


DATE: March 17, 2010

TO: Agency Heads  
Human Resource Directors & Designees

FROM: Cathy Hockert,  Continuity of Government Planning Director  
Minnesota Management and Budget

RE: Flood planning information for State Agencies and Employees

As you may be aware, Minnesota is preparing for flooding in various areas of the state. Minnesota Management and Budget will be providing updated information and guidance relating to employee preparedness and State Agency Service Continuity Planning in the flood-prone areas. This information can be found on our emergency website: [www.BeReadyMn.com](http://www.BeReadyMn.com).

As part of MMB's commitment to provide accurate and timely emergent information to agencies, we will also utilize the Alertcast Emergency Notification System for any information related to emergency evacuation notices, or state office closures that may impact critical government services, or state employees. I would like to remind agencies to update their 24/7 internal emergency contact information for their command teams. Please keep in mind, this emergency contact information should be accessible after normal business hours, or in the event your state agency office cannot be accessed.

State employee safety is a top priority. Please encourage your employees to listen to their local radio and television stations for updated weather and road conditions. There may be a potential for disruption of normal routines. Employees should consider creating plans for alternate routes of travel to arrive at their destination and they should not travel on roads that are unsafe, or flooded. In addition, employees should update their emergency contact information. This will assist in ensuring timely communication with your employees.

We have experienced natural disasters such as floods in the past, and through the planning efforts of the state agencies, I am confident that the state, as an employer, will continue to operate with minimal disruption.

I want to applaud your efforts in creating and maintaining plans to continue critical government services during any event that may threaten to disrupt those services.

If you have questions relating to this memo, I can be reached at 651-259-3763 or [cathy.hockert@state.mn.us](mailto:cathy.hockert@state.mn.us).