                                                                                                                                                                                            |                                                                                          | <p><b>MN Response Phase P5</b><br/>Limited Outbreak in MN</p>                                    |
| <p><b>U.S. Stage 6</b><br/>Recovery and Preparation for Subsequent Waves</p>                                                                                                                                                                               | <p><b>MN Response Phase P6</b><br/>Widespread Throughout MN</p>                          | <p><b>MN Response Phase P7</b><br/>Recovery and Preparation for Subsequent Waves</p>             |

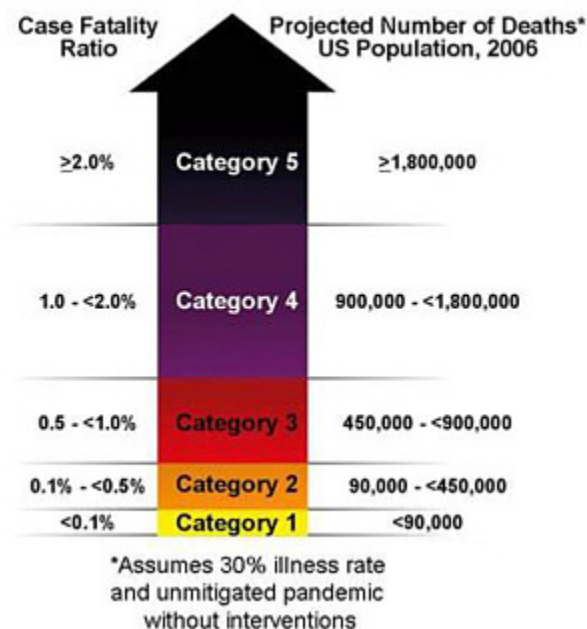
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### V. The Pandemic Severity Index

The severity of any future pandemic is unpredictable. For this reason, the Pandemic Severity Index (PSI) was developed by the Department of Health and Human Services (HHS) in February 2007. It is a proposed classification scale for reporting the severity of influenza pandemics based on the current case fatality rate of the virus.

Like the hurricane scale, the PSI ranges from 1 to 5 with Category 1 pandemics being the most mild (equivalent to seasonal flu) and Category 5 being reserved for the most severe pandemics (such as the 1918 Spanish flu). The PSI is also accompanied by a set of guidelines intended to help communicate appropriate actions for communities to follow in potential pandemic situations.

**Figure 1: Pandemic Severity Index**



CDC Community Strategy for Pandemic Influenza Mitigation, February 2007

Mitigation strategies developed by the HHS propose a framework (Figure 2) that is based on an early, targeted, and layered strategy that will include direct application of several partially effective non-pharmaceutical intervention (NPI) measures. All strategies should include good hand hygiene, respiratory/cough etiquette and use of personal protective equipment (PPE) as indicated.

These strategies include the following NPI measures:

1. **Isolation and treatment** with antiviral medications (as appropriate and feasible) of all people with confirmed or probable pandemic influenza.
2. **Voluntary home quarantine** of household members of people with confirmed or probable pandemic influenza.
3. **Social distancing of children, adolescents, and post-secondary students** through dismissal from school (including public and private primary, secondary, and post-secondary schools), cancellation of school-based activities, and closure of childcare programs.
4. **Social distancing measures** to reduce contact between people in both community and workplace settings.

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These interventions are separately discussed in the Minnesota Department of Health’s (MDH) Interim Supplement on Mitigation Strategies: Use of Non-pharmaceutical Interventions. However, once CDC declares the PSI category for a pandemic (or earlier if circumstances warrant), MDH will make a recommendation for an overall package of NPIs from the above NPI measures.

**Figure 2: Summary of the Community Mitigation Strategy by Pandemic Severity**

| Interventions* by Setting                                                                                                                                                                           | Pandemic Severity Index   |                       |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|-------------------------|
|                                                                                                                                                                                                     | 1                         | 2 and 3               | 4 and 5                 |
| <b>Home</b>                                                                                                                                                                                         |                           |                       |                         |
| <b>Voluntary isolation</b> of ill at home (adults and children), combine with use of antiviral treatment as available and indicated                                                                 | Recommend †§              | Recommend †§          | Recommend †§            |
| <b>Voluntary quarantine</b> of household members in homes with ill persons † (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient | Generally not recommended | Consider **           | Recommend **            |
| <b>School</b>                                                                                                                                                                                       |                           |                       |                         |
| <b>Child social distancing</b>                                                                                                                                                                      |                           |                       |                         |
| -dismissal of students from schools and school based activities, and closure of child care programs                                                                                                 | Generally not recommended | Consider: ≤4 weeks †† | Recommend: ≤12 weeks §§ |
| -reduce out-of school social contacts and community mixing                                                                                                                                          | Generally not recommended | Consider: ≤4 weeks †† | Recommend: ≤12 weeks §§ |
| <b>Workplace / Community</b>                                                                                                                                                                        |                           |                       |                         |
| <b>Adult social distancing</b>                                                                                                                                                                      |                           |                       |                         |
| -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)                                                                                        | Generally not recommended | Consider              | Recommend               |
| -increase distance between persons (e.g., reduce density in public transit, workplace)                                                                                                              | Generally not recommended | Consider              | Recommend               |
| -modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)                                                                     | Generally not recommended | Consider              | Recommend               |
| -modify work place schedules and practices (e.g., telework, staggered shifts)                                                                                                                       | Generally not recommended | Consider              | Recommend               |

CDC Community Strategy for Pandemic Influenza Mitigation, February 2007

**Generally Not Recommended** = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

**Consider** = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.

**Recommended** = Generally recommended as an important component of the planning strategy.

\*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at [www.pandemicflu.gov](http://www.pandemicflu.gov).

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available

§Many sick individuals who are not critically ill may be managed safely at home

### SEOC Operation

#### 1. Pandemic Severity Index 1

- SEOC will operate as it would for any type of activation and personnel would be asked to respond to the facility or utilize the Disaster LAN system (DLAN) web-based SEOC software.
- Full SEOC staff is requested from all State Agencies.

#### 2. Pandemic Severity Index 2 and 3

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- SEOC will reduce staff as described in Section VI of the HSEM Pandemic Service Continuation Plan.
  - State Agencies are requested to reduce staff as much as possible and to either report to the SEOC or utilize DLAN.
  - Conference calls and video teleconferencing will be utilized as needed.
3. Pandemic Severity Index 4 and 5
- SEOC will reduce staff as described in Section VI of the HSEM Pandemic Service Continuation Plan.
  - SEOC “Safer Environment” procedure is implemented.
  - State Agencies are requested to reduce staff as much as possible and to either report to the SEOC or utilize DLAN.
  - Conference calls and video teleconferencing will be utilized wherever possible.

### VI. Pandemic Intervals

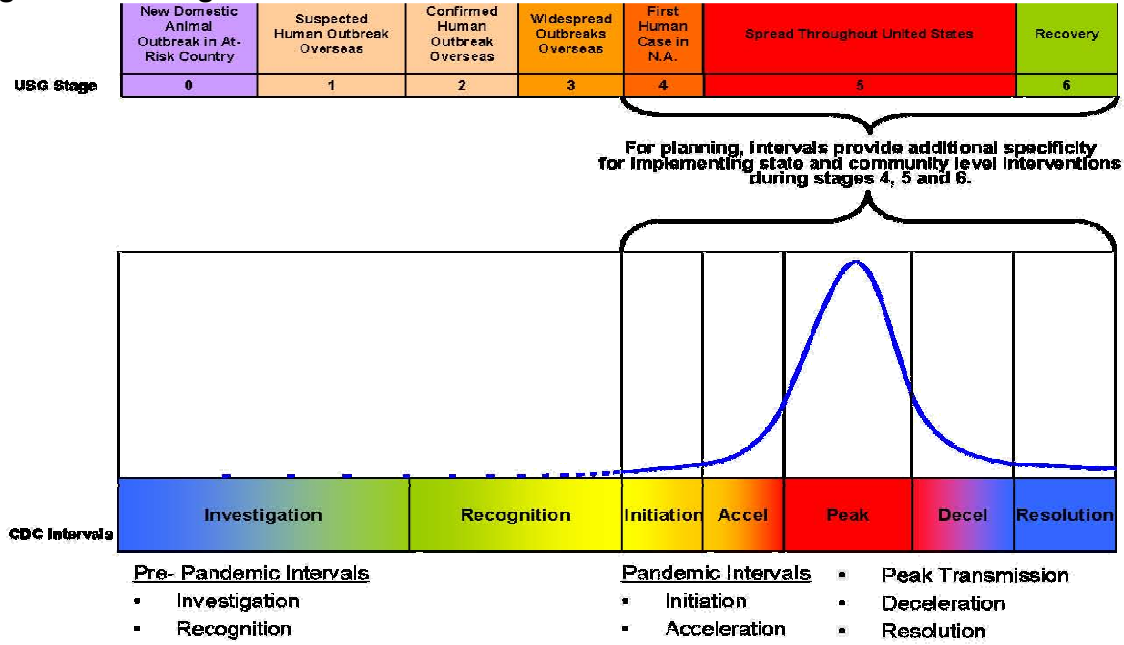
Past experience of pandemic influenza has taught us that following the emergence of a new pandemic virus, more than one wave of influenza is likely. Each wave of a pandemic lasts around 6 – 8 weeks and the gaps between the waves may be weeks or months. Each subsequent wave may be worse than the first. For the purposes of pandemic preparedness, the Federal Government is using “pandemic intervals” representing sequential units of time that occur during a pandemic wave.

During a pandemic wave of a community, there will be definable periods between when the pandemic wave begins, when transmission is initiated, accelerated, peaked, deceleration and when subsequent waves begin. While there will be one pandemic curve for the entire United States, this curve is made up of many smaller curves that occur on a community by community basis. Therefore, the pandemic intervals serve as an additional common definition for reference within the WHO Phases, US Stages and the MN Response Phases.

The utilization of “pandemic intervals” during a wave provides a better framework for the State to strategically target response resources towards communities during the pandemic interval that the community is experiencing. The intervals are designed to inform and complement the use of the PSI for choosing appropriate community mitigation strategies. The PSI guides the range of interventions to consider and/or implement given the epidemiological characteristics of the pandemic. The intervals are more closely aligned with triggers to indicate *when* to act, while the PSI is used to indicate *how* to act.

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**Figure 3. US Stages and CDC Intervals**



Federal Guidance to Assist States in Improving State-Level Pandemic Influenza Operating Plans  
March 11, 2008

## VII. Response

State agency response is coordinated at the State Emergency Operations Center (SEOC). Upon activation of the SEOC, Joint Information Center and Information Hotline, each state agency will assign pre-qualified personnel to report to and staff the SEOC according to the roles and responsibilities outlined in the MEOP.

All state agencies will ensure that their responders are familiar with their respective response plan as well as this supplement and shall operate within the structure of the National Incident Management System. All state agency personnel who respond to the SEOC must also have met their agency requirements for National Incident Management System training.

### SEOC Staffing

HSEM, as the coordinating agency for an influenza pandemic outbreak, is augmented by a lead technical and support agencies. The lead technical agency (the Minnesota Department of Health) will staff the Deputy State Incident Manager position in the incident command structure. The Minnesota Department of Health has specific technical expertise and assets to respond to an influenza pandemic outbreak.

Support agencies facilitate response per the latest *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*. The lead technical and support agencies are represented in the State Emergency Operations Center (SEOC). Agencies will utilize their response plan during activation.

### A. Coordinating Agency

1. **Department of Public Safety, Division of Homeland Security and Emergency Management shall:**
  - a) Coordinate the overall emergency planning, preparedness and response of all state agencies regarding pandemic influenza outbreaks.

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- b) The Director of the Division of Homeland Security and Emergency Management (HSEM) shall serve as the State Coordinating Officer (SCO) and the Governor's Authorized Representative (GAR) for pandemic influenza outbreaks.
- c) Activate the State Emergency Operations Center (SEOC) as requested.
- d) Hold overall responsibility for supporting both local government and state agency emergency operations pre-pandemic planning.
- e) Provide local governmental entities with updated information and guidelines on pandemic influenza information.
- f) Develop and conduct pandemic influenza emergency preparedness drills and exercises, involving multiple Minnesota state agencies.
- g) Activate appropriate support agencies during pandemic influenza outbreaks. Activated agencies are involved for the life of the incident.
- h) Coordinate logistical and fiscal activities to support this supplement.
- i) Provide direction on service continuation planning for both public and private sectors.
- j) Coordinate and ensure the development of a statewide public information campaign regarding pandemic influenza outbreaks and state response.
- k) Inform the Commissioner of Public Safety, Governor, Executive Council, and the Legislature, as appropriate, regarding pandemic influenza outbreaks and emergency operations.

### **B. Lead Technical Agency**

#### **1. Minnesota Department of Health (MDH) shall:**

- a) Have primary responsibility for the technical aspects of a response to an incident involving public health issues related to a pandemic outbreak.
- b) Increase surveillance activities and monitoring for human cases.
- c) Update training of health care workers.
- d) Keep health care systems informed of the status during a pandemic outbreak.
- e) As needed, monitor visitors from affected countries or regions of the United States and quarantine as necessary.
- f) Provide the public with information about watching for symptoms of influenza pandemic outbreak, limiting interactions with ill persons, using infection control precautions, and providing care of the ill at home.
- g) Assist the health care system in patient care coordination.
- h) Coordinate with CDC.
- i) Develop and maintain procedures for: disease surveillance, control and prevention, including protocols for quarantine, isolation, mass vaccination, and mass care clinics; safe food preparation and handling; provision of training and assistance in the security of public water supply systems, and the maintenance of a potable water supply; handling, identification and safe disposition of dead human bodies in the event of mass casualties; the provision of short-term behavioral health services; and health assessment and training programs for healthcare and support personnel.
- j) Develop fact sheets and provide guidance about communicable disease transmission and personal protective actions that should be taken to reduce exposure. The Department shall develop appropriate procedures and conduct in-service training to maintain this response capability.
- k) Provide assistance to local officials, in conjunction with the local health agency, to ensure the safety of food and water for human consumption during and immediately following an influenza pandemic outbreak.
- l) Ensure that the department's laboratory is available to provide 24-hour analysis.
- m) Conduct food inspections at mass feeding facilities, as needed.

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- n) The Governor may call upon the Department of Health, Disaster Mortuary Emergency Response Team (D-MERT), to provide mortuary or death-related services for an influenza pandemic outbreak.

### VIII. Response

#### Influenza Pandemic Outbreak Response Operations

The Division of Homeland Security and Emergency Management (HSEM), as the coordinating agency for influenza pandemic outbreaks, is augmented by lead technical and support agencies. Table 3, “State of Minnesota Emergency Responsibility Assignments in a Pandemic Influenza Outbreak” summarizes the breakdown of state agency responsibilities during a pandemic influenza outbreak.

**Table 3. State of Minnesota Emergency Responsibility Assignments in a Pandemic Influenza Outbreak**

| MEOP Annex:                       | A                      | B                   | C                  | D                          | E               | F                 | G                | H                | I                                   | J                                     | K                 | L                                  | M                             | N                   |
|-----------------------------------|------------------------|---------------------|--------------------|----------------------------|-----------------|-------------------|------------------|------------------|-------------------------------------|---------------------------------------|-------------------|------------------------------------|-------------------------------|---------------------|
| Department/Agency/Office/Board    | Notification & Warning | Incident Management | Public Information | Accident/Damage Assessment | Search & Rescue | Health Protection | Medical Services | Fire Protection  | Evacuation/Traffic Control/Security | Mass Care; Housing and Human Services | Debris Management | Public Works/Utilities Restoration | Environmental Hazard Response | Resource Management |
| Administration                    |                        |                     |                    | S                          |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               | S                   |
| Agriculture                       |                        |                     |                    | T                          |                 | T                 |                  |                  |                                     |                                       | S                 | T <sup>3</sup>                     | T <sup>3</sup>                | S                   |
| Animal Health                     |                        |                     |                    | T                          |                 | T                 |                  |                  |                                     | S                                     | S                 |                                    |                               |                     |
| Attorney General                  |                        | S                   |                    |                            |                 | S                 |                  |                  |                                     |                                       |                   |                                    |                               |                     |
| Commerce                          |                        | S                   |                    | S                          |                 |                   |                  |                  |                                     |                                       |                   | T                                  |                               | S                   |
| Education                         |                        |                     |                    |                            |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               | S                   |
| EMS Regulatory Board              |                        | S                   |                    |                            |                 | S                 | S                |                  | S                                   | S                                     |                   |                                    |                               |                     |
| Management and Budget             |                        | S                   |                    |                            |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               | S                   |
| Employment & Economic Development |                        |                     |                    |                            |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               | S                   |
| Health                            | T                      | S                   | T                  | T                          |                 | T                 | T                |                  | S                                   | S                                     | T                 | S                                  | S                             | S                   |
| Housing Finance                   |                        |                     |                    |                            |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               | S                   |
| Human Services                    |                        | S                   |                    |                            |                 |                   |                  |                  |                                     | S                                     |                   |                                    |                               | S                   |
| Labor & Industry                  |                        |                     | S                  | S                          |                 | S                 |                  |                  |                                     |                                       |                   |                                    |                               |                     |
| Military Affairs                  |                        | S                   |                    | S                          | S               |                   | S                | S                | S                                   | S                                     | S                 | S                                  | S                             | S                   |
| Natural Resources                 |                        | S                   | T                  | S                          | S               |                   |                  | C <sup>2</sup>   | S                                   |                                       | S                 | S                                  | S                             | S                   |
| Office of Enterprise Technology   |                        | S                   |                    | S                          |                 |                   |                  |                  |                                     |                                       |                   | T                                  |                               | S                   |
| Pollution Control                 |                        |                     |                    | S                          |                 | S                 |                  |                  |                                     |                                       | T                 | T <sup>3</sup>                     | T <sup>3</sup>                | S                   |
| Public Safety                     | C <sup>1</sup>         | C <sup>1</sup>      | C <sup>1</sup>     | C <sup>1</sup>             | C <sup>1</sup>  | C <sup>1</sup>    | C <sup>1</sup>   | C <sup>1,2</sup> | C <sup>1</sup>                      | C <sup>1</sup>                        | C <sup>1</sup>    | C <sup>1</sup>                     | C <sup>1</sup>                | C <sup>1</sup>      |
| Revenue                           |                        |                     |                    | S                          |                 |                   |                  |                  |                                     |                                       |                   |                                    |                               |                     |
| Transportation                    |                        | S                   | S                  | S                          |                 |                   |                  |                  | T                                   |                                       | S                 | S                                  | S                             | S                   |

C = Coordination                      T = Lead Technical                      S = Support

Definitions of the C, T and S code letters shown on Table 7 are as follows:

C: Coordination responsibility. Agency is in charge of and responsible for specified function.

T: Lead Technical Agency responsibility during MN Response Phases P0, P1, P2, P3, P4, P5, P6, and P7. During each MN Response Phase, the Lead Technical Agency will prepare daily priorities, heavily staff the planning cell and serve as the Deputy State Incident Manager.

S: Support responsibility. Agencies will assist the coordinating and technical agency(ies) for a specified function.

Definitions of the numbered footnotes to the code letters on Table 7 are as follows:

<sup>1</sup> Minnesota Statutes, Chapter 12 stipulates, “[T]he Governor has general direction and control of emergency management...”

<sup>2</sup> DNR, Forestry Division has primary responsibility for forest and grassland fires. DPS, Fire Marshal Division has primary responsibility for all other fires.

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- <sup>3</sup> The Department of Agriculture has technical responsibility when agricultural chemicals cause the hazard. The Pollution Control Agency has technical responsibility for response to incidents not involving radiological materials or weapons of mass destruction. The Department of Public Safety is the coordinating state agency during the public safety phase of an environmental hazard response to a terrorist incident involving a weapon of mass destruction.
- <sup>4</sup> Coordination responsibility for critical incident stress management support to EMS providers.
- <sup>5</sup> Technical responsibility during a nuclear generating plant incident.
- <sup>6</sup> Technical responsibility during an accident/incident involving radioactive materials and protection of public health from food borne disease.
- <sup>7</sup> When Minnesota Management and Budget is merged with other state agencies, the Department shall identify the state agencies that will fulfill the emergency management responsibilities currently assigned to the Department.

The alerting and notification function is found in column A (above); the command and control function is found in column B; the communications and public information functions are in columns B and C; the law enforcement function is found in columns E and I; the transportation function is found in column I, the protective response function is found in columns B, D, F and G; and the radiological exposure control function is found in column F. The public health and sanitation function is found in column F. The social services function is found in columns F and J.

### **Key Activities Based on the MN Response Phases**

The roles and responsibilities of the state's coordinating, lead technical and support agencies are listed below and based upon the MN Response Phases. Based on what is known about the pathogenicity and transmissibility of the particular influenza strain that is identified, some or all of the these responsibilities may be implemented as dictated by the circumstances.

#### **A. MN Response Phase P0 - Suspected Human Outbreak Overseas**

Human infection(s) with a new subtype, but no human-to-human spread or at most rare instances of spread to a close contact overseas.

- Lead technical agency is Minnesota Department of Health

#### **1. Federal Activities (U. S. Stage 0 and 1 per the National Strategy for Pandemic Influenza Implementation Plan)**

- a) Increase layered protective measures at borders and prepare to implement travel restrictions from affected areas, as appropriate. (U.S. DHS, U.S. HHS and the U.S. DOT)

#### **2. HSEM**

- a) Review and coordinate state agency response plans.
- b) Work with businesses on integration into local EOCs and SEOC.
- c) Conduct conferences and trainings on SEOC activities and develop business best practices.

#### **3. Department of Health**

- a) Work with CDC quarantine station at MSP International Airport if there are arriving international partners who meet the clinical and epidemiological criteria for infection with a novel influenza virus and implement disease containment measures as appropriate.
- b) Work with clinicians for patients who meet clinical and epidemiological criteria for infection with novel influenza virus.
- c) Continue to develop and distribute messages to external partners and the public.
- d) Continue routine surveillance or enhance surveillance as appropriate.
- e) Develop and distribute infection control guidance and PPE recommendations.
- f) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- g) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination planning.
- h) Develop priority groups for antiviral and vaccine administration.
- i) Determine temporary morgue and cemetery locations.

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### 4. Minnesota Management and Budget

- a) Convene the Pandemic Flu Executive Committee and the Service Continuation Response Team to discuss current events.
- b) Coordinate consistent messages among state agencies for their employees.
- c) Encourage agencies to review and update their current pandemic plans based on the latest epidemiological assessments.
- d) Encourage agencies to begin cross training staff on priority 1 and 2 services.

### B. MN Response Phase P1 - Confirmed, Sustained Human-to-Human Transmission Overseas

Confirmed, sustained human-to-human transmission overseas.

- Lead technical agency is Minnesota Department of Health

### 1. Federal Activities (U.S. Stage 2 and 3 per the National Strategy for Pandemic Influenza Implementation Plan)

- a) Activate domestic quarantine stations and ensure coordination at State, local and tribal level, especially with health care resources. (U.S. HHS and U.S. DHS)
- b) Heighten/Amplify hospital-based surveillance in all communities. (U.S. HHS)
- c) Prepare to provide military bases and installation support to Federal, State, local and tribal agencies. (U.S. DOD)
- d) Review domestic pandemic plans and prepare for response, placing critical staff on recall and pre-deploying assets where appropriate. (All)
- e) Activate State, local and tribal partners to be on alert for spread of outbreak to the United States. (Federal Government)
- f) Initiate regular calls with Governors, as well as State/tribal public health and emergency preparedness leaders to provide guidance on preparedness actions necessary and to coordinate messaging. (U.S. DHS, USDA and U.S. HHS)
- g) Deploy antiviral stockpile with appropriate security to State and Tribal entities and to Federal departments and agencies, with prioritization and treatment recommendations. (U.S. HHS)
- h) Re-examine limitation on international travel from affected region (or regions that do not institute pre-departure screening) and maintain layered screening measures for host country pre-departure, en route, and arrival of U.S.-bound travelers. (U.S. DOS, U.S. DHS, U.S. HHS)
- i) Prepare "containment stockpile" for deployment to quarantine station and other locations as appropriate. (U.S. HHS)
- j) Prepare to implement surge plans at Federal medical facilities. (U.S. HHS, U.S. DOD and VA)
- k) Deploy pre-pandemic vaccine to State and tribal entities and to Federal agencies and initiate vaccination.
- l) Have State, local and tribal governments review influenza case definition and testing protocols used by public health and medical communities. (Federal Government)
- m) Announce preliminary conclusions of epidemiologic assessments and modeling.
- n) Request that State, local and tribal leadership reach out to critical infrastructure providers to ensure that continuity plans are in place.

### 2. HSEM

- a) Activities in MN Response Phase P0.
- b) Partially activate the SEOC to include the Joint Information Center.
- c) Assign a Lead Public Information Officer.
- d) Coordinate news conferences and news releases and establish a media briefing schedule.

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- e) Establish briefing schedule for other state agencies and local, tribal and private sector authorities.
- f) Assess preparedness status and identify actions needed to fill gaps.
- g) Contact critical infrastructure providers to ensure continuity plans are in place.
- h) Coordinate federal information flow to local and business partners.

### 3. Department of Health

- a) Activities in MN Response Phase P0.
- b) Provide the Deputy State Incident Manager to the SEOC.
- c) Send representative to the SEOC for the Joint Information Center and additional personnel if requested.
- d) Update external partners as appropriate.
- e) Partially open the Department Operations Center.
- f) Manage pre-pandemic vaccine delivery according to pre-established priorities.

### 4. Minnesota Management and Budget

- a) Activities in MN Response Phase P0.
- b) Partially activate the Service Continuation Response Team to identify roles and responsibilities.
- c) Agencies asked to review and update their Service Continuation Plans based on latest epidemiological assessments.
- d) Encourage agencies to update their 24/7 contact lists and employee contact lists.
- e) Test the communications systems within state agency system.
- f) Bring online the website for state employee information.
- g) Communicate information with the Unions.
- h) Encourage employees to enter skills, knowledge, abilities into state employee database.

## C. MN Response Phase P2 – Suspected or Confirmed Human Case in North America

Suspected or confirmed human case in North America.

- Lead technical agency is Minnesota Department of Health

### 1. Federal Activities (U.S. Stage 4 per National Strategy for Pandemic Influenza Implementation Plan)

- a) Deploy “containment stockpile,” if available, to any domestic region with confirmed or suspected cases of pandemic influenza, if an epidemiologic link to an affected region exists. (U.S. HHS)
- b) Ensure that pandemic plans are activated across all levels of government and in all institutions. (U.S. HHS and U.S. DHS)
- c) Activate surge plans within Federal health care systems and request that State, local and tribal entities do the same. (U.S. HHS and U.S. DHS).
- d) Revise prioritization and allocation scheme for pandemic vaccine as appropriate, based upon characteristics of pandemic virus and available quantities of vaccine.
- e) Advise State, local and tribal leadership to implement pandemic response plans.

### 2. HSEM

- a) Activities in Minnesota Response Phase P1.
- b) Assess the need to activate the Information Hotline and the Planning Section in the SEOC.
- c) Assess preparedness status of state agencies and identify actions needed to fill gaps.
- d) Brief the executive branch cabinet as requested.

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### 3. Department of Health

- a) Activities in MN Response Phase P1.

### 4. Minnesota Management and Budget

- a) Activities in MN Response Phase P1.
- b) Make recommendations for implementation of non-pharmaceutical interventions including school closing if epidemiological analysis of data shows a severe pandemic.
- c) Send a representative to the SEOC for planning section.
- d) Partially activate the Service Continuation Response Team to identify roles and responsibilities.
- e) Inform state agencies regarding proper infection control precautions.
- f) Notify HR directors of the current situation.
- g) Instruct employees with direct contact with infected people to use proper precautions.
- h) Encourage agencies to limit employee travel into areas where infections are occurring.
- i) Agencies encouraged to continue cross training of employees for priority one and two services.

### D. MN Response Phase P3 – Outbreak in United States

Widespread outbreak in the continental United States.

- Lead technical agency is Minnesota Department of Health

#### 1. Federal Activities (U.S. Stage 5 per the National Strategy for Pandemic Influenza Implementation Plan)

- a) Deploy “containment stockpile,” if available, to any domestic region with confirmed or suspected cases of pandemic influenza, if an epidemiologic link to an affected region exists. (U.S. HHS)
- b) Limit non-essential passenger travel in affected areas and institute protective measures/social distancing, and support continued delivery of essential goods and services. (U.S. DHS, U.S. DOT and U.S. HHS)
- c) Activate surge plans within Federal health care systems and request that State, local and tribal entities do the same. (U.S. HHS and U.S. DHS)
- d) Revise prioritization and allocation scheme for pandemic vaccine as appropriate, based upon characteristics of pandemic virus and available quantities of vaccine.
- e) Advise State, local and tribal leadership to implement pandemic response plans.

#### 2. HSEM

- a) Activities in Minnesota Response Phase P2.
- b) Advise critical infrastructure/businesses to review and update their service continuation plan.
- c) Upon recommendation of MDH, work with the Governor’s Office to close schools and daycares.

#### 3. Department of Health

- a) Activities in MN Response Phase P2.
- b) Work with clinicians for patients who meet clinical and epidemiological criteria for infection with novel influenza virus.
- c) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- d) Update external partners as appropriate.
- e) Continue routine surveillance.

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- f) Manage SNS receipt, storage and shipping.
- g) Recommend non-pharmaceutical interventions as appropriate.
- h) Recommend isolation of individuals with influenza-like-illness, social distancing, closure of schools, daycares and other public venues if not already implemented based on the epidemiological characteristics of the virus.

### 4. Minnesota Management and Budget

- a) Activities in MN Response Phase P2.
- b) Confirm state agency readiness.
- c) Agencies are asked to provide DOER/DOF with state employee attendance figures.
- d) Mandate discontinuation of state agency employee gatherings and meetings as much as possible.

### E. MN Response Phase P4 – Suspected or Confirmed Human Case in MN

A suspected or confirmed human case has occurred in Minnesota.

- Lead technical agency is Minnesota Department of Health

### 1. Federal Activities (U.S. Stage 5 per the National Strategy for Pandemic Influenza Implementation Plan)

- a) Maintain continuous situational awareness of community needs, triage, and direct Federal support of health and medical systems, infrastructure and maintenance of civil order as feasible. (All)
- b) Deploy pandemic vaccine, if available, with continuously updated guidance on prioritization and use. (U.S. HHS)
- c) Continuously evaluate the epidemiology of the pandemic virus and update recommendations on treatment of patients and protective actions for all sectors on an ongoing basis. (U.S. HHS and U.S. DHS)
- d) Provide guidance on judicious use of key commodities to reduce the likelihood of shortages. (U.S. DHS)
- e) Determine whether (and if so, the form of) Federal intervention is required to support critical infrastructure and the availability of key goods and services (such as food, utilities and medical supplies and services).
- f) Determine when travel restrictions previously enacted can be lifted.
- g) Advise State, local and tribal leaders that Federal government will continue to provide support, as possible, and to continue to implement continuity plans.

### 2. HSEM

- a) Activities in MN Response Phase P3.
- b) Fully activate the SEOC if not already done.
- c) Provide a state agency briefing.
- d) Reassess school and daycare closures to see if they can be lifted.
- e) Advise critical infrastructure/businesses to start assessing the need to implement their service continuation plan.

### 3. Department of Health

- a) Activities in MN Response Phase P3.
- b) Implement containment measures for suspected case and contacts.
- c) Develop and distribute infection control guidance and PPE recommendations.
- d) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination planning.
- e) Conduct 24/7 advanced laboratory testing on an emergency basis.
- f) Investigate case and manage contact exposures.

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### 4. Minnesota Management and Budget

- a) Activities in MN Response Phase P3.
- b) Send a representative to the SEOC.
- c) Coordinate agency personnel requests to complete Priority Service Functions 1 and 2.

### F. MN Response Phase P5 - Limited Outbreak in MN {Geographic Cluster}

Evidence of significant human-to-human transmission in a highly localized area (geographic cluster) within Minnesota.

- Lead technical agency is the Department of Health

### 1. Federal Activities (U.S. Stage 5 per National Strategy for Pandemic Influenza Implementation Plan)

- a) Maintain continuous situational awareness of community needs, triage, and direct Federal support of health and medical systems, infrastructure and maintenance of civil order as feasible. (All)
- b) Deploy pandemic vaccine, if available, with continuously updated guidance on prioritization and use. (U.S. HHS)
- c) Continuously evaluate the epidemiology of the pandemic virus and update recommendations on treatment of patients and protective actions for all sectors on an ongoing basis. (U.S. HHS and U.S. DHS)
- d) Provide guidance on judicious use of key commodities to reduce the likelihood of shortages. (U.S. DHS)
- e) Determine whether (and if so, the form of) Federal intervention is required to support critical infrastructure and the availability of key goods and services (such as food, utilities and medical supplies and services).
- f) Determine when travel restrictions previously enacted can be lifted.
- g) Advise State, local and tribal leaders that Federal government will continue to provide support, as possible, and to continue to implement continuity plans.

### 2. HSEM

- a) Activities in MN Response Phase P4.
- b) Declare a State of Emergency in counties or region where confirmed exposure exists.
- c) Reassess school and daycare closures to see if they can be lifted.
- d) Recommend community level containment in the counties and geographic cluster where exposure exists including limiting recreational activities and gatherings.

### 3. Department of Health

- a) Activities in MN Response Phase P4.
- b) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination or delivery.
- c) Monitor disease activity.
- d) Implement infection control guidance for off-site care facilities and other settings as needed.
- e) Consult on management of cases.
- f) Assist with patient care coordination.
- g) Enhance staffing using volunteer health professionals.
- h) Manage antiviral and vaccine acquisition, allocation, distribution, and utilization.
- i) Monitor adherence to priority groups, adverse events and effectiveness of antivirals and vaccines.
- j) Activate temporary morgue locations.

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- k) Coordinate the provision of Psychological First Aid (PFA) and other short-term behavioral health services.

### **4. Minnesota Management and Budget**

- a) Activities in MN Response Phase P4.
- b) Intensify outreach to state agencies to regarding the situation and how to limit contact with persons.
- c) Request daily attendance reports from state agencies.
- d) Review and evaluate state employee attendance.
- e) Establish the Department Operations Center (DOC) for coordinating employee concerns and agency requests for employee reallocations.

### **G. MN Response Phase P6 - Widespread Throughout MN**

Widespread human-to-human transmission throughout the State of Minnesota.

- Lead technical agency is the Department of Health

### **1. Federal Activities (U.S. Stage 5 per the National Strategy for Pandemic Influenza Implementation Plan)**

- a) Maintain continuous situational awareness of community needs, triage, and direct Federal support of health and medical systems, infrastructure and maintenance of civil order as feasible. (All)
- b) Deploy pandemic vaccine, if available, with continuously updated guidance on prioritization and use.(U.S. HHS)
- c) Continuously evaluate the epidemiology of the pandemic virus and update recommendations on treatment of patients and protective actions for all sectors on an ongoing basis. (U.S. HHS and U.S. DHS)
- d) Provide guidance on judicious use of key commodities to reduce the likelihood of shortages. (U.S. DHS)
- e) Determine whether (and if so, the form of) Federal intervention is required to support critical infrastructure and the availability of key goods and services (such as food, utilities and medical supplies and services).
- f) Determine when travel restrictions previously enacted can be lifted.
- g) Advise State, local and tribal that Federal government will continue to provide support, as possible, and to continue to implement continuity plans.

### **2. HSEM**

- a) Activities in MN Response Phase P5.
- b) Declare a State of Emergency for entire State of Minnesota.
- c) Request a Federal Emergency Declaration.
- d) Redirect state resources to ensure Priority Service Functions 1 and 2 are being met.
- e) Implement community containment strategies statewide.
- f) Provide social distancing measures for public transportation.
- g) Reassess school and daycare closures to see if they can be lifted.
- h) Request assistance of the Emergency Management Assistance Compact (EMAC), if available.
- i) Request federal assistance as needed and available.

### **3. Department of Health**

- a) Activities in MN Response Phase P5.
- b) Monitor implementation of disease containment plan.

### **4. Minnesota Management and Budget**

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- a) Activities in MN Response Phase P5.

### H. MN Response Phase P7 - Recovery and Preparation for Subsequent Waves

Prioritization of goals and immediately begin to restore the community to pre-disaster conditions.

- Lead technical agency is the Department of Health.

#### 1. Federal Activities (U. S. Stage 6 per the National Strategy for Pandemic Influenza Implementation Plan)

- a) Work with private sector, State, local and tribal entities to prioritize and begin restoring essential services and reviewing plans to maintain continuity of operations in subsequent waves with support of employees that are immunized or have developed immunity. (U.S. DHS, U.S. HHS)
- b) Redeploy and refit Federal response assets. (All)
- c) Resume essential Federal functions and ensure continuity of operation through subsequent waves. (U.S. DHS and All)
- d) Provide continuously updated information about the epidemiology of the virus, effective treatments, and lessons learned from the first wave, so as to enhance preparedness for subsequent waves. (U.S. HHS)
- e) Continue deployment of pandemic vaccine in preparation for subsequent waves. (U.S. HHS)
- f) Review lessons learned to develop strategies for subsequent waves. (All)

#### 2. HSEM

- a) Activities in MN Response Phase P6 as necessitated.
- b) Continuously monitor local outbreaks and resources to ensure staffing requirements of Priority Service Functions 1 and 2 continue to be met.
- c) Resume Priority Service Functions as resources dictate.
- d) Develop lessons learned and strategies for subsequent waves.
- e) Reassess school, daycare and other closures to see if they can be lifted.

#### 3. Department of Health

- a) Activities in MN Response Phase P6 as necessitated.
- b) Recommend termination and cessation of non-pharmaceutical interventions.

#### 4. Minnesota Management and Budget

- a) Activities in MN Response Phase P6 as necessitated.
- b) Provide final employee attendance trend to MDH for review and assessment.
- c) Communicate to state agencies on planning for subsequent waves.
- d) Review and implement lessons learned and apply to subsequent waves.

### IX. Support Agencies

The following agencies have support response functions for pandemic influenza outbreaks.

#### A. Department of Administration shall:

1. Administer the state self-insurance program as it relates to federal disaster and emergency assistance, as set forth under the Robert T. Stafford Disaster Relief Act (Public Law 93-288, as amended) ("Stafford Act"). This will be accomplished in conformance with Federal Emergency Management Agency ("FEMA") guidance, as it relates to insuring public buildings for eligibility for the Public Assistance Program following a presidential declaration of a major disaster or emergency.
2. Provide administrative support to state government agencies during a disaster or emergency. This support may include, but is not limited to, assigning administrative

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staff and equipment, and maintenance to State Emergency Operations Centers (“SEOCs”).

3. Provide support to state agencies in the identification of alternate sites for their personnel.
4. Provide travel support to state agencies.
5. The Office of Geographic and Demographic Analysis shall use its geographic information systems tools and geographic data to assist emergency planners and responders.
6. Provide assistance to state agencies with the procurement of goods and services through the Materials and Management Division (“MMD”).
7. Provide resource management assistance to state agencies through the operation of mail services, resource recovery and confidential data disposal.

### **B. Attorney General’s Office shall:**

1. Responsible for providing legal advice and opinions in support of state emergency operations.
2. Materials or representation at Disaster Recovery Centers (DRCs) and public meetings, as requested by the Division of Homeland Security and Emergency Management, to provide consumer information to persons affected by a disaster or emergency.
3. Provide guidance on contracting requirements to state agencies, after a major disaster or emergency.
4. Represent the state for isolation and quarantine proceedings.

### **C. Department of Commerce shall:**

1. Provide materials about insurance claim procedures or representation at Disaster Recovery Centers (DRCs) and public meetings to persons affected by a pandemic outbreak, as requested by the Division of Homeland Security and Emergency Management.
2. Implement procedures and provide the necessary staff at the State Emergency Operations Center (SEOC) to support the state's responsibility in emergency banking and fiscal matters of any economic stabilization program established by the Federal Reserve Bank of Minneapolis and/or the Federal Reserve System.
3. Coordinate with other state agencies in supporting utility restoration by the gas and electric utilities.
4. Identify resources and assist vulnerable individuals and families through the energy assistance program during and after a pandemic.
5. Identify resources and assist vulnerable individuals and families through the weatherization program during and after a pandemic.
6. Assist state and local government with damage assessment of private or individual dwellings and businesses, which may include seeking cooperation of insurance underwriters' adjustment resources, as requested by the Division of Homeland Security and Emergency Management.
7. Develop and make available consumer fact sheets about disaster assistance and insurance regulations.
8. Implement procedures for the conservation and management of energy resources during energy emergencies, in coordination with energy suppliers in the state, as needed.
9. Coordinate activities with the Division of Homeland Security and Emergency Management in the implementation of energy emergency procedures.
10. Develop various public information releases for use in an energy emergency.
11. Provide a representative, when requested, to serve on the Minnesota Recovers Disaster Task Force, in order to assist in the evaluation of projects proposed for funding.

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### **D. Department of Education shall:**

1. Coordinate with the Division of Homeland Security and Emergency Management concerning the development and updating, as required, of emergency plan guidance to be provided to local schools. Such guidance shall be designed to assist schools in developing an emergency plan that provides for the protection of children in the event of a pandemic. The department shall be responsible for the distribution of such planning guidance to local school districts.
2. Assist local school districts in preparing and submitting a request for financial assistance from the federal government during and after an influenza pandemic outbreak.
3. Work with schools to develop school-specific, all-hazard emergency plans, which include guidance on pandemic planning, that are compatible with local, county, state and federal all-hazard plans.

### **E. Emergency Medical Services Regulatory Board shall:**

1. With technical assistance from the Department of Transportation – Office of Electronic Communications, ensure the statewide emergency medical services radio communication plan is implemented during an influenza pandemic outbreak.
2. In coordination with other state agencies and local authorities, provide guidance to pre-hospital emergency medical services (EMS) agencies in areas affected by an influenza pandemic outbreak.
3. When requested, the EMSRB will coordinate resources for local ambulance service providers to coordinate pre-hospital emergency medical services (EMS) and transportation for patients who require an ambulance during the evacuation of health/medical facilities.
4. Assign personnel, as necessary, to state, regional, and local emergency operations centers, for the purpose of coordinating pre-hospital emergency medical services.
5. Maintain a list/database of the critical pre-hospital emergency medical resources throughout the state and implement system to rapidly access data to determine availability of these resources.
6. Upon request, assist in coordinating resources for Critical Incident Stress Management (CISM) support to pre-hospital EMS providers.

### **F. Minnesota Management and Budget shall:**

1. Support the Department of Employment and Economic Development in the management of personnel services at state and regional emergency operations centers during a disaster and assist in the development of emergency employment utilization procedures.
2. Interface with union officials and appropriate representatives to develop strategies for resolving conflicts between labor organizations and state agencies proactively and times of disaster, including a pandemic.
3. Provide support to state agencies in the management of labor contracts during emergency operations, ensuring fair, uniform and consistent interpretation of contract language.
4. Coordinate the reassignment of state employees between agencies.
5. Facilitate and coordinate with the labor bargaining units the procedures and processes for changes in state employee scheduling, work locations, and temporary work assignments during declared emergencies, including a pandemic.

### **G. Department of Employment and Economic Development shall:**

1. Develop procedures to provide unemployment assistance to eligible individuals whose unemployment results from a disaster declared under Public Law 93-288. Arrange for payment of benefits, under regular unemployment compensation laws, to eligible individuals in cases where a disaster has not been declared.

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2. Provide materials or representation at Disaster Recovery Centers (DRCs) and public meetings to furnish information relative to disaster unemployment, and applicable programs, as requested by the Division of Homeland Security and Emergency Management.
3. Provide an estimate of the immediate economic impact of a disaster, including highly pathogenic avian influenza or an influenza pandemic outbreak, as requested by the Division of Homeland Security and Emergency Management. Where possible and applicable, the department shall provide estimated projections of long-range effects of each instance including: residents, businesses, and local, state, and federal agencies.
4. Provide a representative, when requested, to serve on the Minnesota Recovers Disaster Task Force in order to assist in the evaluation of projects proposed for funding.

### **H. Department of Finance shall:**

1. Develop procedures for streamlined fiscal management of the state during an emergency including highly pathogenic avian influenza or influenza pandemic outbreaks.
2. Work with Department of Public Safety to establish procedures to estimate and monitor potential state matching commitments associated with requests for presidential disaster declarations, and accompanying strategies to request appropriation authority for such matching funds.
3. Assist state agencies in identifying potential additional costs associated with supporting local agencies during emergencies, and accompanying strategies to request appropriation authority for such additional costs.

### **I. Minnesota Housing Finance Agency shall:**

1. Upon entry into MN Response Phase P3, immediately inventory the availability of rental property suitable for temporary or long-term housing.
2. Provide a representative, when requested, to serve on the Minnesota Recovers Disaster Task Force in order to assist in the evaluation of projects proposed for funding.

### **J. Department of Human Services shall:**

1. Assist with immediate mental health and chemical health services and apply for and administer special crisis counseling program grants for disaster victims and provide crisis counseling training for human service providers with pandemic issues.
2. Coordinate the Disaster Food Stamp Program for highly pathogenic avian influenza and or influenza pandemic victims.
3. Provide USDA donated food to disaster relief agencies and emergency feeding programs, and assist with its distribution and storage through the Emergency Food Assistance Program (TEFAP).
4. Coordinate with county social service agencies to meet the childcare needs of HPAI and influenza pandemic victims unable to care for their children.
5. Coordinate with county social service agencies to meet the needs (food, shelter, clothing, and medical) of influenza pandemic victims through state and federal income maintenance programs.
6. Coordinate the delivery of emergency human services with local government, voluntary agencies, and other human service agencies, following a disaster, through State and/or Regional Emergency Operations Centers.
7. Provide personnel to assist the state in delivering individual assistance following a presidential disaster declaration, as requested by the Division of Homeland Security and Emergency Management.

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8. Provide assistance in long-term disaster recovery, using existing programs, streamlining, or waiving regulatory functions where possible, and providing technical assistance and/or administrative support to stricken communities.
9. Coordinate with county human service agencies, voluntary agencies, Division of Homeland Security and Emergency Management, and others to evaluate the human needs of HPAI and influenza pandemic victims including the support of persons with special needs.
10. Provide representation at Disaster Recovery Center (DRCs) to identify and assist HPAI and influenza pandemic victims as deemed necessary by the Division of Homeland Security and Emergency Management.
11. Assist with, in coordination with the Department of Commerce-Telecommunications Access Minnesota, the provision of Telecommunication Devices for the Deaf (TDD), TDD operators and American Sign Language Interpreters when the State Operations Center and Information Hotline are activated.

### **K. Department of Labor and Industry shall:**

1. Assign a representative to the State Emergency Operations Center to respond to questions regarding protective measures in the work place and virus transmission.
2. Develop fact sheets for businesses detailing training required for implementation of protective measures (masks, respirators, etc.) in the workplace.

### **L. Department of Military Affairs shall:**

1. Prepare and maintain plans and procedures to support civil authorities when a HPAI or influenza pandemic outbreak exceeds state and local resources (Minnesota National Guard).

### **M. Office of Enterprise Technology shall:**

1. Furnish computer services needed for operations and resource management in an emergency.
2. Coordinate planning and delivery of statewide telecommunications systems and services for emergency operations during an emergency, and shall provide emergency telecommunications support.
3. Responsible for providing telephone operations support during exercises and emergencies in state and regional EOCs.
4. Provide support to state agencies in the identification of alternate sites for their systems and time-sensitive functions.
5. Coordinate planning and recovery of all enterprise technology systems.
6. Manage the state's business continuity program by establishing policies and standards, providing and maintaining an enterprise plan development tool, providing plan development templates, managing recovery strategies and funding, providing planners to assist agencies and by reviewing agency plans.

### **N. Minnesota Pollution Control Agency shall:**

1. Waive, modify or suspend selected enforcement rules of the agency, when statute provides for such waivers upon instructions from the Governor's Office or the Governor's Authorized Representative.
2. Provide personnel to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team, following a Presidential declaration of disaster or when requested.
3. Provide a representative to serve on the Minnesota Recovers Disaster Task Force to evaluate projects proposed for funding, as requested.

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4. Provide technical and policy-level staff to the State Emergency Operations Center, specifically to the Planning and Assessment Center and the Operations Section, as requested.
5. Develop and provide guidelines and procedures, assisting local authorities to manage and dispose of debris during a pandemic.

### **O. Department of Public Safety shall:**

#### **1. Bureau of Criminal Apprehension**

- a) Make its field agents available, when possible, to assist other state agencies with search and rescue, evacuation and traffic control, and law enforcement during a disaster.
- b) The BCA Operations Center will ensure the operational capability of the 24-hour Minnesota Duty Officer program to provide receipt and dissemination of disaster/emergency notifications to contacts as provided/coordinated by HSEM and request for emergency resources to appropriate state and local government agencies until the SEOC becomes activated.

#### **2. Capitol Complex Security Division**

- a) Provide protection to property and equipment on the Capitol complex during an emergency.
- b) Provide 24-hour security for the State Emergency Operations Center (SEOC) and the Joint Information Center (JIC) during an emergency, when located on the Capitol complex.

#### **3. Office of Communications**

- a) Provide emergency public information support following the occurrence of a pandemic, in coordination with the Division of Homeland Security and Emergency Management and the Governor's Office.

#### **4. State Fire Marshal/Office of Pipeline Safety**

- a) Conduct fire and life safety inspections of facilities that will be used as pandemic housing, as requested by the Division of Homeland Security and Emergency Management, or deemed necessary by the State Fire Marshal.

#### **5. Fiscal and Administrative Services**

- a) Within five working days, process payments received from the Department of Public Safety, Division of Homeland Security and Emergency Management, for disaster victims, if the Division is processing Other Needs Assistance for the Individuals and Households Program.

#### **6. State Patrol Division**

- a) Ensure law enforcement and traffic control on all interstate and state trunk highways during a HPAI and/or influenza pandemic outbreak.
- b) Use available resources to assist local police agencies with law enforcement and traffic control when requested by proper local authority to do so.
- c) Act as net control for the National Warning System (NAWAS) within the state for the dissemination of national and local emergency information and warnings.
- d) Be responsible for providing assistance that may be required by the Capitol Complex Security Division to protect the personnel in the Capitol Complex during an emergency, and prepare plans and procedures accordingly.
- e) Serve as the redundant direction and control net using the State Patrol radio frequencies. Provide personnel to operate the radio console in the State Emergency Operations Center (SEOC), during exercises, drills and emergencies, if needed.

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- f) Provide backup radio operators to operate the radio console in the SEOC, as needed.
- g) The State Patrol Air Section shall provide aerial photography on an as-needed basis. State Patrol helicopters equipped with cameras shall be utilized to do aerial filming of the identified area and shall provide that information directly to the State Emergency Operations Center.
- h) The State Patrol Air Section shall request flight restrictions over disaster and emergency areas, when requested by the Division of Homeland Security and Emergency Management or local authorities.
- i) The State Patrol Air Section shall provide personnel to participate in a preliminary damage assessment (PDA) effort and prepare damage survey reports (DSRs) for airports and airport facilities damaged in any type of major disaster in conjunction with the Department of Transportation Aeronautics Division, and the Department of Natural Resources, when requested.
- j) The State Patrol Air Section shall provide transportation and/or reconnaissance in conjunction with the Department of Transportation Aeronautics Division, on an as-needed basis.
- k) The State Patrol Air Section shall have a plan for the utilization of agency aircraft available for emergency operations, including records of agency aircraft, pilots, and available airports.
- l) The State Patrol Air Section shall coordinate with the Department of Transportation Aeronautics Division, and the Department of Natural Resources for the provision and use of air transportation resources within state government, during a disaster declaration.

### **7. Warehouse**

- a) Assist with the relocation of furniture, equipment, and supplies from the State Emergency Operations Center to an alternate site, when feasible.

### **P. Department of Revenue shall:**

- 1. Provide materials or representatives at Disaster Recovery Centers (DRCs) to provide guidance to clients about fulfilling their tax obligations as a result of a HPAI and/or influenza pandemic outbreak, or as requested by the Division of Homeland Security and Emergency Management.
- 2. Assist state and local governments and help citizens determine value of losses sustained as a result of a HPAI and/or influenza pandemic outbreak.
- 3. Assign personnel to assist with the compliance activities associated with the economic stabilization function.

### **Q. Minnesota State Colleges and Universities shall:**

- 1. Assess facilities within the network for capacity and equipment.
- 2. Assist state and local government by providing facilities as needed during a HPAI and/or influenza pandemic outbreak.

### **R. Department of Transportation shall:**

- 1. Prepare emergency highway traffic plans and procedures for the regulation of highway travel, during periods of emergency, in coordination with the Department of Public Safety and local law enforcement.
- 2. Process Temporary Flight Restriction (TFR) requests through the Federal Aviation Authority (FAA), as requested.
- 3. Coordinate air transportation and reconnaissance with the FAA, Metropolitan Airports Commission, Department of Military Affairs, Department of Natural Resources, Department of Public Safety and general aviation, as requested.

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4. Provide emergency engineering services in disaster operations and assign personnel to the State Emergency Operations Center.
5. Coordinate emergency relief efforts with the motor carrier industry to enlist their assistance in emergency response efforts.
6. Assist in preparing emergency executive orders granting relief from the motor carrier safety regulations, including overweight and over-dimension permits, upon instruction from the Governor's Authorized Representative.
7. Provide technical radio communications assistance to the Division of Homeland Security and Emergency Management and incident commanders, as requested.
8. Provide technical assistance in developing radio capabilities for statewide emergency preparedness when multiple state agencies or multiple levels of government need to carry out a coordinated response.
9. Maintain the state radio communications systems essential to operations during a HPAI or influenza pandemic outbreak.
10. Provide personnel and equipment support in emergency law enforcement, evacuation or sheltering in-place, traffic control and public alerting operations, when requested by the Division of Homeland Security and Emergency Management.

### **X. Service Continuation**

The State of Minnesota explored incorporating pandemic planning into current Continuity of Operations plans. It was determined that pandemic planning presents unique differences from current Continuity of Operations templates. Instead of loss of physical structures, we are faced with reduction of workforce and significant human health concerns in the workplace environment. Due to these particular circumstances, the State of Minnesota developed the concept of "Service Continuation."

The ability of governmental jurisdictions to provide services will be impacted during a pandemic and demand for certain services may increase. It is necessary for governmental jurisdictions to clearly identify the level of service they intend to provide throughout the Minnesota Response Phases.

All governmental agencies (state, county, city) are using the same definitions for priority service functions. The definitions are as follows:

#### **A. Priority Service One (Immediate threat to public health, safety or welfare)**

Activities that must remain uninterrupted. Generally, these would include agencies and facilities that operate 24 hours a day and/or 7 days a week. (If the service closes on a weekend or holiday, it is not a Priority Service One function.)

#### **B. Priority Service Two (Direct economic impact, constitutionally or statutorily mandated time frames, or civil disorder may develop if not performed in a few days)**

Activities that can be disrupted temporarily or might be periodic in nature, but must be re-established within a few days.

#### **C. Priority Service Three (Regulatory services required by law, rule or order that can be suspended or delayed by law or rule during an emergency)**

Activities that can be disrupted temporarily (a few days or weeks) but must be re-established sometime before the pandemic wave is over (<6 weeks).

#### **D. Priority Service Four (All other services that could be suspended during an emergency and are not required by law or rule)**

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Activities that can be deferred for the duration of a pandemic influenza wave (6-8 weeks).

State agencies are asked to re-allocate personnel from within the agency to meet needs. If re-allocation within the agency can not be done, state agency requests for additional personnel to fulfill Priority Service One and Two are sent to Minnesota Management and Budget. State agency requests for logistical items (bulldozer, computers, etc) are directed to the State Emergency Operations Center.

Local jurisdictions may only submit Priority Service One requests (for personnel or logistical items) directly to the State Emergency Operations Center for potential assistance.

### **XI. External Pandemic Communication Plan**

#### **A. Responsibilities by Agency**

The Joint Information Center (JIC) will be activated as outlined in Section IV. Concept of Operations. Activation of the Joint Information Center (JIC) includes holding the initial media briefing and establishing coordinated news conferences and news releases, and determining the schedule for media briefings. The purpose is to ensure coordination and communication occur between all responding agencies and that the state speaks with one voice.

Upon activation, each state agency will implement its agency-specific communication plan. At a minimum, that plan will include:

1. The role(s) of the agency's PIO(s) during a pandemic influenza outbreak.
2. A description of how the agency will provide PIO support to the State PIO and the Joint Information Center (JIC).
3. Identification of subject matter experts (and their alternates). The subject matter expert will be made available to the State PIO to speak to the public and the media on their area of expertise.
4. A model of how each agency will provide information to the State PIO (or the State PIO's representative) to ensure it conforms to the overall state message.
5. A breakdown of the agency's role by Minnesota Response Phase.

Each state agency will also create fact sheets, message maps and talking points for their area of expertise. The fact sheets, message maps and talking points will be provided to the State PIO to ensure consistency with the overall state message. Subject matter experts should receive the talking points and be trained to deliver them to the public and the media.

#### **B. Officials/Agencies Responsible for Public Information**

1. **Office of the Governor**
  - a) The Governor will normally assume the role of chief spokesperson following a major disaster/emergency that involves a multiple state agency response or affects a large segment of the population. However, the Governor's press secretary or another staff member designated by the Governor and may be the chief spokesperson throughout the emergency period. The chief spokesperson will be called the State *Public Information Officer* (PIO).
    - i. To carry out this responsibility, the State PIO will have complete access to all necessary information regarding the emergency response. Specific responsibilities of the State PIO are to, in a timely manner:
      - Coordinate the release of all public information with the affected state agencies regarding their activities in support of emergency operations.

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- Coordinate actions with the designated PIOs representing other state and federal agencies, voluntary agencies and local governments involved in the emergency response.
- Coordinate actions with the designated PIOs from any businesses/industries that have direct involvement in the response to or the recovery from a pandemic influenza outbreak.
- Coordinate rumor control through the Information Hotline.
- Monitor media reports, hotline traffic, and other sources of information to identify and address unanticipated public health concerns, rumors, and other issues that may arise during an outbreak. As necessary, develop materials to address these concerns.
- Centralize all information by managing requests for and release of information through the Joint Information Center (JIC).
- Ensure all state agencies speak with “one voice” by providing frequent updates to the media in one central location.

### 2. Department of Public Safety (DPS)

#### a) Office of Communications

This office is charged with two specific emergency response public information responsibilities:

- i. Fulfill the duties of the State PIO. The Department of Public Safety Office of Communications Director may be called upon to perform the duties of the State PIO on behalf of the Governor's Office.
- ii. Support the State PIO in the dissemination of emergency public information. This office has day-to-day responsibilities that require frequent contact with the media. For this reason, it may be asked to facilitate the release of emergency public information.

#### b) Division of Homeland Security and Emergency Management (HSEM)

HSEM is charged with the following emergency public information tasks:

- i. Fulfill the duties of the State PIO. Because the division has overall responsibility for coordinating state agency response to an emergency and the direct responsibility for requesting disaster assistance, the Governor may request that HSEM designate a person to serve as the State PIO.
- ii. Support the State PIO in the dissemination of emergency public information in situations where it is necessary to activate the Joint Information Center (JIC).
- iii. Activate of the JIC and assist the State PIO in arranging for news conferences/briefings. The division will perform other tasks as assigned by the State PIO in support of the dissemination of public information.
- iv. Serve as a source of public information for the State PIO. HSEM staff members, including regional program coordinators who are directly involved with emergency operations, will provide pertinent information to the State PIO concerning the emergency situation.
- v. Develop and distribute pamphlets and guidance materials. As one of its ongoing responsibilities, HSEM distributes a variety of disaster response and recovery-related documents that are intended for public use.
- vi. Arrange for the Governor to speak to the entire state via EAS if deemed necessary.
- vii. Operate the Information Hotline (rumor control) if needed, including coordinating a TTY operator for handling calls from the deaf and hearing impaired populations. Non-English language interpretive services are also available for hotline operations from Language Line Services, through the

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Office of Enterprise Technology. The State PIO coordinates the dissemination of all hotline numbers to the media.

viii. Coordinate and distribute intelligence information.

ix. Coordinate Emergency Alert System (EAS) activities during disaster response and recovery operations.

### 3. Department of Health (MDH)

In the case of a public health threat or emergency, MDH is responsible for ensuring that clear, scientifically-based health information and messages are disseminated to the public. MDH is charged with the following tasks:

- a) Upon Minnesota Response Phase P1, P2, P3, P4, P5, P6, or P7, work with HSEM to provide subject matter experts to the State PIO.
- b) Ensure staff is available to fulfill spokesperson responsibilities as requested.
- c) Identify communications staff to participate in JIC activities and coordinate other aspects of the communications process related to public health issues and concerns.
- d) Identify public health issues and concerns that may need to be addressed through publicly disseminated information and messages.
- e) Identify groups within the broader population who may need to receive targeted messages and information about health concerns, including groups that may face special communication barriers or have special needs.
- f) Insofar as possible, develop pre-scripted informational materials and message maps for a pandemic influenza outbreak that involve potential public health concerns, including fact sheets, talking points, news release templates, and other vehicles.
- g) Via the MDH hotline, provide information to public health agencies and health care professionals. Refer calls from the public to SEOC's Information Hotline.
- h) Insofar as possible, make public health information and materials available in multiple languages, to meet the needs of state residents with limited English skills.
- i) Work with the State PIO to disseminate messages and information, and to identify appropriate vehicles for dissemination of messages to the public and to targeted groups within the broader population, including but not limited to news releases, fact sheets, talking points, media briefings and availabilities and posting of information on the HSEM and MDH websites.
- j) Work with local public health agencies, hospitals, health care providers, and other health-related agencies and institutions to ensure coordination of public information activities and consistent messages relating to events that involve an actual/potential threat to public health.
- k) Support and assist the State PIO and other agencies in providing health-related information during events where public health is not the sole or primary concern.

### 4. Department of Human Services

- a) Assist the State PIO in arranging for sign language interpretation when the Governor travels to disaster sites or addresses the citizens of Minnesota.

### 5. All Other State Agencies

State agencies are charged with the following emergency public information responsibilities:

- a) Provide support to the State PIO, if requested by the Governor.
- b) Serve as a source of public information for the State PIO. Each state agency that is involved in the response to the disaster will need to provide pertinent public information to the State PIO for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. State agency representatives may also be asked to participate in news conferences and briefings.

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### 6. Local Governments

- a) Local government officials are responsible to coordinate release of information regarding response with the JIC.
- b) County PIO Liaisons may be located at the JIC in order to coordinate the dissemination of information regarding local government activities.
- c) Many local governments have pre-designated their PIO and the facility that they will use as a news briefing room.

### 7. Federal Agencies

The Federal Coordinating Officer for the responding federal government agencies is expected to release pertinent information from the Minnesota JIC.

### 8. Responsible Party

Parties responsible for certain types of incidents will be asked to provide a spokesperson for the JIC.

## C. Joint Information Center

### 1. Concept of Operation

- a) The Joint Information Center (JIC) will be activated during a pandemic at MN Response Phase P1. The purpose of this facility is to serve as a media briefing area, to centralize the release of all public information relating to the disaster, and to provide a forum for news media representatives to collectively gather critical information concerning disaster operations.

### 2. Location

- a) Primary Location
  - i. Depending on the size of the event, the JIC Media Briefing Room will be located in the Department of Public Safety briefing room at 444 Cedar Street, Saint Paul, or in Room G-15 of the State Capitol. When activated, all news conferences, news briefings and written news releases will originate from this facility.
  - ii. The JIC work area for Twin Cities metro area news media personnel is located in the State Capitol newsroom (Rooms B-12 and B-14). Non-metro media personnel may have access to room B-59 of the State Capitol, if additional working area is needed.
  - iii. The JIC work area for federal, state, local and industry PIOs is located in the SEOC.
  - iv. The Minnesota National Guard will provide security for the JIC. The Department of Public Safety, Capitol Complex Security Division will provide security at the JIC, if located within the Capitol complex.
- b) Alternate Location  
If the State PIO determines that the JIC is unavailable/unsuitable, he or she will identify an alternate location.

### 3. Activation

The Division of Homeland Security and Emergency Management will activate the JIC upon a declaration of MN Response Phase P1.

### 4. Policies and Procedures

When the JIC is activated, all local, state and federal agencies (and in some cases private sector agencies and businesses) involved in the response to the emergency will be asked to provide a spokesperson and a designated alternate.

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Only the designated spokesperson (or their alternate) is allowed to speak on an agency's behalf.

- a) Spokespersons at the JIC are expected to speak on behalf of the agency/organization they represent and to confine their remarks to the specific actions being taken by that agency/organization.
- b) Due to operational considerations, news media personnel may not be permitted to have access to the SEOC while that facility is activated.
- c) After the activation of the JIC, news conferences and/or briefings will be conducted on a regular basis throughout the duration of the disaster/emergency.
- d) To support news conferences and/or briefings, the appropriate state agencies provide maps, charts, status boards, schematics or other displays that clearly depict the disaster situation, as needed.

### **5. Local News Briefing Room**

County and city governments may activate their local news briefing rooms. The information disseminated from these facilities is limited to that which has local implications only.

It is incumbent upon the local PIO and the State PIO to communicate regularly to ensure the coordinated release of public information.

## **XII. Recovery**

As requested, state agencies will provide appropriate personnel to serve on the Minnesota Recovers Disaster Task Force per the Minnesota State All-Hazard Mitigation Plan, Appendix 1, Minnesota Recovers Task Force and Emergency Preparedness and Recovery Committee Membership.

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| Term                           | Definition                                                                                                                                                                                                                   |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full SEOC Activation           | For the purposes of this document a full activation includes State Incident Manager, Deputy State Incident Manager, Logistics, Operations, Planning, Finance, Joint Information Center and Information Hotline.              |
| Minnesota Response Phase P0    | Human infection(s) with a new subtype, but no human-to-human spread or at most rare instances of spread to a close contact overseas.                                                                                         |
| Minnesota Response Phase P1    | Confirmed, sustained human-to-human transmission of influenza pandemic overseas.                                                                                                                                             |
| Minnesota Response Phase P2    | Suspected and/or confirmed human case in North America.                                                                                                                                                                      |
| Minnesota Response Phase P3    | Widespread outbreak in the lower 48 United States.                                                                                                                                                                           |
| Minnesota Response Phase P4    | Suspected and/or confirmed human case in Minnesota.                                                                                                                                                                          |
| Minnesota Response Phase P5    | Evidence of significant human-to-human transmission in a highly localized area (region) within Minnesota.                                                                                                                    |
| Minnesota Response Phase P6    | Widespread human-to-human transmission throughout the State of Minnesota.                                                                                                                                                    |
| Minnesota Response Phase P7    | Recovery from a preceding wave of influenza pandemic and preparation for subsequent waves.                                                                                                                                   |
| Partial SEOC Activation        | For the purposes of this document a partial activation includes the State Incident Manager, Deputy State Incident Manager, Operations Chief and any additional staffing that the State Incident Manager deems necessary.     |
| Pandemic Influenza             | Virulent influenza that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no influenza pandemic. |
| Seasonal (or common) Influenza | Respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.                                                                                                    |
| SEOC                           | State Emergency Operations Center                                                                                                                                                                                            |