

**State of Minnesota Highly Pathogenic Avian Influenza (HPAI) and Pandemic Influenza
MEOP Supplement**



State of Minnesota

**Highly Pathogenic Avian Influenza
and
Pandemic Influenza
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Highly Pathogenic Avian Influenza – Avian influenza (AI), also known as bird flu, is a contagious disease of poultry caused by viruses that can infect both farm-raised and wild birds. There are a variety of AI forms always circulating in birds, but only two main types of the virus: low pathogenic (LPAI) and highly pathogenic (HPAI). LPAI usually causes mild symptoms (ruffled feathers, some respiratory signs, and a drop in egg production) and may go undetected. HPAI is more virulent, spreading rapidly through flocks and killing most of the birds within 48 hours. Minnesota has detected LPAI in the past and has successfully controlled and prevented it from spreading. Minnesota has never had a case of HPAI.

Pandemic Influenza – An influenza pandemic is a very large outbreak of influenza, usually affecting the entire world. A pandemic can happen whenever there is a major change in the virus that causes flu.

Coordinating Agency:

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

Lead Technical Agencies:

HPAI Transmission

- Board of Animal Health
- Department of Agriculture
- Department of Natural Resources

Human Pandemic Influenza Transmission

- Minnesota Department of Health

Support Agencies:

- Department of Administration
- Attorney General's Office
- Department of Commerce
- Department of Education
- Emergency Medical Services Regulatory Board
- Department of Employee Relations
- Department of Employment and Economic Development
- Department of Finance
- 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

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Purpose

To provide a coordinated response to a Highly Pathogenic Avian Influenza (HPAI) and/or pandemic influenza outbreak using the incident command structure.

I. Scope

Per the planned Agency Responsibilities during an emergency (Executive Order 04-04, Assigning Emergency Responsibilities to State Agencies is currently under revision);

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 and continuity of operations 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.*

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, including a continuity of operations (business continuation) plan. Agencies have the option of maintaining a copy of their continuity of operations plan at either their own secure offsite location or sites offered by the Office of Enterprise Technology.*
 1. *Each agency's continuity of operations plan/procedure must provide for:*
 - a) *protection of the agency's personnel, equipment, supplies, vital records, public records and facilities from the direct effects of a disaster at their agency or facilities; and*
 - b) *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*
 - c) *continuity of government for sustaining time-sensitive operations and staffing, at a minimum developing and maintaining a written continuity of operations plan defining:*

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- i. lines of succession,*
 - ii. pre-delegation of emergency authority,*
 - iii. emergency action steps or procedures,*
 - iv. alternate operating sites for time-sensitive functions,*
 - v. alternate facilities for resumption of normal business and the resumption of the agency's time-sensitive functions and services,*
 - vi. safeguarding of vital records,*
 - vii. protection of facilities, personnel and resources, and*
 - viii. preparation for returning to normal operations.*
- d) commitment of resources for the development and maintenance of an agency all-hazard plan, including a continuity of operations plan.*

Specific points regarding these responsibilities are further delineated 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 either a HPAI or pandemic influenza events, planning and response information have been compiled into the Minnesota Highly Pathogenic Avian Influenza and Pandemic Influenza Supplement.

The level of the state's response is based in part upon several factors, the extent and location of the outbreak, availability of federal agency personnel and extent (if any) of the outbreak within the United States.

This supplement:

- Provides planning guidance and outlines operational concepts for a HPAI or Pandemic Influenza outbreak in Minnesota.
- Delineates state agency responsibilities.

II. Planning

Planning will be done by each state agency separately and the interlocking response plans are coordinated by the Division of Homeland Security and Emergency Management (HSEM).

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

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- Preparation for returning to normal operations
- Notification of designated agency personnel

III. 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 shall operate within the structure of the National Incident Management System. All state agency personnel who respond to the SEOC will have met their agency requirements for National Incident Management System training.

IV. Recovery

As requested, state agencies will provide appropriate personnel to serve on the Minnesota Recovers Disaster Task Force.

V. Planning Considerations

- A. Assistance from outside organizations may be limited.
- B. During a pandemic influenza outbreak, up to 30 percent of the workforce will be too sick to come to work at some point. Rates of absenteeism may be driven to 40 percent during the peak weeks of a community outbreak. Lower rates of absenteeism will occur during the weeks before and after a pandemic when employees may stay home to care for ill family members or fear of infection at work.
- C. Evaluate and implement procedures to protect employees from increased exposure risk while still maintaining Priority Service Functions (shifts, spacing, PPE).

Table 3. Minnesota Pandemic Influenza Planning Assumptions^{1, 2, 3}

Minnesota Characteristics	Moderate (1958/68-like)	Severe (1918-like)
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

¹These 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 20th 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.

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

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

VI. 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. The U.S. stages characterize an outbreak in terms of the immediate and specific threat a pandemic virus poses to the U.S. population, whereas the WHO phases represent actions taken by various partners including WHO.

The Minnesota Response Phases provide a standard framework for the State of Minnesota's response to HPAI and pandemic influenza.

Monitoring will occur in all phases, and will be heightened as the situation warrants.

The Division of Homeland Security and Emergency Management (HSEM), as the coordinating agency for both HPAI and/or pandemic influenza, 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.

A. Coordinating Agency

Department of Public Safety, Division of Homeland Security and Emergency Management shall:

1. Coordinate the overall emergency planning, preparedness and response of all state agencies regarding HPAI and pandemic influenza outbreaks.
2. 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 HPAI and pandemic influenza outbreaks.
3. Activate the State Emergency Operations Center (SEOC) as requested.
4. Hold overall responsibility for supporting both local government and state agency emergency operations pre-pandemic and HPAI planning.
5. Provide local governmental entities with updated information and guidelines on HPAI and pandemic influenza.
6. Develop and conduct HPAI and pandemic influenza emergency preparedness drills and exercises, involving multiple Minnesota state agencies.
7. Activate appropriate support agencies during HPAI and pandemic influenza outbreaks. Activated agencies are involved for the life of the incident.
8. Coordinate logistical and fiscal activities to support this supplement.
9. Provide direction on service continuation planning for both public and private sectors.
10. Coordinate and ensure the development of a statewide public information campaign regarding HPAI and pandemic influenza.

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11. Inform the Commissioner of Public Safety, Governor, Executive Council, and the Legislature, as appropriate, regarding HPAI and pandemic influenza outbreaks and emergency operations.

B. Lead Technical Agencies

Board of Animal Health (BAH) shall:

1. Increase surveillance of poultry for avian influenza.
2. Implement procedures for responding to animal health emergencies.
3. Provide leadership and technical expertise to local, state and federal authorities in the event of an outbreak of avian influenza.
4. Coordinate with surrounding federal agencies and states.
5. Develop fact sheets and provide other animal disease-related information to the public during an avian influenza outbreak.
6. Provide information to producers/hunters about protective measures during an avian influenza outbreak.
7. Advise local and state officials concerning methods of livestock carcass management to control the spread of avian influenza.

Department of Agriculture (MDA) shall:

1. Assist in the disposal of affected flocks/wild birds.
2. Provide leadership and technical expertise to local and state authorities in the event of a HPAI outbreak.
3. Develop fact sheets and provide other animal disease-related information to the public.
4. Make its laboratory capabilities available, when requested.
5. Provide a representative to serve on the Minnesota Recovers Disaster Task Force.

Minnesota Department of Health (MDH) shall:

1. Have primary responsibility for the technical aspects of a response to an incident involving public health issues related to a pandemic outbreak.
2. Increase surveillance activities and monitoring for human cases.
3. Update training of health care workers.
4. Keep health care systems informed of the status during a pandemic outbreak.
5. As needed, monitor visitors from affected countries or regions of the United States and quarantine as necessary.
6. Provide the public with information about watching for symptoms of pandemic influenza outbreak, limiting interactions with ill persons, using infection control precautions, and providing care of the ill at home.
7. Assist the health care system in patient care coordination.
8. Coordinate with CDC.
9. 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

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casualties; the provision of short-term behavioral health services; and health assessment and training programs for healthcare and support personnel.

10. 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.
11. 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 a pandemic influenza outbreak.
12. Ensure that the department's laboratory is available to provide 24-hour analysis.
13. Conduct food inspections at mass feeding facilities, as needed.
14. The Governor may call upon the Department of Health, Disaster Mortuary Emergency Response Team (D-MERT), to provide mortuary or death-related services for a pandemic influenza outbreak.

Department of Natural Resources, Wildlife Division shall:

1. Be responsible for preparing plans and procedures for the surveillance of wild birds for avian influenza in cooperation with the Board of Animal Health and the Department of Agriculture.
2. Provide personnel to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of disaster when requested, and provide hazard mitigation information to the general public.

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VII. Highly Pathogenic Avian Influenza Outbreak Response Operations

Below are the WHO Phases, US Stages and MN Response Phases for HPAI.

Table 4. Highly Pathogenic Avian Influenza (HPAI) Outbreak

WHO Phase	U.S. Stage	MN Response Phase
WHO Phase 1 Low Risk of Human Cases	U.S. Stage 0 New Domestic Animal Outbreak in At-Risk Country	MN Response Phase A0 HPAI Outbreak – Non-Existent or Overseas
		MN Response Phase A1 HPAI Outbreak in Wild Animal in North America
WHO Phase 2 Higher Risk of Human Cases		MN Response Phase A2 HPAI Outbreak in Wild Animal in MN
		MN Response Phase A3 HPAI Outbreak in Domestic Animal in North America
WHO Phase 3 No or Very Limited Human to Human Transmission		MN Response Phase A4 HPAI Outbreak in Domestic Animal in MN
		MN Response Phase A5 Recovery

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Table 5. State of Minnesota Emergency Responsibility Assignments in a Highly Pathogenic Avian 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	T	T		T					S	T ³	T ³	S
Animal Health	T	T	T	T		T				S	S			
Attorney General		S												
Commerce		S		S								T		S
Education														S
EMS Regulatory Board		S				S	S		S	S				
Employee Relations		S												S
Employment & Economic Development														S
Health		S	S	S		T	T			S	T ⁶	S	S	S
Housing Finance														S
Human Services										S				S
Labor & Industry				S		S								
Military Affairs	T ⁵	S	S	S	S		S	S	S	S	S	S	S	S
Natural Resources	T	S	T	T	S	T ³		C ²	S		S	S	S	S
Office of Enterprise Technology		S		S								T		S
Pollution Control				S		S					T	T ³	T ³	S
Public Safety	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹	C ^{1,2}	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹
Revenue				S										
Transportation		S		S					S		S	S	S	S

C = Coordination T = Lead Technical S = Support

Definitions of the C, T and S code letters shown on Table 5 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 A1, A2, A3 and A4. 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 5 are as follows:

- ¹ Minnesota Statutes, Chapter 12 stipulates, “[T]he Governor has general direction and control of emergency management...”
- ² DNR, Forestry Division has primary responsibility for forest and grassland fires. DPS, Fire Marshal Division has primary responsibility for all other fires.
- ³ 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.
- ⁴ Coordination responsibility for critical incident stress management support to EMS providers.
- ⁵ Technical responsibility during a nuclear generating plant incident.
- ⁶ Technical responsibility during an accident/incident involving radioactive materials and protection of public health from food borne disease.

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.

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A. Minnesota Response Phase A0 – HPAI Outbreak Overseas

A Highly Pathogenic Avian Influenza virus subtype is present in domestic and/or wild animals overseas. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.

1. HSEM

- a) Coordinate state agency response plans.
- b) Work with businesses on integration in the SEOC activities.
- c) Conduct conferences and trainings on SEOC activities and develop business best practices.

2. Board of Animal Health

- a) Coordinate plans with the Department of Agriculture.
- b) Provide public education information regarding avian influenza.
- c) Provide testing for general public on suspect birds as appropriate.
- d) Provide risk communication training for the poultry industry.
- e) Provide information to the free-range/organic and commercial poultry industry.
- f) Work with businesses/industries on integration in the SEOC.

3. Department of Agriculture

- a) Coordinate plans with the Board of Animal Health.
- b) Provide public education information regarding avian influenza.
- c) Provide risk communication training for the poultry industry.
- d) Provide public education information to the free-range/organic and commercial poultry industry.
- e) Work with businesses on integration in the SEOC.

4. Department of Natural Resources

- a) Continue sampling per agency plan.
- b) Providing public information regarding the handling of birds in hunting and trapping literature and on agency website.

5. Department of Health

- a) Develop information for poultry worker safety.

B. Minnesota Response Phase A1 - HPAI Outbreak in Wild Animal in North America

A Highly Pathogenic Avian Influenza virus subtype is present in wild animals in North America. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.

- Lead technical agency is the Minnesota Department of Natural Resources.

1. HSEM

- a) Partially activate the SEOC to include the Joint Information Center.
- b) Assign a Lead Public Information Officer.

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- c) Coordinate news conferences, news releases and establish a media briefing schedule.
- d) Establish briefing schedule for other state agencies, local, tribal and private sector authorities.
- e) Assess preparedness status and identify actions needed to fill gaps.

2. Department of Natural Resources

- a) Provide the Deputy State Incident Manager.
- b) Send representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- c) Increase vigilance in monitoring wild bird populations for morbidity and mortality events.
- d) Coordinate with MDH, BAH, and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- e) Provide technical expertise, if requested, to poultry producers on how to minimize use of the farms by migratory waterfowl.

3. Board of Animal Health

- a) Send representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- a) Work with industry to enhance biosecurity of poultry facilities.
- b) Increase surveillance and testing of commercial and backyard poultry.
- c) Liaise with producer groups.
- d) Coordinate poultry flock locational information.

4. Department of Agriculture

- a) Send representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- b) Produce and distribute fact sheets, informational updates, etc.
- c) Liaise with producer groups.
- d) Assist in sample collection for avian influenza.

5. Department of Health

- a) Send representative to the SEOC to include the Joint Information Center.

6. Department of Employee Relations

- a) Coordinate consistent messages among state agencies for their employees.

C. Minnesota Response Phase A2 - HPAI Outbreak in a Wild Animal In MN

A Highly Pathogenic Avian Influenza virus is present in wild animals in Minnesota. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.

- Lead technical agency is the Minnesota Department of Natural Resources.

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1. HSEM

- a) Partially activate the SEOC to include the Joint Information Center (JIC) and a planning cell.
- b) Coordinate news conferences and news releases and establish a media briefing schedule.
- c) Coordinate with federal, state, local, tribal and private sector authorities and organizations as well as the media and the public.
- d) Coordinate tracking of economic issues and impacts.
- e) Establish coordination briefing schedule for state agencies and local partners.
- f) Evaluate the need for the Information Hotline.

2. Department of Natural Resources

- a) Provide the Deputy State Incident Manager for the SEOC.
- b) Send representatives to the SEOC to include the Joint Information Center and planning and additional personnel as requested.
- c) Determine the extent of infection to determine prevalence and spatial distribution of the virus.
- d) Coordinate response with United States Fish and Wildlife Service (USFWS), United States Geological Services (USGS), United States Department of Agriculture-Animal Plant and Health Inspection Service (USDA-APHIS).
- e) Increase vigilance in monitoring wild bird populations for morbidity and mortality events.
- f) Provide field personnel with safety guidelines to handle sick or dead birds.
- g) Limit propagation of the infection among wildlife, domestic poultry, and humans.
- h) Coordinate with MDH, BAH and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- i) Provide technical expertise, if requested, to poultry producers to minimize use of the farms by migratory waterfowl.
- j) Provide technical assistance in cooperation with MPCA for carcass disposal activities.

3. Board of Animal Health

- a) Send representatives to the SEOC to include the Joint Information Center and planning and additional personnel as requested.
- b) Provide technical veterinary expertise.
- c) Initiate surveillance of domestic poultry in area of affected wildlife and work with industry to enhance biosecurity of poultry facilities in area.
- d) Coordinate with MDH, DNR and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- e) Liaise with producer groups.
- f) Coordinate poultry flock locational information.

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4. Department of Agriculture

- a) Send representatives to the SEOC to include the Joint Information Center and planning and additional personnel as requested.
- b) Potentially activate the Department Operations Center.
- c) Coordinate with MDH, BAH and DNR to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- d) Produce and distribute fact sheets, informational updates, etc.
- e) Liaise with producer groups.
- f) Assist in sample collection for avian influenza.

5. Department of Health

- a) Send representatives to the SEOC to include the Joint Information Center and planning and additional personnel as requested.
- b) Coordinate with DNR, BAH, and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- c) Expand laboratory capacity and capability as necessary.
- d) Stockpile necessary supplies.

6. Department of Employee Relations

- a) Coordinate consistent messages among state agencies for their employees.

D. MN Response Phase A3 - HPAI Outbreak in Domestic Animal in North America

A Highly Pathogenic Avian Influenza virus is present in domestic animals in North America. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a risk of human disease.

- Lead technical agency is the Board of Animal Health

1. HSEM

- a) Partially activate the SEOC to include the Joint Information Center.
- b) Assign a Lead Public Information Officer.
- c) Coordinate news conferences and news releases and establish a media briefing schedule.
- d) Activate the SEOC planning section if requested.
- 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) Evaluate the need to activate the Information Hotline.

2. Board of Animal Health

- a) Provide the Deputy State Incident Manager to the SEOC.
- b) Send representatives to the SEOC to include the Joint Information Center and additional personnel as requested.

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- c) Work with industry to enhance biosecurity of poultry facilities.
- d) Increase surveillance and testing of poultry.
- e) Coordinate with MDH, DNR and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the health care community, the poultry industry, and the general public.
- f) Liaise with producer groups.
- g) Coordinate poultry flock locational information.

3. Department of Agriculture

- a) Send representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- b) Activate the Department Operations Center.
- c) Coordinate with MDH, BAH, and DNR to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- d) Produce and distribute fact sheets, informational updates, etc.
- e) Liaise with producer groups.
- f) Assist in sample collection for avian influenza.

4. Department of Natural Resources

- a) Send a representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- b) Increase vigilance in monitoring wild bird populations for morbidity and mortality events.
- c) Coordinate with MDH, BAH, and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.
- d) Provide technical expertise, if requested, to poultry producers on how to minimize use of the farms by migratory waterfowl.

5. Department of Health

- a) Send a representative to the SEOC to include the Joint Information Center and additional personnel as requested.
- b) Keep external partners informed as to events.
- c) Coordinate with MDH, BAH, and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the poultry industry, the health care community and the general public.

6. Department of Employee Relations

- a) Coordinate consistent messages among state agencies for their employees.

E. MN Response Phase A4 - HPAI Outbreak in Domestic Animal in MN

A Highly Pathogenic Avian Influenza virus is present in domestic animals in Minnesota. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a risk of human disease.

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- Lead technical agency is the Board of Animal Health

1. HSEM

- a) Fully activate SEOC.
- b) Assist with the logistics involved in transporting and disposal of birds as necessary.
- c) Coordinate with bordering states for sharing resources (facilities, personnel, materials) through mutual aid agreements or memorandums of understanding.
- d) Coordinate with Canada as appropriate.
- e) Provide local governmental entities with updated information and guidelines.

2. Board of Animal Health

- a) Provide the Deputy State Incident Manager to the SEOC.
- b) Send representatives to the SEOC.
- c) Provide technical veterinary expertise.
- d) Activate the Highly Contagious Disease Response Plan including:
 - i. Establish control area.
 - ii. Identify premises within control area and contact premises
 - iii. Increase surveillance within control area and contact premises
 - Implementation of quarantine and movement controls of infected premises as written in the MN HPAI response plan.
 - Implement heightened biosecurity measures of premises within control area.
 - Evaluate euthanasia and disposal needs for infected premises.
 - Work with MDH to develop appropriate recommendations for worker and responder safety.
- e) Liaise with producer groups.
- f) Coordinate poultry flock locational information.

3. Department of Agriculture

- a) Send a representative to the SEOC.
- b) Activate Department Operations Center.
- c) Produce and distribute fact sheets, informational updates, etc.
- d) Liaise with producer groups.
- e) Assist in sample collection for avian influenza.
- f) Provide technical assistance in cooperation with MPCA for carcass disposal activities.
- g) Provide technical assistance for poultry euthanasia.
- h) Provide technical assistance for cleaning and disinfection.

4. Department of Natural Resources

- a) Send a representative to the SEOC.
- b) Increase vigilance in monitoring wild bird populations for morbidity and mortality events.
- c) Coordinate with MDH, BAH, and MDA to ensure proper educational materials are available to hunters, wildlife enthusiasts, the health care community, the poultry industry, and the general public.

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- d) Provide technical expertise, if requested, to poultry producers on how to minimize use of the farms by migratory waterfowl.

5. Department of Health

- a) Send representatives to SEOC.
- b) Activate the Department Operations Center
- c) Keep external partners informed as to events.
- d) Coordinate information and response with animal health agencies and local public health.
- e) Provide guidance for infection control precautions including hand washing.
- f) Facilitate voluntary vaccination of exposed workers with current human influenza vaccine.
- g) Provide technical assistance with personal protective equipment for poultry workers, veterinary diagnostic laboratory personnel, and regulatory personnel involved in disease control and eradication activities, following current published CDC and OSHA guidelines.
- h) Facilitate distribution of antiviral drugs.
- i) Provide information about HPAI to poultry workers, asking them to report conjunctivitis, fever or respiratory symptoms to designated MDH contacts.

6. Department of Employee Relations

- a) Coordinate consistent messages among state agencies for their employees.

F. MN Response Phase A5 – Recovery

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

- Lead technical agency is the Board of Animal Health

1. HSEM

- a) SEOC continues to be activated, including the Joint Information Center and the Information Hotline.
- b) Provide continuous information to local partners and critical infrastructure.
- c) Continuously monitor local outbreaks.
- d) Develop lessons learned and strategies for the future.
- e) Reassess quarantine restrictions to determine when/if they can be lifted.
- f) Request assistance of the Emergency Management Assistance Compact (EMAC), if available.
- g) Request federal assistance as needed and available.

2. Board of Animal Health

- a) Cleaning and disinfection of infected sites
- b) Environmental sampling and inspection of site
- c) Repopulation of premises
- d) Continued quarantine of infected premises until OIE standards for HPAI “free” status met
- e) Continued heightened biosecurity until OIE standards are met
- f) Continued surveillance until OIE standards are met

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- 3. Department of Agriculture**
- 4. Department of Natural Resources**
- 5. Department of Health**
- 6. Department of Employee Relations**

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VIII. Pandemic Influenza Outbreak Response Operations

The following are definitions and a sampling of key federal activities and state agency actions for each of the MN Response Phases for a pandemic influenza outbreak.

Table 6. Pandemic Influenza Outbreak

WHO Phase	U.S. Stage	MN Response Phase	
WHO Phase 3 No or Very Limited Human-to-Human Transmission	U.S. Stage 1 Suspected Human Outbreak Overseas	MN Response Phase P0 Suspected Human Outbreak Overseas.	
WHO Phase 4 Evidence of Increased Human-to-Human Transmission	U.S. Stage 2 Confirmed Human Outbreak Overseas	MN Response Phase P1 Confirmed, Sustained Human-to-Human Transmission Overseas	
WHO Phase 5 Evidence of Significant Human-to-Human Transmission			
WHO Phase 6 Efficient and Sustained Human-to-Human Transmission	U.S. Stage 3 Widespread Human Outbreaks in Multiple Locations Overseas	MN Response Phase P2 Suspected or Confirmed Human Case in North America	
	U.S. Stage 4 First Human Case in North America		
	U.S. Stage 5 Spread Throughout U.S.		MN Response Phase P3 Outbreak in United States
			MN Response Phase P4 Suspected or Confirmed Human Case in MN
		MN Response Phase P5 Limited Outbreak in MN	
		MN Response Phase P6 Widespread Throughout MN	
	U.S. Stage 6 Recovery and Preparation for Subsequent Waves	MN Response Phase P7 Recovery and Preparation for Subsequent Waves	

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Table 7. 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 ³	T ³	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				
Employee Relations		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 ²	S		S	S	S	S
Office of Enterprise Technology		S		S								T		S
Pollution Control				S		S					T	T ³	T ³	S
Public Safety	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹	C ^{1,2}	C ¹	C ¹	C ¹	C ¹	C ¹	C ¹
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:

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

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

³ 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.

⁴ Coordination responsibility for critical incident stress management support to EMS providers.

⁵ Technical responsibility during a nuclear generating plant incident.

⁶ Technical responsibility during an accident/incident involving radioactive materials and protection of public health from food borne disease.

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.

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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 1 per 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) Coordinate state agency response planning.
- b) Work with businesses on integration into the SEOC activities.
- 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.
- 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.

4. Department of Employee Relations

- a) Convene the Pandemic Flu Executive Committee to discuss current events.
- b) Coordinate consistent messages among state agencies for their employees.

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 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)

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- 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) Partially activate the SEOC to include the Joint Information Center.
- b) Assign a Lead Public Information Officer.
- c) Coordinate news conferences and news releases and establish a media briefing schedule.
- d) Establish briefing schedule for other state agencies and local, tribal and private sector authorities.
- e) Assess preparedness status and identify actions needed to fill gaps.
- f) Contact critical infrastructure providers to ensure continuity plans are in place.
- g) Coordinate federal information flow to local and business partners.

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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.
 - a) Provide the Deputy State Incident Manager to the SEOC.
 - b) Send representative to the SEOC for the Joint Information Center and additional personnel if requested.
 - c) Update external partners as appropriate.
 - d) Continue routine surveillance.
 - e) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.

4. Department of Employee Relations

- a) Convene the Pandemic Flu Executive Committee to discuss current events.
- b) Coordinate consistent messages among state agencies for their employees.
- c) Agencies asked to review and update their Service Continuation Plans based on latest epidemiological assessments.

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) Partially activate the SEOC to include the Joint Information Center.
- b) Assign a Lead Public Information Officer.
- c) Coordinate news conferences and news releases and establish a media briefing schedule.
- d) Assess the need to activate the Information Hotline.

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- e) Establish briefing schedule for other state agencies and local, tribal and private sector authorities (potentially weekly).
- f) Assess preparedness status of state agencies and identify actions needed to fill gaps.
- g) Brief the executive branch cabinet as requested.
- h) Coordinate information with critical infrastructure partners and develop briefing schedule.

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) Provide the Deputy State Incident Manager to the SEOC.
- d) Assess the need to activate the Department Operations Center.
- e) Send a representative to the SEOC for the Joint Information Center and additional personnel if requested.
- a) Update external partners as appropriate.
- b) Continue routine surveillance.
- c) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.

4. Department of Employee Relations

- a) Send a representative to the SEOC for planning section.
- b) Convene the Pandemic Flu Executive Committee to discuss current events.
- c) Inform state agencies regarding proper infection control precautions.
- d) Notify HR directors of the current situation.
- e) Instruct employees with direct contact with infected people to use proper precautions.
- f) Encourage agencies to limit employee travel into areas where infections are occurring.
- g) Agencies encouraged to begin 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)

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- 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) Partially activate the SEOC to include the Joint Information Center and the planning section.
- b) Assign a Lead Public Information Officer.
- c) Coordinate news conferences and news releases and establish a media briefing schedule.
- d) Assess the need to activate the Information Hotline.
- 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) Brief the executive branch cabinet as requested.
- h) Coordinate information with critical infrastructure partners and develop briefing schedule.

3. Department of Health

- a) Make recommendations for implementation of non-pharmaceutical interventions.
- b) Work with clinicians for patients who meet clinical and epidemiological criteria for infection with novel influenza virus.
- c) Provide the Deputy State Incident Manager to SEOC.
- d) Activate the Department Operations Center.
- e) Send representatives to the SEOC to include the Joint Information Center and planning section.
- f) Update external partners as appropriate.
- g) Continue routine surveillance.
- h) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- i) Manage SNS receipt, storage and shipping.
- j) Manage pre-pandemic vaccine delivery.

4. Department of Employee Relations

- a) Send representatives to the SEOC to include the planning section.
- b) Convene the Pandemic Flu Executive Committee to discuss current events.
- c) Inform state agencies regarding proper infection control precautions.
- d) Notify HR directors of the current situation.
- e) Instruct employees with direct contact with infected people to use proper precautions.
- f) Encourage agencies to limit employee travel into areas where infections are occurring.

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)

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- 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) Fully activate the SEOC.
- b) Provide a state agency briefing.
- c) Establish daily briefing schedule for other state agencies and local, tribal and private sector authorities.
- d) Coordinate news conferences and news releases and establish a media briefing schedule.
- e) Coordinate information with critical infrastructure partners and develop briefing schedule.
- f) Advise critical infrastructure/businesses to review and update their service continuation plan.
- g) Brief the executive branch cabinet as requested.

3. Department of Health

- a) Provide the Deputy State Incident Manager to the SEOC.
- b) Activate the Department Operations Center.
- c) Send representatives to the SEOC.
- d) Implement containment measures for suspected case and contacts.
- e) Make recommendations for non-pharmaceutical interventions.
- f) Continue to develop and distribute messages to external partners and the public.
- g) Continue routine surveillance.
- h) Develop and distribute infection control guidance and PPE recommendations.
- i) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- j) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination planning.
- k) Develop priority groups for antiviral and vaccine administration.
- l) Conduct 24/7 advanced laboratory testing on an emergency basis.
- m) Investigate case and manage contact exposures.
- n) Recommend isolation of individuals with influenza-like-illness, social distancing, closure of schools, daycares and other public venues.

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4. Department of Employee Relations

- a) Send a representative to the SEOC.
- b) Convene the Pandemic Flu Executive Committee to discuss current events.
- c) Inform state agencies regarding proper infection control precautions.
- d) Notify HR directors of the current situation.
- e) Instruct employees who have direct contact with infected people to use proper precautions.
- f) Encourage agencies to limit employee travel into areas where infections are occurring.
- g) 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) Fully activate the SEOC.
- b) Coordinate news conferences and news releases and establish a media briefing schedule.
- c) Establish briefing schedule for other state agencies and local, tribal and private sector authorities.
- d) Declare a State of Emergency in counties or region where confirmed exposure exists.
- e) Upon recommendation of MDH, work with the Governor's Office to close schools and daycares in the counties and geographic cluster where exposure exists.
- f) Coordinate information with critical infrastructure partners and develop briefing schedule.

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- g) Advise critical infrastructure partners/businesses to implement their service continuation plans.
- h) Recommend community level containment in the counties and geographic cluster where exposure exists including limiting recreational activities and gatherings.
- i) Brief the executive branch cabinet as requested.

3. Department of Health

- a) Provide the Deputy State Incident Manager to the SEOC.
- b) Activate the Department Operations Center.
- c) Send representatives to the SEOC.
- d) Recommend community level disease containment measures.
- e) Continue to develop and distribute messages to external partners and the public.
- f) Develop and distribute infection control guidance and PPE recommendations.
- g) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- h) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination or delivery.
- i) Develop priority groups for antiviral and vaccine administration.
- j) Conduct 24/7 advanced laboratory testing on an emergency basis.
- k) Increase surveillance activities.
- l) Recommend isolation of individuals with influenza-like-illness, social distancing, closure of schools, daycares and other public venues.
- m) Determine temporary morgue and cemetery locations.
- n) Monitor disease activity.
- o) Implement infection control guidance for off-site care facilities and other settings as needed.
- p) Consult on management of cases.
- q) Assist with patient care coordination.
- r) Enhance staffing using volunteer health professionals.
- s) Manage antiviral and vaccine acquisition, allocation, distribution, and utilization.
- t) Monitor adherence to priority groups, adverse events and effectiveness of antivirals and vaccines.
- u) Activate temporary morgue locations.
- v) Coordinate the provision of Psychological First Aid (PFA) and other short-term behavioral health services.

4. Department of Employee Relations

- a) Send a representative to the SEOC.
- b) Convene the Pandemic Flu Executive Committee three times per week to discuss current events.
- c) Intensify outreach to state agencies to regarding the situation and how to limit contact with persons.
- d) Inform state agencies on infection control precautions.
- e) Request daily attendance reports from state agencies.
- f) Review and evaluate state employee attendance.
- g) Notify HR directors of the current situation.
- h) Instruct employees with direct contact with infected people to use proper precautions.
- i) Require agencies to limit employee travel into areas where infections are occurring.

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- j) Coordinate agency requests for personnel to complete Priority Service Functions 1 and 2.
- k) Mandate discontinuation of state agency employee gatherings and meetings as much as possible.
- l) 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) Fully activate SEOC.
- b) Declare a State of Emergency for entire State of Minnesota.
- c) Request a Federal Emergency Declaration.
- d) Move to regularly scheduled news conferences, news releases and media briefings.
- e) Conduct regularly scheduled briefings for local partners.
- f) Upon recommendation from MDH, work with the Governor's Office to close schools and daycares statewide.
- g) Redirect state resources to ensure Priority Service Functions 1 and 2 are being met.
- h) Implement community containment strategies statewide.
- i) Provide social distancing measures for public transportation.
- j) Request assistance of the Emergency Management Assistance Compact (EMAC), if available.
- k) Request federal assistance as needed and available.
- l) Brief the executive branch cabinet as requested.

3. Department of Health

- a) Provide the Deputy State Incident Manager to the SEOC.
- b) Send representatives to the SEOC and the Joint Information Center.

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- c) Activate the Department Operations Center.
- d) Monitor implementation of disease containment plan.
- e) Continue to develop and distribute messages to external partners and the public.
- f) Develop and distribute infection control guidance and PPE recommendations.
- g) Inform clinicians of current clinical and epidemiological criteria, case definitions, and recommendations for clinical and laboratory evaluation.
- h) Provide technical assistance for off-site care facility, isolation capacity, and patient care coordination and delivery.
- i) Develop priority groups for antiviral and vaccine administration.
- j) Conduct 24/7 advanced laboratory testing on an emergency basis.
- k) Isolate and monitor cases, manage close contacts of cases or suspected cases, and work with the MSP CDC Quarantine Station to screen, isolate, and/or quarantine airline passengers as indicated.
- l) Recommend isolation of individuals with influenza-like-illness, social distancing, closure of schools, daycares and other public venues.
- m) Monitor disease activity.
- n) Implement infection control guidance for off-site care facilities and other settings as needed.
- o) Consult on management of cases.
- p) Assist with patient care coordination.
- q) Enhance staffing using volunteer health professionals.
- r) Manage antiviral and vaccine acquisition, allocation, distribution, and utilization.
- s) Monitor adherence to priority groups, adverse events and effectiveness of antivirals and vaccines.
- t) Activate temporary morgue locations.
- u) Coordinate the provision of Psychological First Aid (PFA) and other short-term behavioral health services.

4. Department of Employee Relations

- a) Send a representative to the SEOC.
- b) Convene the Pandemic Flu Executive Committee daily.
- c) Request daily attendance reports from state agencies.
- d) Intensify outreach to state agencies to regarding the situation and how to limit contact with persons.
- e) Inform state agencies on infection control precautions.
- f) Review and evaluate state employee attendance.
- g) Notify HR directors of the current situation.
- h) Instruct employees with direct contact with infected people to use proper precautions.
- i) Require agencies to limit employee travel into areas where infections are occurring.
- j) Coordinate agency requests for personnel to complete Priority Service Functions 1 and 2.
- k) Mandate discontinuation of state agency employee gatherings and meetings as much as possible.
- l) Establish the Department Operations Center (DOC) for coordinating employee concerns and agency requests for employee reallocations.

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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) SEOC continues to be activated, including the Joint Information Center and the Information Hotline.
- b) Provide continuous information to local partners and critical infrastructure.
- c) Continuously monitor local outbreaks and resources to ensure staffing requirements of Priority Service Functions 1 and 2 continue to be met.
- d) Resume Priority Service Functions as resources dictate.
- e) Develop lessons learned and strategies for subsequent waves.
- f) Reassess school and daycare closures to see if they can be lifted.
- g) Redirect state resources to ensure Priority Service Functions 1 and 2 are being met.
- h) Implement community containment strategies statewide.
- i) Request assistance of the Emergency Management Assistance Compact (EMAC), if available.
- j) Request federal assistance as needed and available.
- k) Brief the executive branch cabinet as requested.

3. Department of Health

- a. Recommend termination and cessation of non-pharmaceutical interventions.

4. Department of Employee Relations

IX. Support Agencies

The following agencies have support response functions for Highly Pathogenic Avian Influenza and/or Pandemic Influenza outbreaks.

A. Department of Administration shall:

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1. Provide administrative support to state government agencies during a disaster. This support will include, but is not limited to, assigning administrative staff and equipment, and providing maintenance to state and regional emergency operations centers (EOCs).
2. Provide telephone operation support during exercises and emergencies in state and regional EOCs.
3. Provide support to state agencies in the identification of alternate sites for their systems and personnel.
4. Provide travel support to state agencies.
5. Use its geographic information systems tools and geographic data to assist both planners and emergency responders through the Land Management Information Center.
6. Help identify the locations of nursing homes and licensed/unlicensed group quarters through the State Demographer.
7. Provide procurement of goods and services through standard purchasing procedures, surplus property through Surplus Services and office supplies through Office Supply Connection.
8. Provide insurance assistance and claims processing through the Risk Management Division.

B. Attorney General's Office shall:

1. Provide legal advice and opinions in support of state emergency operations to include preparing and reviewing proclamations and special regulations issued by the Governor.
2. Provide materials about consumer information or representation at Disaster Recovery Centers (DRCs) and public meetings for persons affected by a disaster, as requested by the Division of Homeland Security and Emergency Management.
3. Provide guidance about contracting requirements to state agencies after a major disaster.
4. Represent the state for isolation and quarantine legal issues.

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

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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.

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 a pandemic influenza 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 a pandemic influenza 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 a pandemic influenza outbreak.
3. When requested, the EMSRB will 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 (e.g., disaster trailers, communication equipment, ambulances) to support EMS providers.
6. Coordinate resources for Critical Incident Stress Management (CISM) support to pre-hospital EMS providers.

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F. Department of Employee Relations 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 during 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.

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.
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 either a highly pathogenic avian influenza or a pandemic influenza 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.

H. Department of Finance shall:

1. Develop procedures for streamlined fiscal management of the state during either a highly pathogenic avian influenza or a pandemic influenza outbreak.
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.

J. Department of Human Services shall:

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1. Assist with immediate mental health services, apply for and administer special mental health program grants for pandemic victims, and provide crisis counseling training for mental health providers working with pandemic issues.
2. Coordinate the Disaster Food Stamp Program for highly pathogenic avian influenza and or pandemic influenza 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 pandemic influenza victims unable to care for their children.
5. Coordinate with county social service agencies to meet the food, shelter, clothing, and medical care needs of 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.
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.

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 pandemic influenza 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. Provide state agencies access to a recovery plan development software tool.
4. Provide support to state agencies in the identification of alternate sites for their systems and time-sensitive functions.
5. Coordinate continuity of operations planning and standards for state agencies and provide emergency support.

N. Minnesota Pollution Control Agency shall:

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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.
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.
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 pandemic influenza 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.

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- 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.
- 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 pandemic influenza 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 pandemic influenza outbreak.
3. Assign personnel to assist with the compliance activities associated with the economic stabilization function.

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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 pandemic influenza outbreak.

R. Department of Transportation shall:

1. Implementing highway traffic management plans and procedures for the regulation of highway travel, as requested.
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.
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 pandemic influenza 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. Communications

A. Responsibilities by Agency

The Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) shall have the coordinating role in a multiple state agency response to HPAI or a pandemic influenza outbreak. All state agencies shall support this coordinated multi-agency response and carry out their specific assignments, as described in the State of Minnesota Highly Pathogenic Avian Influenza and Pandemic Influenza MEOP Supplement.

- h) Agencies encouraged to begin cross training of employees for priority one and two services.

The Joint Information Center (JIC) will be activated as outlined in Section V. 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

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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 HPAI or 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.

Each Lead Technical Agency is responsible for working with the Department of Public Safety during the development of their HPAI and pandemic influenza response plan to ensure communication plans are in place, spokespeople are identified and every state agency is speaking with one voice.

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. For the purposes of this supplement and actual emergency operations, 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.
 - Coordinate actions with the designated PIOs representing other state and federal agencies, voluntary agencies and local governments involved in the emergency response.

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- Coordinate actions with the designated PIOs from any businesses/industries that have direct involvement in the response to or the recovery from a HPAI or 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.

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- 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 Department of Administration InterTechnologies Group. 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 Agriculture (MDA)

MDA, in conjunction with BAH and DNR, is responsible for making information available to the public for HPAI outbreaks. Additionally, MDA is responsible for making information available to the public regarding food safety and agricultural chemical incidents. MDA will:

- a) Upon Minnesota Response Phase A3 and A4, work with DPS to provide subject matter experts to the State PIO.
- b) Request HSEM to activate the Joint Information Center (JIC) as appropriate.
- c) Monitor media reports, hotline traffic, information provided by local agencies and other sources of information to identify and address unanticipated public concerns, rumors, and other issues that may arise during an event. As necessary, develop materials to address these concerns.
- d) In conjunction with the JIC and local/regional PIOs, identify strategies for message delivery.
- e) Coordinate the development of fact sheets, talking points and other vehicles for information dissemination in an animal disease emergency.

4. Board of Animal Health (BAH)

BAH, in conjunction with MDA and DNR, is responsible for making information available to the public for HPAI outbreaks. BAH will:

- a) Upon Minnesota Response Phase A3 and A4, work with DPS to provide subject matter experts to the State PIO.
- b) Request HSEM to activate the Joint Information Center (JIC) as appropriate.
- c) Monitor media reports, hotline traffic, information provided by local agencies and other sources of information to identify and address unanticipated public concerns, rumors, and other issues that may arise during an event. As necessary, develop materials to address these concerns.
- d) In conjunction with the JIC and local/regional PIOs, identify strategies for message delivery.
- e) Coordinate the development of fact sheets, talking points and other vehicles for information dissemination, in an animal disease emergency.

5. 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 and is charged with the following tasks:

- a) Upon Minnesota Response Phase P1, P2, P3, P4, P5, P6, P7, work with DPS to provide subject matter experts to the State PIO.

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- b) Ensure staff are 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 HPAI or pandemic influenza outbreak that involve potential public health concerns, including fact sheets, talking points, news release templates, and other vehicles.
- g) Via the MDH telephone 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.

6. 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.

7. Department of Natural Resources (DNR)

DNR, in conjunction with BAH and MDA, is responsible for making information available to the public for HPAI outbreaks.

- a) Upon Minnesota Response Phase A1 and A2, work with DPS to provide subject matter experts to the State PIO.
- b) Request HSEM to activate the Joint Information Center (JIC), as appropriate.
- c) Monitor media reports, hotline traffic, information provided by local agencies and other sources of information to identify and address unanticipated public concerns, rumors, and other issues that may arise during an event. As necessary, develop materials to address these concerns.

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- d) In conjunction with the JIC and local/regional PIOs, identify strategies for message delivery.
- e) Coordinate the development of fact sheets, talking points and other vehicles for information dissemination, in an animal disease emergency.

8. 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.

9. 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.

10. Federal Agencies

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

11. 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) Depending on the severity/duration of the emergency, it may be necessary to activate the Joint Information Center (JIC). 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.

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- 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 the request of a state agency or as described in Section VII. Concept of Operations.

4. Policies and Procedures

If 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.

- a) Only the designated spokesperson (or their alternate) is allowed to speak on an agency's behalf.
- b) 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.
- c) Due to operational considerations, news media personnel may not be permitted to have access to the SEOC while that facility is activated.
- d) 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.
- e) 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 will 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.

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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.
HPAI	Highly Pathogenic Avian Influenza that occurs naturally among wild birds. For example, the H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.
Minnesota Response Phase A0	A Highly Pathogenic Avian Influenza virus subtype is present in domestic and/or wild animals overseas. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.
Minnesota Response Phase A1	A Highly Pathogenic Avian Influenza virus subtype is present in wild animals in North America. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.
Minnesota Response Phase A2	A Highly Pathogenic Avian Influenza virus is present in wild animals in Minnesota. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans.
Minnesota Response Phase A3	A Highly Pathogenic Avian Influenza virus is present in domestic animals in North America. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a risk of human disease.
Minnesota Response Phase A4	A Highly Pathogenic Avian Influenza virus is present in domestic animals in Minnesota. The risk of human infection or disease is considered to be low. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a risk of human disease.
Minnesota Response Phase A5	Recovery from an outbreak of Highly Pathogenic Avian Influenza.
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 pandemic influenza 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 pandemic influenza and preparation for subsequent waves.
Pandemic Influenza	Virulent influenza that causes a global outbreak, or pandemic,

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	of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic influenza.
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.
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