

# STATE OF MINNESOTA

## EXECUTIVE DEPARTMENT



**MARK DAYTON**  
**GOVERNOR**

**Executive Order 13-13**  
**ASSIGNING EMERGENCY RESPONSIBILITIES**  
**TO STATE AGENCIES;**  
**RESCINDING EXECUTIVE ORDER 11-03**

**I, Mark Dayton, Governor of the State of Minnesota,** by virtue of the authority vested in me by the Constitution and the applicable statutes, including Minnesota Statutes, Chapter 12, do hereby issue this Executive Order:

**Whereas,** natural and technological disasters, as well as emergencies have and may occur in any part of the state; and

**Whereas,** national and international events, such as conflict or threats of terrorism can increase the need for emergency preparedness within the state; and

**Whereas,** agencies may be called upon to respond to and/or assist in the recovery from the effects of these emergency situations and disasters.

**Now, Therefore,** I hereby order that:

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. The Division of Homeland Security and Emergency Management shall establish a Homeland Security Advisory Committee (HSAC) to determine strategies and priorities for homeland

security activities across disciplines and ensure coordination of all available federal preparedness funding sources. Each agency, as identified by Homeland Security and Emergency Management, shall designate a member of its staff to represent it on the HSAC.

3. 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 agency shall develop and update, as necessary, its own emergency plan/procedures. Each agency's 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;
  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; and
  5. Whole community planning by providing representation on the Access and Functional Needs committee upon request of the division of Homeland Security and Emergency Management. This committee will enhance whole community planning statewide by advocating for the needs of citizens with access and functional needs, providing planning guidance and training, identifying specialized resources, and assisting agencies providing services to people with disabilities in participating in whole community planning efforts.
- C. Each agency shall develop and update, as necessary, its own service continuation plan. Minnesota Management and Budget shall manage the state's service continuation program, to include any event that may impact critical government

services as it relates to human capital. Each agency's service continuation plan must provide for:

1. Prioritizing the agency's service functions, using the state defined priority service function 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 MN.IT Services shall have overall responsibility for the state's enterprise business continuity management program, managing the state's preparedness for and response to business and technology interruptions.
1. Each agency shall develop and maintain its own continuity of operations plan.
  2. Each agency must designate a member of its staff as its business continuity management coordinator who is responsible for managing the agency's business continuity management program and developing and maintaining the agency's continuity of operations plan.
  3. Each agency's continuity of operations plan must meet existing state continuity of operations plan standards.

## II. Emergency Response

- A. Each agency responding to a disaster or emergency shall use the National Incident Management System (NIMS) Incident Command System. In the event of a disaster or emergency requiring a multiple state agency response, a unified command structure shall be established. If, due to the nature of an incident, a single agency has a larger/primary role in the response to that incident, that agency may be referred to as the "lead agency." The Division of Homeland Security and Emergency Management shall have the coordinating role in a multiple agency response to a disaster or emergency. Each agency shall support this coordinated multi-agency response and carry out their specific assignments, as described in the Minnesota Emergency Operations Plan.
- B. Each agency shall be responsible for assigning necessary personnel to report to the state, regional and/or on-site emergency operations center(s) and information hotline, if such are activated, in accordance with the Minnesota Emergency Operations Plan when directed by the Division of Homeland Security and Emergency Management. The responding personnel shall be prepared to direct the activities of their agency's response personnel, and shall carry out the emergency responsibilities assigned to their agency in this

Executive Order and elaborated upon in the Minnesota Emergency Operations Plan.

- C. Each agency responding to a disaster or emergency must have at least one employee who has completed the entire emergency management training curriculum. The Division of Homeland Security and Emergency Management training curriculum provides the knowledge and skills to assist state employees whose essential job duties involve emergency management.

### III. Recovery/Hazard Mitigation

- A. Each agency that has a role in emergency management shall participate in the development of hazard mitigation strategies to reduce or eliminate the vulnerability of life and property to the effects of emergencies and disasters.
- B. Following a presidential declaration of a major disaster, each agency shall be responsible for carrying out the hazard mitigation responsibility assignments contained in this Executive Order and elaborated upon in the State All-Hazard Mitigation Plan.
- C. Each agency shall, when requested by the Division of Homeland Security and Emergency Management, provide appropriate personnel to assist with the damage assessment activities associated with the Public Assistance, Individual Assistance, and Hazard Mitigation programs. They shall also provide personnel to serve on an Interagency Hazard Mitigation Team or Hazard Mitigation Survey Team, when requested.
- D. Each agency shall, when requested by the Division of Homeland Security and Emergency Management, provide appropriate personnel to serve on the Minnesota Recovers Task Force, and be prepared to commit and combine resources toward the long-term recovery/mitigation effort.
- E. Each agency shall, when requested by the Division of Homeland Security and Emergency Management, provide necessary personnel to staff the Disaster Recovery Centers (DRCs) that are established, following a disaster.
- F. Following a state disaster relief bill, each agency that receives disaster related appropriations from the bill shall report the balance of those appropriations to the Division of Homeland Security and Emergency Management for the purposes of coordinating the Minnesota Recovers Task Force.

4. Executive Order 11-03 is rescinded.

Pursuant to Minnesota Statutes, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and will remain in effect, in accordance with Minnesota Statutes, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 21<sup>st</sup> day of November, 2013.



**Mark Dayton**  
Governor

Filed According to Law:



**Mark Ritchie**  
Secretary of State

