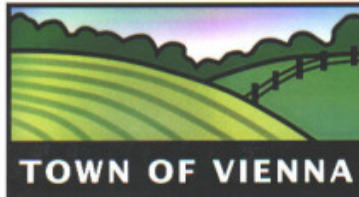


TOWN OF VIENNA



EMERGENCY MANAGEMENT PLAN/ PROGRAM

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Last Updated: June 1, 2007

TOWN OF VIENNA

EMERGENCY TELEPHONE NUMBERS	
Emergency Services (Police, fire, EMS, Emergency Management, Coroner)	9-1-1
WI Division of Emergency Management	800/943-0003
WE Energies	800/242-4035
Alliant Energy	800/862-6261
Verizon North	800/483-2000
Badger Chapter, American Red Cross	608/233-9300
Salvation Army	608/256-2321
Dane County Human Services	608/242-6500
ChemTrec	800/424-9300
Wisconsin DNR (Local Warden)	800/943-0003
Dane County Emergency Management	608/266-4330
Green County Emergency Management	608/328-9415
Dane County Dispatch	608/ XXXXXXXXXX
National Response Center	800/424-8802

EMERGENCY ALERTING LIST	Home	Work	Mobile	Pager
Chief Elected Official Dan Muxfeld	846-3474		669-1474	
Town Chain of Command				
Chairman/ Dan Muxfeld	846-3474		669-1474	
Supervisor I/ Lonnie Breggeman	846-2286		225-8060	
Supervisor II/ Shawn Haney	646-2762	284-6802 225-9237	516-6226	
Clerk- Manager/ Bob Pulvermacher	846-4399	846-3800	334-1975	
Patrolman I/ LaVern Wipperfurth	846-3143	846-3802	220-5141	
Patrolman II/				
Treasurer/ Linda Smithback	846-4729	846-3802	886-0241	
Sheriff- Northwest - Northeast	833-9360 846-7836	833-8159 846-7860	267-4936 255-2345	
Fire Chief Waunakee DeForest Dane				
EMS Director- Waunakee DeForest				
Public Works Director	846-4399	846-3800	334-1975	
Building Inspector - Jose Renteria	226-0364		225-4140	

Continued on Next Page

EMERGENCY MANAGEMENT COMMITTEE LIST TOWN OF VIENNA

EMERGENCY ALERTING LIST	Home	Work	Mobile	Pager
Chair				
Clerk/ Manager – Vice Chair				
- School District/ Waunakee				
– School District/ DeForest				
- School District/ Lodi				
- School District/ Poynette				
- Citizen/ Town resident				
Sheriff				
Fire Chief- Waunakee - DeForest - Dane/ Vienna				
EMS Director- Waunakee - DeForest				
Public Works Director				
Public Information Officer				
Volunteer Coordinator				

EMERGENCY MANAGEMENT PLAN

Purpose:

Local government is responsible for establishment of an Emergency Management Program which provides the resources for the implementation of the policies and procedures necessary to manage their community's needs during emergency situations. Policies and procedures help local government leaders and emergency response staff coordinates their efforts efficiently during periods of extreme chaos. This document describes how the community will manage hazards and the effects of disaster.

Hazards:

- **Civil Disorder including terrorism**
- **Drought**
- **Earthquake**
- **Energy Emergency**
- **Fire**
- **Flood**
- **Hazardous Materials Incidents**
- **Heat Wave**
- **Major Transportation Incidents**
- **Nuclear Attack**
- **Severe Thunderstorms/Tornadoes**
- **Winter Storms**

Assumptions:

- A. Hazards and disaster affect people as individuals, as members of groups and as citizens.
- B. Individually and collectively, people manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery) to an extent determined by factors including perception of risk and resource availability.
- C. Individuals, groups, and communities respond to crisis in ways that enhance survival by minimizing loss of life, reducing harm and lessening property damage. This response occurs regardless of the nature of the crisis.
- D. The capacity to manage hazards and the effects of disaster varies among individuals, groups, and communities. Some individuals, groups and communities will need more help during disaster response than others.
- E. Reactions to crisis are shaped by role relationships - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take.

Agencies/Responsibilities:

ADMINISTRATION: Municipal officers, including elected officials, clerk and other administrative officers participate in, oversee and support emergency management activities, especially preparedness and response.

HUMAN SERVICES: Dane County Human Services coordinates Emergency Human Services in County and Emergency Public/Environmental Health concerns. The American Red Cross and other agencies are primary service providers.

Services may include:

- Congregate care (temporary shelter, food, clothing, etc.)
- Food coupons and food commodities
- Monetary grants
- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters
- Inoculation of victims
- Distribution of antidotes, drugs, etc. to shelters
- Support and medical care for those who cannot be evacuated

LAW ENFORCEMENT: Dane County Sheriff's Office provides primary law enforcement service in the Town.

WARNING/COMMUNICATIONS: The Dane County Public Safety Communications (9-1-1) Center coordinates emergency communications and is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system.

FIRE SERVICES/HAZARDOUS MATERIALS (HAZMAT) RELEASES: The Waunakee, DeForest and Dane-Vienna Fire Departments provide fire services and limited response to hazmat releases in the community. Dane County contracts with the City of Madison Fire Department (MFD) to respond to Level B hazmat releases by contract with Dane County, and to Level A hazmat releases by state contract.

EMERGENCY MEDICAL SERVICES (EMS): The Waunakee & DeForest EMS Districts provide emergency medical care and transportation in the Town of Vienna.

PUBLIC WORKS: The Town of Vienna Public Works Department maintains and plows town roads, maintains town parks and playgrounds, provides a facility for brush, leaves, and yard waste and operates all town waste water collection systems.

UTILITIES: Alliant Energy & Waunakee Utilities supply electricity to the community. Madison Gas & Electric supplies natural gas to the community. Centurytel & Waunakee TDS are the primary landline providers of telephone

service to the community.

VOLUNTEER COORDINATION: Identify potential disaster-caused needs appropriate for volunteer response, identify actual and potential sources of volunteers and volunteer resources, and develop procedures to manage non-affiliated volunteers, skills and resources.

PUBLIC INFORMATION: Coordinate emergency public information/media liaison.

DAMAGE ASSESSMENT: Assess damages, compile information and provide reports to local and county authorities.

EMERGENCY MANAGEMENT: Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management:

The four phases of emergency activity are mitigation, preparedness, response, and recovery. Actions in all four phases constitute the emergency management program.

1. **MITIGATION** activities eliminate hazards, reduce the probability of their occurrence, or reduce the effects of unavoidable disasters. Examples of general mitigation activities are:
 - _ Building codes, zoning and land use management, building use regulation, preventative health care, public education.
2. **PREPAREDNESS** activities are necessary to the extent that mitigation activities have not or cannot prevent disasters. Examples of general preparedness activities are:
 - _ Emergency planning, training and exercising; warning and communications systems; identifying potential shelters; mutual aid agreements; obtaining essential resources and maintaining inventories; public education, etc.
3. **RESPONSE** activities follow notice of an impending or potential emergency or after its occurrence. Examples of general response activities are:
 - _ Public warning/information, mobilization of personnel and equipment, search and rescue, evacuation, shelter, damage assessment, emergency declaration.
4. **RECOVERY** activities begin immediately after the effects of the emergency are known and may continue for a number of years after a disaster. Examples include:
 - _ Short term - temporary housing, restoration of essential services, food vouchers.
Long term - insurance, reconstruction, counseling programs.

Direction and Control/ Incident Management:

- A. During routine activity the established procedures for managing incidents will be used by response agencies. Some events, due to their duration or other factors, may require coordinated incident site management. In those cases, all appropriate agencies will be represented at the Command Post (CP) and support will be provided through established structures.
- B. During actual or imminent disaster events, all agencies will respond in accordance with both their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions set forth herein will govern:
 - 1. The Community Emergency Operations Center (EOC) will be activated. All local agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid and support agencies may be asked to send a representative to the EOC.
 - 2. Command Posts (CP) and staging areas may be established at or near emergency site(s), depending upon the nature of the event. All agencies responding to the site will be represented at the CP. There will be only one CP established per site.
 - 3. Communications will be established between the EOC and CP and with 9-1-1.
 - 4. CP and EOC personnel will jointly manage the incident. CP(s) will direct site operations with EOC support. Certain functions [coordination of multiple CP(s), support of shelter operations, public information, etc.] will be managed by the EOC, including coordination with the County EOC.

Administration and Logistics:

- A. Each participating agency will be responsible for maintaining records of expenditures, resources used and other cost information associated with this plan, especially costs generated by an emergency. Community Administration will be responsible for overall record management.
- B. Certain agencies maintain mutual aid agreements and/or contracts for services.

Plan Development and Maintenance:

This plan will be updated on a yearly basis and following its use. Revisions will be based on exercise results, organizational changes and actual incident data.

HAZARD MITIGATION

Acting Today to Reduce or Eliminate Damages Tomorrow

Effective mitigation efforts will increase the effectiveness of preparedness activities, which in turn improves response and recovery.

Purpose and Benefits of Mitigation:

- Saving lives and property by reducing vulnerability to disasters.
- Saving money because the costs of mitigation are less than the costs of recovery and rebuilding.
- Increasing community wellness.
- Resuming business operations quickly.
- Resuming local government quickly.
- Shortening the recovery period for the community.
- Making the area more attractive to individuals and businesses by demonstrating a significant commitment to its inhabitants.
- Promoting public participation.
- Guiding post-disaster recovery.
- Increasing funding eligibility.

Mitigation action takes place during every phase of emergency management: preparedness, response and recovery. To be effective, these activities must occur before, during and after a disaster. Disaster victims expect local government to be fully prepared to respond to the consequences of any event.

Courses of Actions Available to Local Government:

- Adopt building codes.
- Develop hazard information systems to process, store and retrieve data.
- Establish and enforce land use management programs that contribute to the economic well being of the community.
- Ensure that inspection and monitoring procedures are compiled and documented.
- Adopt stringent safety codes.
- Adopt ordinances that support mitigation and recovery activities.

Preparedness - All Hazards:

DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures.

MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Counties.

TRAIN personnel involved in emergency response including “Nontraditional” volunteer groups if available.

Comprehensive Emergency Management:

IDENTIFY and address vulnerabilities in warning and communication systems.

DEVELOP, protect and maintain communications and warning systems.

Energy Emergency:

UTILITIES RESCHEDULE maintenance to keep key plants available, and work aggressively to bring out-of-service nuclear and coal-power plants back on line as soon as possible.

UTILITIES UPGRADE the transmission system to improve its capacity.

UTILITIES IDENTIFY critical care customers (electronically-dependent life support customers), nursing homes, hospitals, clinics, etc., plan so that the effects of service disruption are minimal for these customers, and assist them to make backup plans.

Fire:

PUBLIC EDUCATION CAMPAIGNS, through schools, Fire Prevention Week, fire drills and similar activities.

FIRE INSPECTION SERVICES

SMOKE DETECTORS installed and maintained in public and private buildings.

FIRE DEPARTMENT PLANNING with construction companies.

SPRINKLER SYSTEMS installed in certain new construction.

Flood:

IDENTIFY areas and key facilities susceptible to flooding and level of risk.

INFORM citizens of the flood hazard, the steps the community is taking to manage the hazard and the steps they can take to manage the hazard (accept responsibilities for damage reduction when floods strike; gear building work towards the threat of floods; observe limitations on land use and other uses; cover the residual risk by insurance - including in the areas protected by walls and dykes).

IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).

Hazardous Materials:

INFORM citizens about the chemicals in the community, how the community manages the hazard and how they can protect themselves.

MAINTAIN information about facilities that use, store or produce hazardous materials and about transported hazardous materials.

ENFORCE applicable manufacturing, storage and handling codes and codes governing transportation of hazardous materials.

Heat Wave:

INFORM citizens about the health hazards regarding excessive heat.

IDENTIFY shelter areas in public buildings that may be used by citizens needing shelter from excessive heat.

Major Transportation Incidents (MTI):

IDENTIFY AND IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.).

Severe Thunderstorm/Tornado:

IDENTIFY tornado shelter areas in all public buildings and sheltering for outside public areas.

INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves.

Winter Storm:

INFORM citizens about the winter storm hazard and the steps they can take to protect themselves.

IDENTIFY shelter areas in public buildings for sheltering if needed.

DEVELOP winter storm emergency regulations (alternate side of street parking, etc.).

Volunteers:

IDENTIFY potential disaster-caused needs appropriate for volunteer response.

IDENTIFY actual and potential sources of volunteers and volunteer resources in designated areas.

DEVELOP procedures to manage non-affiliated volunteers, skills and resources.

Recovery:

IMPLEMENT short and long term procedures as needed.

COMPILE records maintained during response for transmittal to Counties.

INFORM victims about relief and recovery resources and agencies.

IDENTIFY future mitigation opportunities.

LOCAL EMPLOYEE RESOURCE LIST

Chain of Command by Department

Town Hall – (608) 846-3800 7161 CTH I ; DeForest, WI Home: Cell:

Deputy Clerk/Treasurer	(608) 846-3802	(608) 846-4729	
Clerk/ Manager	(608) 846-3800	(608) 846-4399	334-1975
Fax	(608) 846-3829		
E-Mail	rpulverm@execpc.com	or	vienna3@centurytel.net

Public Works – (608)-846-3800 7161 CTH I; DeForest, WI

Supervisor	(608) 846-3800	(608) 846-4399	334-1975
Patrolman I	(608) 846-3802	(608) 846-3143	220-5141
Patrolman II	(608) 846-3802	(608) 850-3800	712-5384
PW Crew Cell	(608) 846-3800	(608) 846-4399	334-1975

Sheriff's Department - (608) 284-6800 Public Safety Bldg.; 115 W Doty; Madison, WI

Sheriff Dispatch	(608) 255-2345	www.danesheriff.com
State Patrol District	(608) 846-8500	

Deputy Tricia Bishop (608) 833-9560 Community Deputy/ bishop@co.dane.wi.us
Officer
Officer
Officer
Officer
Fax
Cellular Phone:
Email

LOCAL PERSONNEL RESOURCE LIST

Chain of Command by Department

Waunakee- Dane EMS – XXX-XXXX

Director (home)
Assistant Director
Senior Crew Chief
EMS Building Phone Number
EMS Building Fax
Cell Phone
Cell Phone

DeForest EMS – XXX-XXXX

Director (home)
Assistant Director
Senior Crew Chief
EMS Building Phone Number
EMS Building Fax
Cell Phone
Cell Phone

Waunakee Fire Department – XXX-XXXX

Fire Chief
Deputy Chief

DeForest Fire Department – XXX-XXXX

Fire Chief
Deputy Chief

Dane Fire Department – XXX-XXXX

Fire Chief
Deputy Chief

School District of Waunakee – XXX-XXXX

District Administrator/ Office:

School District of Waunakee – XXX-XXXX

District Administrator/ Office:

School District of Lodi – XXX-XXXX

District Administrator/ Office:

School District of Poynette – XXX-XXXX

District Administrator/ Office:

LOCAL PERSONNEL RESOURCE LIST

Town of Vienna Officials

Town Hall	7161 CTH I; DeForest, WI	(608) 846-3800
Town Hall Fax	608) 846-3829	
Chairman	608) 846-3474	
Supervisor I	608) 846-2286	
Supervisor II	608) 846-2762	
Clerk/ Manager	608) 846-4399	
Treasurer/ Deputy Clerk	608) 846-4729	
Constable		
Garage	608) 846-3802	

Local Clergy

Father XXX,	XXX-XXXX
Pastor XXX,	XXX-XXXX
Reverend, XXX,	XXX-XXXX

Damage Assessment Team

Name	Address	Phone
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COUNTY GOVERNMENT RESOURCE LIST

<u>Dane County Department of Emergency Management</u>		266-4330
Director	Kathy Krusiec Direct	267-1591
	Home	XXX-XXXX
Population Protection Planner (9503)		
	John McLellan Direct	XXX-XXXX
	Cell	XXX-XXXX
	Pager	XXX-XXXX
EMS Coordinator (9505)		
	J. Timothy Hillebrand	XXX-XXXX
	Cell	XXX-XXXX
	Pager	XXX-XXXX
EMS Specialist (9506)		
	Carrie Meffert	XXX-XXXX
	Home	XXX-XXXX
	Cell	XXX-XXXX
	Pager	XXX-XXXX
Fax		266-4500
<u>Dane County Public Safety Communications</u>		
Director	Name XXX-XXXX	
	Cell	XXX-XXXX
Operations Manager Richard McVicar		XXX-XXXX
	Cell	XXX-XXXX
<u>Dane County Sheriffs Department</u>		
Sheriff (4101)		XXX-XXXX
<u>Dane County Coroners Office</u>		
Coroner (9111)	Name	XXX-XXXX
Chief Deputy Coroner (9113)	Name	XXX-XXXX
	Cell	XXX-XXXX
Fax		XXX-XXXX
<u>Dane County Human Services</u>		
Information Officer	Name	XXX-XXXX

BUILDINGS LIST

Information Officer – Name

U.W. Hospitals & Clinics
Information Officer - Name

Meriter Hospital
Information Officer - Name

CLINC

Dean Family Clinic/ Waunakee
UW Health Clinic/ DeForest

CHIROPRACTORS

Name
Name

VETERINARY

Waunakee Veterinary Clinic

LOCAL SERVICES RESOURCE LIST

Carpenter/Contractors

Name	Address	XXX-XXXX
------	---------	----------

Gas/Fuel

Name	Address	XXX-XXXX
------	---------	----------

Small Engine/Saw Repair

Name	Address	XXX-XXXX
------	---------	----------

Concrete

Name	Address	XXX-XXXX
------	---------	----------

Wrecker Service

Name	Address	XXX-XXXX
------	---------	----------

Excavation

Name	Address	XXX-XXXX
------	---------	----------

Bus Drivers/School

Name	Address	XXX-XXXX
------	---------	----------

Heavy Equipment

Name	Address	XXX-XXXX
------	---------	----------

LOCAL SERVICES RESOURCE LIST

Grocery Store & Food Supplies

Name Address XXX-XXXX

Electrical

Name Address XXX-XXXX

Heating and Air Conditioning

Name Address XXX-XXXX

Plumbing

Name Address XXX-XXXX

Mail Order/Distribution Center

Name Address XXX-XXXX

Welding

Name Address XXX-XXXX

Tree Removal

Name Address XXX-XXXX

Manufacturing

Name Address XXX-XXXX

Miscellaneous

Name Address XXX-XXXX

Prepared Food

Name Address XXX-XXXX

SPECIAL NEEDS FACILITIES

Special Needs Facilities are those whose users are less able to respond effectively to emergency without assistance

DAY CARE CENTERS

Nursery Center XXX-XXXX

Contact: Name

Capacity: Ages:

Open:

Contact: Name XXX-XXXX

Capacity: Ages:

Open:

SCHOOLS

Waunakee Schools XXX-XXXX

Contact: Name

Capacity:

DeForest Schools XXX-XXXX

Contact: Name

Capacity:

Lodi Schools XXX-XXXX

Contact: Name

Capacity:

Poynette Schools XXX-XXXX

Contact: Name

Capacity

SENIOR HOUSING

Waunakee

DeForest

HAZARDOUS MATERIALS FACILITIES

Dane County Emergency Management and the Madison Fire Department maintain chemical inventory information for many facilities that have hazardous substances in quantities sufficient to require reporting under the Superfunds Amendments and Reauthorization Act (SARA). Some of these facilities have Extremely Hazardous Substances (EHS) in quantities sufficient to require development of plans for responding to airborne releases that may affect the community. Copies of these Off-Site Plans developed and maintained jointly by Dane County Emergency Management and the facilities involved are held by Madison Fire and Police Departments and by Dane County Public Safety Communications (9-1-1).

The facilities listed below have hazardous substances in quantities sufficient to require reporting under the Superfunds Amendment and Reauthorization Act (SARA). The Waunakee, DeForest and Dane- Vienna Fire Departments have chemical inventory information for these facilities.

CITGO - XXX-XXXX
Primary Contact: NAME XXX-XXXX
Secondary Contact: NAME XXX-XXXX

Brown's EXXON - XXX-XXXX
Primary Contact: NAME XXX-XXXX
Secondary Contact: NAME XXX-XXXX

Rider's BP-AMOCO XXX-XXXX
Primary Contact: NAME XXX-XXXX
Secondary Contact: NAME XXX-XXXX

ARBYS Phillips 66 XXX-XXXX
Primary Contact: NAME XXX-XXXX
Secondary Contact: NAME XXX-XXXX

SHELTER FACILITIES

Immediate Shelters:

Contact: Comfort Inn & Suites - Holiday Inn Express

Purpose: Immediate shelter facility to house stranded motorists, residents without adequate home shelter. Temporary shelter to serve during an immediate threat.

Alternate Shelters:

High School/ Waunakee

Contact: NAME XXX-XXXX
Purpose: Food service and sleeping facilities

Intermediate School

No Emergency Power
Contact: NAME XXX-XXXX
Purpose: Food service and sleeping facilities

Elementary School

No Emergency Power
Contact: NAME XXX-XXXX
Purpose: Food service and sleeping facilities

Back-up Shelters

Church

No Emergency Power
Contact: NAME XXX-XXXX
Purpose: Food Service and sleeping facilities

Church

No Emergency Power
Contact: NAME XXX-XXXX
Purpose: Food service and sleeping facilities

Church

No Emergency Power
Contact: NAME, Council President (changes annually) XXX-XXXX (Church)
Purpose: Food service and sleeping facilities

Emergency Operations Center

Vienna Town Hall- 7161 CTH I; DeForest, WI (608) 846-3800

Alternate- Holiday Inn Express- 7184 Morrisonville Rd; DeForest (608) 846—8686

The emergency operations center (EOC) is where you control operations in case of a disaster.

Having a well-equipped EOC capable of providing for continued operations throughout major disasters and emergencies. The EOC is brought into operation during the response phase of emergency management.

Your first task in any emergency is to quickly survey the situation to determine if it is of such size or severity that the emergency operations center should be made operational. When activating your EOC, you will want to gauge your staffing level by the scale of the emergency. There are four classifications which can be used to help determine the EOC operational status.

MINOR EMERGENCIES: Minor emergencies are those which are handled on a regular day-to-day basis by local law enforcement and fire departments. Under certain conditions, such as a snow storm, other departments such as public works may also be involved. The EOC is usually not activated beyond routine staff levels for minor emergencies.

LIMITED EMERGENCIES: A limited emergency requires a limited staff for the emergency operations center. Only those functions of the EOC which are necessary to cope with the limited emergency are operational. This condition also can be defined as partial mobilization.

Limited emergency situations fall into two major categories. The first is an advance readiness for what may become a full emergency at a later time. For example, during a tornado watch or warning, your plan may call for the activation of a limited staff at the EOC to monitor conditions.

The second category is when a minor emergency goes beyond the conditions which can be handled by the day-to-day operations of the local government. For example; suppose a small fire suddenly become a major fire in an apartment complex. Your plan may call for the activation of the EOC on a limited basis to help with mass care, shelter, and the protection of property.

POTENTIAL DISASTER: A potential disaster is one step beyond a limited emergency. Under these conditions, limited staff should be supplemented to more closely monitor the situation. During this stage, most of the communication links of the EOC are tested and operational.

FULL EMERGENCY: A full emergency requires total mobilization of the entire staff.

Making the EOC Operational

You should develop a sequence of steps to follow in order to make your EOC fully operational. Of course, they will vary depending upon the type of emergency. Here are some of the items to consider in making your list.

1. Alert the EOC personnel. The alerting process should be clearly stated in your emergency plan as a standard operating procedure (SOP), it may be a chain of calls where one person calls another on the alert roster. If one person cannot be reached, alternate names would be provided to make sure that the EOC is fully staffed.
2. Activate the communications equipment and support. Unless your EOC is in operation on a day-to-day basis, your communications equipment will have to be activated and tested.
3. Initiate the message flow system. The message flow system is simply a method of recording messages as they arrive so that they are documented and action can be taken. Usually incoming messages are all routed through a single person, an operations officer, who then assigns the responsibility to act on the message to someone within the EOC..
4. Ready the appropriate logs, maps, and status charts for the operations board. It is vital that you maintain a log of events in your EOC. Also, you definitely need maps of your local community.
5. Prepare a shift schedule. If the EOC is to be in operation for any length of time, make sure you schedule the personnel in the EOC so that they are not on duty continuously. Schedule time on and off duty as well as relief breaks. Operations often get very intense, and you do not want fatigue to set in among key personnel on your staff.
6. Announce briefing schedules. It is important to set up a briefing schedule as soon as the EOC is put into operation. Staff should be briefed when shifts change and at other times of major decisions or events. The local news media also need a briefing schedule so that they know when to expect a report from the center. Briefing schedules also will help keep the media from interfering with the operations of the EOC.
7. Provide the necessities. If you know the EOC will be in operation for some time, make sure the center has the appropriate food, clothing, and housekeeping supplies.

Controlling Access to the EOC

In order to carry out an effective response to an emergency or disaster, you must be able to run the EOC with minimum interference from those who are not part of the emergency management effort. The best way to do this is to have controlled access to the EOC. As soon as the EOC goes into emergency status, some type of check-in procedure should be established. The EOC should have a receptionist or guard. Each member of the staff of the EOC should have earlier been provided with some type of identification so that the receptionist has no difficulty in determining if the person is to be admitted or not. You may wish to have a different set of credentials for those who have direct access at any time and those who have only limited access.

You may also wish to set up some type of sign-in procedure, so you can tell at any time who is in the EOC.

Ideally, a separate room for the media should be provided. If you have no separate facility, you may wish to designate a restricted area within the EOC in which they must stay. An identification badge should be issued so that the members of the media can be identified when near the EOC.

It is wise to meet with the local news people when setting up your operational plan for the EOC and decide just who has access to the EOC and press briefings. If a briefing area is available in another location outside your EOC, you should use it. With limited briefing space, you may wish to limit the number of reporters. In such cases, you may explain the problem to the news people and explain that only x-number will be allowed into briefings, and they should decide upon how they will be represented. Always keep in mind that the news media are a vital link in keeping the public informed, and you should do your best to keep them informed as to what is happening.

EMERGENCY OPERATIONS CENTER (EOC)

ACTIVATION OF EMERGENCY OPERATIONS CENTER:

ANY CONDITIONS THAT NEED ADDITIONAL CAPABILITIES

Minor Emergencies:

Those which are handled on a regular day-to-day basis by local law enforcement and fire departments.

Limited Emergencies:

Requires a limited staff for the emergency operations center. This condition also can be defined as partial mobilization. Limited emergency situations fall into two major categories.

1. In advance readiness for what may become a full emergency at a later time.
2. A minor emergency goes beyond the conditions which can be handled by the day-to-day operations of the local government.

Potential Disaster:

One step beyond a limited emergency. Limited staff should be supplemented to more closely monitor the situation. The communication links of the EOC are tested and operational.

Full Emergency:

A full emergency requires total mobilization of the entire staff.

AUTHORITY TO OPEN EMERGENCY OPERATION CENTER:

Town Chairman requests opening of Emergency Operations Center

Emergency Management Chair requests Town Chair to open EOC

Town Chair calls Chair of Emergency Management Committee

Field Representative requests Town Chair or Emergency Management Chair to open EOC

EOC CHAIN OF COMMAND:

First person to arrive at EOC until one of the following arrive:

Chairperson, Emergency Management

Town Board Chain of Command

PERSONNEL AT EMERGENCY OPERATION CENTER:

Town Board - Basic then Assess
Chairperson, Emergency Management - Use Organizational Chart
Clerk
Sheriff/ Deputy Sheriff
Fire
EMS
Town Chair
School Representative
Utility Representatives (Gas, Alliant, Verizon)
Public Information Officer
County Emergency Management Representative

RESPONSIBILITIES OF EOC PERSONNEL: As outlined in Chapter Seven

RESPONSE PRIORITIES

Representatives with primary local emergency responsibilities will jointly assess disaster-caused needs. To the extent possible, response priority for decision-making will follow the ranking of these concerns:

1. Care for victims (mass casualty response, search and rescue).
2. Prevention of further injury to humans (fire suppression, hazardous materials response, evacuation).
3. Procurement and distribution of basic necessities for victims (food, shelter, clothing).
4. Lifeline and recovery services (restoration and maintenance of essential community services utilities, transportation, communications.).
5. Protection of dwellings (fire suppression, sandbagging).
6. Maintenance of public order (patrolling danger areas, guarding property, directing traffic).
7. Protection of the environment.
8. Maintenance of public morale.

When it is possible to effectively manage more than one need at the same time, actions should be taken simultaneously. CP personnel will communicate findings and requests for assistance to the EOC and/or 9-1-1 through pre-designated emergency radio channel(s).

The EOC will support CP activities. Certain functions [e.g. support of shelter operations, record maintenance, coordination with other municipal EOC(s)] will be managed by the EOC. In case of multiple CP(s) the EOC may have to establish priority of need for resource management purposes.

RESPONSE CHECKLIST

- A. Direction and Control/Incident Command
Set up Incident Command/Unified Command, Span of Control and Unity of Command.
- B. Rapid Assessment - Size up the Incident
Determine the size of the area affected, population characteristics and economic profile of the area.
- C. Search and Rescue
Search the damaged area, rescue the injured, recover bodies.
- D. Damage Assessment
Activate Damage Assessment Team composed of people familiar with property value.
Damage assessment important to secure State and Federal assistance.
- E. Public Information
Designate people to provide information to media.
Establish a location to meet with the media away from the EOC.
Inform citizens of status of the response and recovery.
- F. Track Citizen's Needs
Designate someone to keep track of Requests for Assistance and the delivery of that assistance.
- G. Track Offers of Assistance
Be prepared to deal with voluntary help.
Designate someone to keep track of Offers of Assistance.
Discourage shipments of donated goods.
Identify a location to store donated goods.
- H. Debris Clean Up and Disposal
Work with DNR on proper disposal of debris.
Inform the public of proper separation and disposal of debris.
- I. Obtain Outside Mutual Aid Agreements as Necessary
Activate your Mutual Aid Agreements as necessary.
- J. Determine Public Health Issues
Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders.
- K. Site Security/Pass System
Establish a pass system to access the area.
Relates to security and orderly clean up and repair of affected area.

RESPONSE TIMELINE

A. 0-2 HOURS

1. Establish Incident Command System.
2. Notify all of the agencies with a role in your plan.
3. Determine the size of the area affected by the disaster.
4. Determine the number of people, buildings, and businesses affected by the disaster.
5. Conduct search and rescue operations as needed.
6. Open shelters as needed.
7. Determine if the area needs access control and set up road blocks.
8. Begin clearing roads and streets.
9. Begin to determine the types and amount of outside assistance you may need.
10. Notify the County Emergency Management Director.
11. Notify Wisconsin Emergency Management.
12. Begin public information activities and issue protective actions for the public if necessary.
13. Hold one or more Command Staff Briefings.
14. Consult Response Checklist.
15. Activate mutual aid agreements.
16. Consider the need to declare a State of Emergency.

RESPONSE TIMELINE

B. 2-4 HOURS

1. Continue search and rescue operations if necessary.
2. Continue public information activities.
3. Consider the need for 24 hour operations and the establishment of 12 hour shifts.
4. Continue shelter operations as needed.
5. Inform the hospitals of potential casualties.
6. Begin preparations for establishing a Pass System.
7. Activate damage assessment team.
8. Assign people to track requests for information on disaster victims.
9. Assign people to handle requests for assistance and to track the needs of special populations.
10. Assign people to track offers of assistance and donations.
11. Continue clearing roads and streets.
12. Determine how debris will be disposed.
13. Begin to determine the public health effects of the disaster.
14. Begin to consider the needs of special populations.
15. Begin to take care of the needs of the responders.
16. Consult Response Checklist.
17. Hold one or more Command Staff Briefings.

RESPONSE TIMELINE

C. 4-12 HOURS

1. Continue search and rescue operations if necessary.
2. Continue public information activities.
3. Prepare for next shift to take over.
4. Consider the need for ongoing mutual aid.
5. If necessary, activate the Pass System.
6. Continue to inform the hospital of potential casualties.
7. Continue damage assessment activities, compile the information collected by the damage assessment teams and report to the state.
8. Continue clearing roads and streets.
9. Take debris to an appropriate land fill.
10. Prepare a prioritized list of repairs to critical facilities and transportation routes.
11. Begin clean up activities on public and private property.
12. Continue to track the request for assistance and the needs of special populations.
13. Continue to track requests for information on disaster victims.
14. Continue to track offers of assistance and donations.
15. Continue shelter operations as needed.
16. Address the public health needs of the disaster victims and responders.
17. Take care of the personal needs of the responders.
18. Conduct several Command Staff Briefings, consult Response Checklist.
19. Brief the next shift.
20. Coordinate with utilities in the restoration of service.
21. Anticipate and address public health issues.

RESPONSE TIMELINE

D. 12-24 HOURS

1. Continue :
 - Search and rescue operations if necessary.
 - Public information activities.
 - Operation of Pass System.
 - Damage Assessment activities and submit UDSR.
 - Repairs to critical facilities.
 - Need for ongoing mutual aid.
 - Cleanup activities on public and private property.
 - Shelter operations as needed.
 - Track requests for information on disaster victims.
2. Inform hospitals of casualties as necessary.
3. Take debris to an appropriate landfill.
4. Coordinate with utilities in the restoration of service.
5. Keep records of agency expenses.
6. Anticipate and address public health needs.
7. Track the requests for assistance and needs of special needs populations.
8. Conduct several Command Staff briefings during each shift.
9. Brief next shift.

RESPONSE TIMELINE

E. 24-??

1. Continue :

Search and rescue operations if necessary.
Public information activities.
Operation of Pass System.
Repairs to critical facilities.
Need for ongoing mutual aid.
Cleanup activities on public and private property.
Shelter operations as needed.
Track requests for information on disaster victims.

2. Begin planning for reentry and long-term recovery.

3. Take debris to an appropriate landfill.

4. Coordinate with utilities in the restoration of service.

5. Keep records of agency expenses.

6. Anticipate and address public health needs.

7. Track the requests for assistance and needs of special needs populations.

8. Update damage assessment activities and submit UDSR and 1Jn. RR
Provide updated damage estimates to the state.

9. Coordinate the activities of volunteers assisting with clean up efforts.

8. Conduct several Command Staff briefings during each shift.

9. Brief next shift.

INITIAL RESPONSE PERSON - FIRST PERSON ON THE SCENE

ASSESS THE SITUATION FOR HAZZARDS

- Immediately advise 9-1-1; provide as much of the following information as is available:
 - _ Location, including municipality, address/intersection, landmarks, etc.
 - _ Type of incident or disaster.
 - _ Approximate number of trapped, injured or dead, destroyed or damaged homes, etc.).
 - _ Site accessibility (effects of downed trees, power lines, etc.).
 - _ Other pertinent information.
- Request law enforcement, Fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles.
- Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.
- Provide services as capable.

ACTIVATION OF EMERGENCY OPERATIONS CENTER (EOC)

ANY CONDITIONS THAT NEED ADDITIONAL CAPABILITIES

Minor Emergencies:

Those which are handled on a regular day-to-day basis by local law enforcement and fire departments.

Limited Emergencies:

Requires a limited staff for the emergency operations center. This condition also can be defined as partial mobilization. Limited emergency situations fall into two major categories.

1. In advance readiness for what may become a full emergency at a later time.
2. A minor emergency goes beyond the conditions which can be handled by the day-to-day operations of the local government.

Potential Disaster:

One step beyond a limited emergency. Limited staff should be supplemented to more closely monitor the situation. The communication links of the EOC are tested and operational.

Full Emergency:

A full emergency requires total mobilization of the entire staff.

AUTHORITY TO OPEN EMERGENCY OPERATION CENTER:

Town Chair requests opening of Emergency Operations Center

Emergency Management Chair requests Town Chair to open EOC

Town Chair calls Chair of Emergency Management Committee

Field Representative requests Town Chair or Emergency Management Chair to open EOC

EOC CHAIN OF COMMAND:

First person to arrive at EOC **until** one of the following arrive:

Chairperson, Emergency Management

Town Board Chain of Command

PERSONNEL AT EMERGENCY OPERATION CENTER:

Town Board - Basic then Assess

Chairperson, Emergency Management - Use Organizational Chart

Clerk

Sheriff/ Deputy Sheriff

Fire

EMS

Town Chair

School Representatives

Utility Representatives (Gas, Alliant, Verizon)

Public Information Officer

County Emergency Management Representative

RESPONSIBILITIES OF EOC PERSONNEL: As outlined in Chapter Seven

CHAIRPERSON OF EMERGENCY MANAGEMENT COMMITTEE

- Activate and report to the municipal EOC/CP. Make sure that it is fully operational and that EOC staff has reported/are reporting to it.
- Ensure that local and county officials have been notified, key facilities warned, sirens activated.
- Determine need for evacuation and implement procedures.
- Obtain initial rapid assessment information and other relevant information. Provide this information to the chief elected and other local elected officials and to the county emergency management director.
- Activate damage assessment team as needed.
- Make formal request for County, State, Federal or Red Cross assistance as required.
- Recommend the Town Board declare an emergency as required.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, act to obtain the needed resources (neighboring municipalities, mutual aid, county/state).
- Ensure that department/agency heads have begun to keep records of disaster-related expenditures.
- Coordinate opening of shelters and the management of donations.
- Coordinate and prioritize allocation of resources such as generators, heavy or specialized equipment.
- Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants.
- Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agencies.
- Terminate emergency.

ADDITIONAL RESPONSIBILITIES:

- Assume overall responsibility for the Town's state of emergency preparedness and capability to cope with and recover from an emergency/disaster. Prepare and maintain Town Emergency Operations Plan. Advise Town Board in emergency preparedness matters. Coordinate training along with Fire Chief, County Sheriff's Office, EMS Director and Director of Public Works.
- Maintain liaison with County, State and Federal emergency agencies.

CHIEF ELECTED OFFICIAL

- Report to the municipal EOC/CP.
- Contact Clerk and Town Board members.
- Request an initial damage assessment and casualty report.
- Request EOC briefing as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- Ensure the Public Information Officer (PIO) is notified and reports to the EOC.
- Activate Damage Assessment activities if needed.
- Together with the municipal Emergency Management Chairperson, determine whether county, state or federal assistance is needed. If yes, specify type and amount needed.

ADDITIONAL RESPONSIBILITIES:

- Has full authority until the Town Board can meet.
- Declares a state of emergency following statutory requirements.

TOWN BOARD

- Respond to the Emergency Operations Center.
- Provide assistance to citizens as required prior to the arrival of County officials.
- Assist disaster victims to obtain temporary emergency housing.
- Provide shelter and food for displaced persons, families and the emergency management crew as may be required prior to arrival of County officials. Coordinating pickup of donated supplies may be required.
- Assist in registering and processing evacuees.
- Distribute appropriate emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Contact transportation for evacuees.
- Approve initial damage assessment and revision to it.
- Provide policy decisions.

ADDITIONAL RESPONSIBILITIES

- Exercise emergency standby powers.
- Publicize telephone numbers of emergency information center where official disaster information may be obtained by the public.
- Prepare and conduct a public emergency education program to provide citizens information on emergency management measures.

ADMINISTRATIVE STAFF (CLERK/ MANAGER)

- Report to the municipal EOC/CP.
- Contact Town Chair, Sheriff's Office, and Public Works if needed.
- Maintain records of town expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - Providing information regarding the dollar value of property damaged as a result of the disaster.
 - Providing owner information (name, telephone number, etc.) of disaster-affected property.
 - Compile records of emergency expenditures and payroll.
 - Prepare, forward and follow up on application for state/Federal assistance.
- Serve as director of the coordinating group.
- Delegate authority to department directors to permit acquisition of needed equipment and supplies.
- Assign department directors account numbers to which emergency expenditures may be charged.
- Obtain assistance in providing standby emergency legislation and proclamations.

COUNTY SHERIFF OFFICE

- Establish and/or respond to designated staging area, CP and municipal EOC.
- Assistance with Rapid Assessment procedures.
- Secure the affected area, perform traffic, and crowd control. Set up an emergency pass system if needed.
- Participate in warning the public as situation warrants.
- Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate. Report above information to EOC, 9-1-1 and other agencies. Provide periodic updates.
- If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
- Conduct evacuation as required, exercise surveillance over assembly points being used for loading buses during evacuation, prescribe evacuation routes.
- Prevent re-entry into damaged or contaminated buildings.
- Control news media reporters and photographers as necessary and as requested by the Public Information Officer.
- Implement mutual aid agreements with other jurisdictions.
- Notify coroner when services are needed.
- Establish and manage staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment.

ADDITIONAL RESPONSIBILITIES:

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the EOC is activated, establish and maintain contact with law enforcement representative.
- Try to anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.
- Assist in State and Federal investigations and identifications as required.
Provide security for EOC.

FIRE DEPARTMENT

- Assume primary operational control of fire suppression, rescue, explosion and hazardous

materials.

- Establish and/or respond to designated staging area, CP and municipal EOC, providing periodic updates.
- Assist in Rapid Assessment procedure.
- Assist in determining and advise staff of all key operational locations.
- Prioritize use of personnel and equipment to provide for continuity of routine services.
- Assist in warning the affected population as situation warrants.
- Rescue injured/trapped persons.
- Advise staff of public information procedures. Coordinate and report any public information releases to the Public Information Officer.
- Designate a person to record the arrival and deployment of emergency personnel and equipment .
- Assist Law Enforcement with evacuation, if needed.
- Assist the public works department and utilities with shutting down gas and electric services, if necessary.
- Assist in initial damage assessment as to dead and injured.

ADDITIONAL RESPONSIBILITIES:

- Assist with traffic control.
- Assist with debris clearance.
- If the County EOC is activated, establish and maintain contact with fire services representative.
- If the Madison Fire Department is needed for a hazmat response, obtain assistance through 9-1-1. Establish and/or respond to designated staging area, CP and municipal EOC, providing periodic updates.
- If additional assistance is necessary, use mutual aid agreements and/or contracts.

EMS

- Assume control of all medical field services.

- Establish and/or respond to designated staging area, CP and municipal EOC. Provide periodic updates.
- Assist in Rapid Assessment procedures.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Notify hospitals and other medical facilities to prepare to receive injured.
- Prioritize use of personnel and resources to provide for continuity of existing services.
- Advise staff of public information procedures then coordinate and report any public information releases to the Public Information Official.
- Ensure that emergency medical services are provided to emergency workers.
- Aid and track Mutual Aid Agreement.
- Maintain records and compile disaster related costs.

PUBLIC WORKS DEPARTMENT

- Ensure that all department personnel have been alerted and that they report as the situation directs.
- Establish and/or respond to designated staging area, CP and municipal EOC. Provide periodic

updates.

- Assist in Rapid Assessment procedures.
- Review the disaster situation with field personnel and report to the Emergency Management Coordinator.
- If necessary, coordinate flood-fighting activities, including sandbagging, diking, and pumping operations.
- Coordinate with Law Enforcement regarding travel restrictions/road closures.
- Provide emergency generators and lighting.
- Coordinate with other emergency groups in carrying out evacuation, maintain transportation routes, assist with traffic control and access to the affected area.
- Assist with urban search and rescue activities as may be requested.
- Assist utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the Damage Assessment Team.
- If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.
- Establish and maintain contact with local building, electrical, plumbing and mechanical contractors to obtain their services when required.
- Assume primary operational control of snow removal and water/sewer management.
- Prioritize and clear streets and remove debris.
- Provide emergency water supply and sewage disposal.
- Advise staff of public information procedures then coordinate and report any public information releases to the Public Information Officer.

ADDITIONAL RESPONSIBILITIES:

- Transport and erect barricades at the request of local law enforcement and fire.
- Locate heavy equipment and operators as required.
- Maintain records and compile disaster related costs.

COUNTY HUMAN SERVICES/PUBLIC HEALTH

- Coordinate activities of agencies that provide emergency human services.
- Report to the municipal and/or county EOC.

- Ensure canteen is set up to feed emergency workers in the municipality. Work with Red Cross/Salvation Army in providing shelter, food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- Address health issues such as protecting the public and environment from exposure to chemical, physical and microbiological hazards, public health services in shelters, shelter inspection, immunization clinics, inspecting food and water supplies. Provide necessary outreach services to citizens affected by emergency or disaster.
- Provide psychological counseling and crisis intervention to disaster victims.

CLINIC

- Alert appropriate personnel, secure facility, take action for personnel safety.
- Evaluate available resources.
- Implement appropriate protocols.
- Coordinate public information efforts with EOC.

SUPERINTENDENT, SCHOOL DISTRICT

- Conduct emergency training in schools for students and staff. Be prepared to evacuate children from schools if required.
- Furnish school buses and drivers for evacuation.
- Make school facilities available as evacuation centers, aid stations, morgues, and shelter as required.
- Perform initial damage assessment of school facilities.
- Be prepared to recall essential workers for school cafeteria, maintenance and security work if required.
- Be prepared to billet and feed incoming emergency forces.
- Maintain roster of people present and or evacuated and location to be forwarded to Town Clerk or EOC.

VOLUNTEER COORDINATOR

- Report to municipal EOC.
- Assess incident to determine needs and prioritize volunteer response.

- Identify phone number for potential volunteers to call to offer assistance.
- Coordinate with Red Cross and other volunteer agencies.
- Coordinate volunteer requests with Public Information Officer.
- Maintain records of volunteer activities, expenses, etc.
- Track citizen needs.
- Designate someone to keep track of Requests for Assistance and delivery.
- Designate someone to track Offers of Assistance.
- Coordinate shipments of donated goods - Identify a location for delivery of goods. Track donated goods.

When major emergencies or disasters occur, people from within and outside the affected community volunteer to help. Many volunteer through traditional disaster response and relief agencies like the American Red Cross and Salvation Army. Others may be affiliated with local service groups, church groups, or professional associations. Many volunteers are not associated with any organizations; they respond as a reaction to the event, based on real and apparent need. Volunteers bring with them a wealth of knowledge and experience useful for meeting a variety of disaster-caused needs. Based on level of need, volunteers may be available for several hours, days or weeks. The volunteer skill pool will change over time as will community needs.

The Emergency Volunteer Coordinator is responsible for managing volunteers that report directly to the Town.

The Red Cross will coordinate and document volunteers that register with the Red Cross.

THE FOLLOWING FORMS ARE IN THE DOCUMENTATION SECTION:

Checklist for Processing Volunteers
 Volunteer Application
 Personnel Assignments
 Requests for Assistance
 Offers of Assistance
 Shelter Attendance

PUBLIC INFORMATION OFFICER (PIO)

- Report to municipal EOC and CP as appropriate.
- At each location function as the sole point of contact for the news media and public officials.
- Maintain liaison with the responding departments and agencies in order to stay abreast of situation.
- Advise departments and agencies of public information procedures and that you will then coordinate and report any public information releases.
- Establish news media briefing area away from EOC and brief the media at periodic intervals.
- If the county EOC is activated, coordinate with the County PIO.
- Conduct press tours of disaster areas as the situation stabilizes.
- Assist the county with establishing a Rumor Control Center.
- Issue press releases as directed by the chief elected official.
- Be aware of safety of media entering damage areas. Stage briefing location in secure area as to not compromise their interest with response efforts.

PUBLIC INFORMATION OFFICER - ADDITIONAL INFORMATION

- Always work from the most current situation report or fact sheet.
- Keep three most important points in front of you.
- Keep updating the media - send out success stories and progress reports.
- Be open and honest, compassionate and supportive.
- It's OK to say "I don't know - BUT I will get you an answer". THEN DO IT
- Reporters will ask - assume the microphone is always on.
 - Casualties - killed or injured.
 - Property damages - values and descriptions.
 - Rescue and relief efforts - who, where, what, how.
 - Information regarding declarations and insurance.
 - People's reactions.
 - Causes, total costs.
- Media Don'ts
 - Speculate or give your opinion.
 - Hide problems.
 - Say "NO COMMENT", this is a red flag.
 - Say "Off the Record", another red flag.
 - Nodding - you may be saying I'm listening but it could be perceived as "I agree".
- Site Access
 - Allow media close to the scene.
 - Consider giving tours.
 - Let reporters decide how dangerous a site is.
 - Allow media to organize media pools when networks arrive.
 - Realize citizens may become upset with media access.
- Presenting Program
 - Keep up-to-date on program information.
 - Know how to respond to questions which you don't know answers to.
 - Know where to find the answers.
 - Know when and to whom to refer questions.
 - Clarify and write down questions.
 - Tell reporters when you will respond.
 - Consult with policy group or emergency management group.
 - Formulate and check your response.
 - Follow up with reporters.
 - Help victims and media develop realistic expectations.
 - Quickly identify misleading expectations and false impressions.

INCIDENT COMMAND

Incident Command System procedures are designed to assure responder safety and to make the best possible use of resources, efforts, and abilities.

Incident Commander Responsibilities:

- Know agency policy and have clear authority.
- Overall management of the incident.
- Establish an Incident Command Post.
- Determine immediate priorities.
 - Safety of people involved in the incident.
 - Stabilize the incident.
- Determine incident objectives, strategy, and tactics.
- Assess the situation.
- Ensure scene safety.
- Coordinate activity for command and general staff.
- Coordinate with key officials.
- Approve requests and releases of resources.
- Keep agency officials informed of incident status.
- Approve use of outside personnel.
- Authorize release of information to news media.
- Order demobilization when appropriate.

Command Staff:

Information Officer

Develop and release information to news media, incident personnel and appropriate agencies.

Liaison Officer

Assist and coordinate with other agencies and personnel.

Safety Officer

Develop and recommend measures for assuring personnel safety.
Assess or anticipate hazardous and unsafe conditions.

General Staff consists of four support functions - Logistics, Operations, Planning, and Finance:

1. Logistics Service and Supply Branch Section.

Communications Unit - Service.

Develop plans for use of communications equipment and facilities.
Install and test communications equipment.
Supervise Incident Communications Center.
Distribute and maintain communications equipment.
Determine required radio nets.
Establish interagency frequency assignments.
Ensure maximum use of communication capability.

Medical Unit - Service.

Provide medical services for assigned personnel.
Develop Incident Medical Plan.

Food Unit - Service.

Supply food needs of entire incident personnel.
Anticipate number of personnel to be fed.
Develop plans to supply food to all personnel.

Supply Unit - Supply.

Order, receive, process, and store all incident related resources.

Facilities Unit - Supply.

Set-up, maintain, and demobilize incident support facilities to be used for feeding, sleeping, and sanitation services.

Ground Support Unit - Supply.

Transport personnel, supplies, food, and equipment.

Fuel, service, maintain, and repair equipment.

Implement traffic plan for incident.

2. Operations Section

Manage all tactical operations at the incident.

3. Planning Section.

Collect, evaluate, process and disseminate information for use at incident.

Formal briefings, maps, status board displays.

Maintain status of assigned resources.

Maintain incident files.

Demobilize incident.

4. Finance Section.

Manage financial aspects of incident.

Ensure accurate recording of daily personnel time.

Manage vendor contracts, leases and rental agreements.

Coordinate with Medical Unit.

RAPID ASSESSMENT

The basic concept of Rapid Assessment is to do the most good, for the most number, with the fewest resources, in the least time. It is critical to determine a fairly accurate overview of the full extent and nature of the situation in order that the most beneficial and effective decisions can be made with regard to event priorities, deployment of available resources and requesting of additional outside resources.

The ability for the Town of Vienna to perform a rapid situation assessment accurately and within the first few hours after an incident is critical to providing an adequate response for life-threatening situations and imminent hazards that may impact the Town of Vienna.

Initially the on scene Incident Commander uses the information to make initial planning and strategy decisions. Once the EOC has been activated and coordination and policy staff have gathered, the information gathered is used to assess the situation, make policy determinations and formulate effective and realistic goals.

Rapid Assessment will allow government officials:

- The ability to prioritize response activities.
- Allocate resources.
- Request mutual aid and State and Federal assistance.

PURPOSE:

Rapid Assessment is not to estimate the dollar value of the damage or the fine details. It is to assess the nature, magnitude and scope of the event so that the decision makers can assign the appropriate priorities to their response, utilizing the available resources most effectively and requesting outside resources of the most appropriate types that are most needed.

- Type of damage that has occurred.
- Where it has occurred.
- What resources are realistically available.
- Transportation limitation and capabilities that will effect response.
 - What roads are blocked, where and by what.
 - What utilities are functional.
 - What utilities need to be shut down to protect life or property.
 - Where is largest number of victims trapped.
 - Where is the largest number in need medical care or shelter.
 - What significant buildings are damaged.
 - Which buildings may be available for sheltering.

Fire and Sheriff's Department, together with the Public Works Department play the lead roles.

When an event has occurred that reasonably appears to have the potential of significantly exceeding the reasonable capability of the Town the RA program shall be activated by either the Sheriff or Fire Chief who will immediately notify dispatch. Activation shall be immediately announced by Dispatch for Law Enforcement, Fire, EMS and Public Works.

Once there is a reasonably complete picture of the nature, scope and magnitude of the event to those in charge (the IC before the EOC has been activated, policy group after activation of EOC) prioritization stated below shall cease and each department shall revert to its usual emergency operations priority system.

DEPARTMENT RESPONSIBILITIES:

Fire and EMS Departments

Assist with rapid assessment through use of on duty personnel and implement a policy of giving priority to assessing damage rather than firefighting and rescue efforts.

Sheriff's Department

Assist with rapid assessment through use of on-duty personnel in doing "windshield surveys" and checking designated key facilities and implement a policy of giving priority to assessing damage rather than law enforcement and crowd and traffic control functions.

Public Works Department

Treatment plant personnel will be responsible for self-assessment of those facilities. Assessment of damage to transportation corridors through use of on-duty personnel. Law Enforcement and Fire will coordinate the transportation corridor information.

Assess personal situation and take whatever steps may be immediately necessary for personal safety and that of those around you.

BUILDING SAFETY EVALUATIONS

It is important to establish building inspection priorities for the community. All members of the emergency management team should be involved in creating a list of critical facilities.

Evaluations:

- **Initial Rapid Evaluation** - First Responders: First level of evaluation designed to quickly designate safe and unsafe structures.
- **Detailed Evaluation** - Building Department Personnel: Second level of examination is designed to rate buildings as either safe, potentially dangerous, or unsafe.
- **Engineering Evaluation** - Structural Engineer: Third level of inspection, included detailed mapping of damage, preparation of structural calculations and quantitative assessment of strength of building.

Building Posting Classifications:

- **Inspected Classification (green color tag):** No apparent hazard found, repairs may be required. No restriction on use or occupancy.
- **Limited Entry Classification (yellow color tag):** Dangerous condition could be present. Entry by owner permitted for only emergency purposes and only at own risk. No usage on continuous basis. Entry by public not permitted.
- **Unsafe Classification (red color tag):** Extreme hazard exists and structure may collapse. Unsafe for occupancy or entry except by authorities.

Structural - Building has collapsed, partially collapsed, moved off its foundation.

Building or any story is significantly out of plumb.

Damage to primary structural members, racking of walls, signs of distress.

Obvious parapet, chimney, or other falling hazard.

Geotechnical - Large fissured in ground.

Massive ground movement.

Slope displacement.

Differential ground movements.

Utility Systems - Broken gas line, broken sewer line.

Fallen power line.

Inoperable sprinkler system.

Non-Structural - Parapets, ornamentation and appendages, canopies, cladding.

Ceiling and light fixtures.

Interior walls, partitions and glazing.

Mechanical and electrical equipment.

Elevators.

Contents of building - dangerous materials.

Fire protection/detection equipment.

Unsafe condition at stairway, exit-way or entrance.

DAMAGE ASSESSMENT

Quick and accurate damage assessment plays a key role in determining how badly a community has been affected by a disaster and in providing disaster assistance. Once the needs of the community are known, governmental and volunteer agencies can begin to deliver assistance.

Damage assessment is the process of determining the location, nature and severity of damage sustained by the public and private sectors in a disaster situation. It includes estimating the amount of loss and the resulting impacts of those losses on the affected individuals and community.

Effective damage assessment procedures are essential for effective response and recovery.

- Accurate information allows decision makers to identify what resources are needed to respond to the emergency and to allocate those resources on a priority basis.
- Obtaining timely and accurate information is the key to identifying the needs of individuals and the community affected by the disaster. Decision makers can determine if the county and local resources will be able to address those needs or if they must be supplemented with state and federal sources.
- When the damage assessment information is refined, it is used to document and substantiate requests for federal assistance. Requests must describe the extent of the damage, list resources in use or already exhausted, and specify what types of assistance are needed to alleviate the suffering and loss caused by the disaster.

Teams must be organized to assess damages to the **private sector** (homes, personal property, private industry, businesses and agricultural losses) and the **public sector** (bridges, roads, public facilities, costs incurred by local units of governments for debris clearance, law enforcement and fire costs).

Damage Assessment Team will be contacted by the Chairperson of the Emergency Management Committee. Available team members will generally respond to the EOC, unless informed otherwise.

Each team will be made up of at least two persons. The coordinator will establish type of communications between each team and the EOC. Each team will receive a sector of the Town for review. Boxes with the necessary tools and maps will be provided to each team along with damage assessment criteria guides. Each team will establish the damages in their sector on maps and report to the EOC.

Personnel at the EOC will combine documented damages in each area and the Town as a whole for reporting to the County. Damage assessment data must be collected, processed and reported to state officials in order to expedite the declarations process. In addition to information on life-threatening situations, essential facilities and lifelines, damage assessment should gather data on any major problem faced by the community.

Damage Assessment procedures obtain the information necessary to estimate the dollar value of the damage and the fine details.

Type of damage that has occurred.

Where it has occurred.

Transportation limitation and capabilities that will effect response.

What roads are blocked, where and by what.

What utilities are functional.

What utilities need to be shut down to protect life or property.

Where is largest number of victims trapped.

Where is the largest number in need of medical care or shelter.

What significant buildings are damaged.

Assessors and other local officials maintain information on the worth of residential and commercial property. This information is vital when determining financial loss created by disaster. If a disaster occurs, officials trained by county and/or state emergency management staff will coordinate with Red Cross Damage Assessment personnel to evaluate damaged buildings and communicate findings to occupants and government agencies.

The Badger Chapter Red Cross responds to meet the human needs created by disaster throughout Dane County. Services are based on damage assessments done by chapter staff.

DAMAGE ASSESSMENT TEAM:

NAME

ADDRESS

PHONE NUMBER

DAMAGE ASSESSMENT TIMELINE

1. Within first 2-3 hours, obtain the following preliminary information:
 - Number of critical/minor injuries.
 - Number of fatalities
 - Number of home/businesses damaged/destroyed.
 - Number of power/telephone lines, poles damaged.
 - Number of public facilities such as highways, roads, bridges, etc. damaged.
 - Number of people who are homeless or in shelters.
2. Within 8 hours:
 - Recount items above.
 - Estimate public and private damage.
 - Video tape and/or take photos of major damage.
3. Within 24 hours:
 - Update items above.
 - Complete updated report.
4. Provide damage assessment information to the county EOC.
5. If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director).
9. Plot damage assessment information on status boards in the EOC and on maps.
10. Record all expenditures for personnel, equipment, supplies, services, etc., and track resources.
11. Prepare reports for the municipal Public Information Officer.

Assess personal situation and take whatever steps may be immediately necessary for personal safety and that of those around you.

FORMS AVAILABLE IN DOCUMENTATION SECTION OF PLAN

DAMAGE ASSESSMENT CRITERIA

YELLOW	MINOR - One wall, section of roof damaged. Not livable
BLUE	MAJOR - Two walls, section of roof damaged. Not livable
PINK	DESTROYED - Foundation only remains, tow or more walls destroyed and floor substantially damaged. Not livable
GREEN	AFFECTED - Intermittent shingle damage, windows broken, cosmetic damage to siding. Livable
RY/RN	RESIDENT - owner is accounted for on property : Yes No
F	FIRE
D	DEBRIS - Building material debris on property
T	TREES - Trees down on private/public property
R	RESIDENTIAL
B	BUSINESS
PU	PUBLIC PROPERTY
RCW	ROAD CLOSED - WASH OUT
RCD	ROAD CLOSED - BLOCKED BY DEBRIS
BO/CO	BRIDGE OR CULVERT OUT
WM	BROKEN WATER MAIN
U	LINES DOWN - ELECTRIC, TELEPHONE, CABLE
GL	GAS LINE RUPTURED
GM	GAS MAIN RUPTURED
A	ANIMALS RUNNING LOOSE

Quick Reference Guide for Damage Assessment

Single Multi Family	Tornado	Flood	Livable
Destroyed	Foundation only remains 2 or more walls destroyed Room substantially damaged	Not economically repairable Pushed off foundation	NO
Major	2 walls and roof substantially damaged	2 or more feet on first floor – no basement Structural damage, collapsed basement walls	NO
Minor	1 wall, section of roof damaged	Less than 2 feet on first floor, no basement or 1 to 8 feet in basement	NO
Affected	Intermittent shingle damage, window broken, cosmetic damage to siding	Less than 1 foot in basement, minor access problem	YES

RECOVERY

Recovery is the continuation and completion of emergency response started during the response phase. Recovery is:

Restoration of basic services

The cleanup of debris

The start of rehabilitating the community's lifelines and infrastructure

Short Term Recovery consists of emergency and other urgent measures to open roads, restore power and water and support shelter operations.

Long Term Recovery includes debris removal, replacement of critical items or facilities and rebuilding of damaged infrastructure.

Recovery Priorities:

Search and Rescue - accounting for everyone is one of the first priorities. Shelter counts and occupant names should be reviewed to see if anyone is missing. Buildings and collapsed structures must be searched.

Opening of Supply Lines - Persons in shelters or at home must be supplied with water and food. The need is especially critical if normal supplies and services have been shut off or damaged. Decisions on where and how to open supply lines can have overriding logistical and political implications.

Public Information - People need to know everything from how to get their clothes clean to methods for preventing injury and disease. They expect government to have the answers.

Restoration of Essential Services - Officials need to decide which services are essential and which are not. Everyone has a different opinion.

Recovery Measures:

Recovery measures are activities that enhance and speed up the recovery process. These activities should be designed to encourage total community participation, addressing the roles and responsibilities of stakeholders throughout the community. To minimize crisis decision making, local government policies and procedures should be reflected in existing laws and plans, with suspension of rules and regulations only as a last resort. Recovery from a major disaster can involve an overwhelming spectrum of activities, affecting almost every aspect of life in the community. The following are the most important functions:

- Provide **crisis counseling** services to responders and the general public.
- Establish **damage assessment** procedures, and institute damage assessment training.
- Identify **debris clearance** methods and issues.
- Establish **decontamination** procedures for people, supplies and equipment.
- Identify sites for **Disaster Assistance Centers** and select personnel to staff them.
- Provide assistance to residents in filing claims for **insurance reimbursement**.
- Provide **disaster loans and grants** to qualifying applicants.
- Make provisions for **disaster unemployment assistance**.
- Establish a sound and effective **public information** program.
- Reassess the validity of **emergency plans**.
- Develop a program to manage **reconstruction** projects.
- Provide **temporary housing** for disaster victims and responders.

Major Planning Considerations:

- Impact of insurance programs and adjusters.
- Documentation for aid programs.
- Management of donations.
- Needs of business and industry.
- Perimeter security and re-entry procedures.

Communities need to develop a comprehensive strategy and plan to strengthen their capabilities in recovery. These elements are practical matters that local governments must address to implement a successful recovery process. The elements and actions can be used as a checklist for developing local plans and for determining strengths and weaknesses in different areas.

Personal Leadership

- Local decision making.
- Priority of intergovernmental relations.
- Redevelopment of damaged areas.
- Long-range view of rebuilt community.
- Ability to marshal internal and external resources.

Ability to Act

- Availability of state and federal resources.
- Reliance on local rather than external resources.
- Local and administrative and technical capability.
- Horizontal and vertical intergovernmental relationships.

Knowing What to Do

- Local knowledge of requirements for state and federal assistance.
- Identification of sources of assistance.
- Realistic, flexible, and current preparedness plans.

Citizen expectations change from response to recovery. People understand that things are disruptive while the emergency is happening, but they expect that things will be put right when it's over. Their expectations and reactions in disaster situations must be considered in recovery policymaking, planning and program implementation.

Success depends primarily on the leadership capabilities of public officials, the ability to access available resources, and knowing how to make the process work.

ROLE OF POLICY GROUP

- Set the tone for recovery.
- Act as “spokes group” for community.
- Focus on required changes in public policy.
- Keep the pulse of community.

Members include:

- Elected/Appointed officials
- Department Heads
- Legal Counsel
- Public Information Officer

Focus of group is on the development of emergency management policy for recovery and mitigation issues. Most emergency plans provide for some type of policy or executive group in the EOC.

NEED TO:

- **Identify problems.**
- **Prioritize problems.**
- **Obtain needed resources.**
- **Solve problems based on priorities and available resources.**

Potential Policy Decisions:

- Debris Management - Debris Clearance priority policies.
- Lifeline Restoration/repairs priority policies.
- Re-entry Policy.
- Curfew Ordinance.
- Protection Against Fraud Ordinance.
- Sale of Gasoline & Flammable Goods Ordinance.

ROLE OF COORDINATION GROUP

- Focus on coordinating outside aid.
- Remind personnel to work within plans and procedures.
- Consolidate information for policy group.
- Transition personnel from response into recovery/mitigation.

Members include:

Deputies and assistants from all key town and county agencies as well as private sector representatives.

Focus of group is on the coordination function during emergencies. Group role equates to that of activated Emergency Operations Center during emergencies. Planning, Logistics, Finance and Administration.

NEED TO:

- **Identify problems.**
- **Prioritize problems.**
- **Obtain needed resources.**
- **Solve problems based on priorities and available resources.**

Potential Coordination Issues:

- Plan review and activation.
- Resources/logistics/mutual aid.
- Situation/damage assessment.
- Procurement/financial concerns.
- Shelter/mass care coordination.
- State and federal assistance concerns.

ROLE OF OPERATIONS GROUP

- Restore operating departments and their capacity.
- Continue ongoing operations.
- Collect and update damage reports.
- Ensure field forces keep in touch with citizens and unmet needs.

Members: Representatives from operational response agencies.

Focus of group is on directing field forces through recovery and mitigation issues.

NEED TO:

- **Identify problems.**
- **Prioritize problems.**
- **Obtain needed resources.**
- **Solve problems based on priorities and available resources.**

Public Safety Agencies - Emergency Management, law enforcement, emergency medical, public works, and fire have a critical role in recovery.

- Have the best documentation of events and understanding of concerns “on the street”.
- Eyewitnesses to events as they happen - provide verification to EOC for requests.
- Can report on aspects of disaster recovery that should be classified as priorities.
- Can verify public action after disaster.
- Can serve as official’s eyes and ears during periods of utility outage, alerting government to citizen’s needs.

Functioning in a Changing Environment:

- Roles and duties expand or modify based on type and scope of disaster.
- Communications are disrupted.
- Safety, personal, and mental health concerns of personnel increase.
- Resources and supplies may be limited or non-existent.
- Activities involve unfamiliar command structures, coordination requirements, and reporting.
- Demands for public information and media cooperation increase.
- Different funding and budgetary procedures may apply.

DEBRIS MANAGEMENT

Primary responsibility is Local Government

Administration: Department of Public Works

Natural disasters can produce incredible amounts of debris in short periods of time. The process of managing debris after a disaster may be the most intensive part of the overall emergency management effort. Debris Management covers response, removal and disposal.

- **Response** is quick and usually performed solely by local officials.
- **Removal and disposal** are more long-term operations, involving help from state, federal and private sectors.

When a Presidential Declaration occurs, debris management activities that are directly related to the event or disaster can be considered for federal assistance.

- Local damage assessment reports.
 - Estimate volume of debris.
 - Estimate costs associated with debris management operations.

Debris Management Plan Should:

- Include provisions to manage and dispose debris.
 - Volume of debris.
 - Types of debris or hazardous waste.
- Authorization requirements.
- Alternative methods and costs.
- Environmental considerations.
- Use of outside resources.
- Staffing and administration.
- Liability issues.

Administrative Functions:

- Coordination of efforts between local, state, federal and private sources.
- Bid document preparation and evaluation - define scope of work.
 - Bid documents prepared ahead of time for debris removal.
 - Bid documents prepared ahead of time for site management.
 - Bid documents prepared ahead of time for debris reduction.
- Legal review of contracts.
 - Emergency Procurement Policy in place ahead of time.
 - Required documented legal procedures for FEMA reimbursement.
 - Property leases for temporary debris management sites in place ahead of time.
 - Right of Entry forms.
- Personnel and resource management.
 - Staff members should know specific assignments and be trained.
- Monitoring of activities involving contract labor and inspectors.
- Development of methods for removal operations, volume reduction & final disposal.
 - Equipment selection.
 - Work schedules.
- Effect of debris separation on collection and removal.
- Public Information Officer must keep public informed.
 - How, what, where and when of debris management (by street, block, area).
- Maps, routes, schedules, documents, forms and checklists prepared in advance.
- Address use of volunteer organizations.
- Mutual aid agreements with local and non-local agencies.

- Contracts.

Temporary Storage Issues

- Site location.
 - How many sites are needed.
 - Ingress and egress to site.
 - Distance to site.
 - Environmental impacts to neighboring creeks.
 - Best to hold ownership - document pre-existing condition of private lands used.
- Size.
 - Dependent on number of sites.
 - Dependent on expected volume of debris.
- Type of activity for site.
 - Burning, grinding, transfer only.
 - Handling of household hazardous waste.

Debris Removal Issues

- Support of emergency response operations - saving life and property.
 - Cutting and clearing only - no removal is undertaken.
- Removal of debris from right of ways prior to side of roadside removal.
- Priorities established for clearance - public buildings, clinic, school, business, private.
- Decision whether or not to enter private property - if so should use right of entry forms.
 - Decision whether or not to clear private streets or only public roads.

Damage Assessment:

- Identify necessary life saving actions.
- Assess the magnitude of damage.
- Determine what additional resources may be needed.
- Determine sector boundaries based on.
 - Type of debris.
 - Location of debris.
 - Volume of debris.
 - Land Use (residential, commercial).
 - Location of existing and potential temporary storage facilities.
 - Location of existing and potential permanent disposal sites.
- Identify available resources.
 - Local, Mutual Aid, Volunteers, Federal Agencies.

LIFELINE AND RECOVERY SERVICES

**Primary responsibility is Local Government
Administration: Public Works**

Immediately following a disaster, one of the most significant challenges facing response teams is the detection and isolation of damage. Lifelines are transportation, electric power, water supply, natural gas, sewage, phone.

Inadequate Damage Detection Results In:

- Slow or delayed response.
- Inaccurate or delayed loss reporting.
- Inappropriate repair priorities.
- Loss of lifeline supplies.
- Public hazards and inconvenience.

Restoration Priorities

- Should certain lifeline systems be fixed or repaired before others.
- Should undamaged lifeline systems be allowed to operate if other systems are damaged and inoperable
- What are priorities for restoring or continuing service.
- What is process for establishing and implementing priorities.
- How are decisions made to limit service to undamaged areas.
- Establish priority system for restoring/continuing service to critical customers.
- Economic factors and community need considered in re-servicing priorities.

LEGAL BASIS

The Legal Basis for this municipal plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES:

- 21.11 CALL TO ACTIVE SERVICE
- 26.97 LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
- 59.03 ADMINISTRATIVE HOME RULE
- 59.04 CONSTRUCTION OF POWERS
- 59.17(2) COUNTY EXECUTIVE (2) DUTIES AND POWERS
- 59.18(2) COUNTY ADMINISTRATOR. (2) DUTIES AND POWERS
- 59.12 CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
- 59.54(8) GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
- 59.52(29) PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
- 59.03(2) CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
- 29.28 PEACE MAINTENANCE
- 61.34 POWERS OF TOWN BOARD
- 166.23 EMERGENCY POWERS
- 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
- 166.03 (1) POWERS AND DUTIES OF THE GOVERNOR
(4) POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
(5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
- 213.095 POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
- 895.483 (2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

Chapter 5

Emergency Government

Repealed and Recreated Ordinance 05-04-01

- 5-5-1 Responsibilities of Head of Emergency Government
- 5-5-2 Emergency Government Defined
- 5-5-3 Comprehensive Plan
- 5-5-4 Emergencies
- 5-5-5 Disaster Warnings and Alerts
- 5-5-6 Obstruction of Civil Defense Activities
- 5-5-7 Adoption of National Incident Management System (NIMS)

Sec. 5-5-1 Responsibilities of Head of Emergency Government

Composition. The Emergency Management Committee shall consist of eleven (11) members of which at least three (3) members shall always be citizen members who are not Town officials.

Appointment. The Emergency Management committee members and Chairperson shall be appointed by the Town Chair, subject to confirmation by the Town Board, at its organizational meeting. The Town Chair may appoint himself or herself to the commission and may appoint other elected or appointed officials, except that the commission shall always have at least three (3) citizen members who are not Town officials.

Chairperson. It is in the best interest of the Town to have the chairperson be a citizen member since during an emergency the Town Chair and the Town Supervisors would be involved in making policy decisions. The Chairperson shall be appointed for a three year term.

Vice-Chairperson. The representative member holding the position of Clerk-Manager shall be appointed as the Vice-Chairperson.

Supervisor Member. The Supervisor Member shall be annually appointed by a two-thirds (2/3) vote at the organizational meeting of the Town Board.

Citizen Member. The citizen members shall be appointed for staggered terms of three (3) years, subject to the Town Board approval. All citizen members shall be persons of recognized experience and qualifications and shall hold office until their respective successors are selected and qualified. Whenever a vacancy shall occur for any citizen member, a successor shall be appointed for the unexpired term in the manner as set forth above.

Representative Members. The representative members shall be the persons holding the positions of Town Clerk/Manager, Sheriff/ Deputy, Town Patrolman I, Fire Chief, EMS Director, School Representative, and a Chamber/Business representative.

- (a) The Emergency Management Committee shall develop and promulgate emergency management plans consistent with the state plans, direct the emergency management program of the Town, and perform such other duties related to emergency management as are required by the Town Board.
- (b) The Emergency Management Committee shall direct local emergency management training programs and exercises, direct participation in emergency programs and exercises ordered by the county head of emergency government services, and advise the county head of emergency government services on local emergency government programs and submit to him/her such reports as he/she requires.
- (c) During the continuance of a stat of emergency proclaimed by the governor, the Emergency Management Committee Chairperson, on behalf of the VTown, may contract with any person to provide equipment and services on a cost basis to be used in disaster relief.

State Law Reference: Sec. 166.03(5), Wis. Stats.

Sec. 5-5-2 Emergency Government Defined.

- (a) **Emergency Government** means all measurers undertaken by or on behalf of the Town:
 - (1) To prepare for and minimize the effect of natural or manmade disaster upon the civilian population;
 - (2) To undertake measurers by or on behalf of the state and its subdivisions to prepare for and minimize the effect of enemy action upon the civilian population.
 - (3) To effectuate emergency repairs to, or the emergency restoration of, vital public utilities and facilities destroyed or damaged by such action or disaster

State Law Reference: Sec. 166.02, Wis. Stats.

Sec. 5-5-3 Comprehensive Plan.

The Emergency Management Committee shall prepare a comprehensive emergency program for the Town and shall present such plan to the Town Board for its approval. When the Town Board has approved the plan, the Emergency Management Committee shall utilize the services, equipment, supplies and facilities of the Town to the maximum extent practicable in satisfying the objectives of the civil defense plans.

Sec. 5-5-4 Emergencies.

Whenever necessary to meet an emergency for which adequate regulations have not been adopted by the Town Board, the Town Chair, and in his or her absence, the Chairperson of the Emergency Management Committee, and in his or her absence the Vice Chairperson, may be proclamation promulgate and enforce such orders, rules and regulations relating to the conduct of persons and the use of property as shall be necessary to protect the public peace, health and safety, and preserve lives and property and to insure the cooperation necessary to emergency plan activities. Such proclamations shall be posted in three public places and may be rescinded by the Town Board by resolution at any time. **(Repealed and Recreated Ord. 05-04-03)**

Sec. 5-5-5 Disaster Warnings and Alerts.

- (a) Upon the declaration of a state of emergency by the Governor, by the Town Chair or in the absence of the Town Chair, the Emergency Management Committee Chairperson shall issue all necessary proclamations as to the existence of such state of emergency and shall issue such disaster warnings or alerts as shall be required in the civil defense plan.
- (b) The Emergency Management Committee shall take action in accordance with the emergency plan only after the declaration of an emergency or the issuance of disaster/emergency warnings. Such state of emergency shall continue until terminated by the issuing authority, provided that any such declaration not issued by the governor may be terminated at the discretion of the Town Board or Emergency Management Committee.

Sec. 5-5-6 Obstruction of Emergency Response Activity.

Any person who shall willfully obstruct, hinder or delay any member of the Emergency Management Committee in the enforcement of any order, rule, regulation, or plan issued pursuant to this Chapter, or do any act forbidden by any order, rule, regulation, or plan issued pursuant to this Chapter shall be subject to a penalty as provided in Section 1-1-6 of this Code of Ordinances.

Sec. 5-5-7 Adoption of National Incident Management System. (NIMS)

- (a) The President in Homeland Security Directive 9HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;
- (b) To facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;
- (c) The Town Board establishes the National Incident Management System (NIMS) as the Town standard for incident management, which will standardize procedures for managing personnel, communications, facilities and resources along with improving the Town's ability to utilize federal funding to enhance local readiness, maintain first responder safety, and streamline incident management processes.

DOCUMENTATION

Comprehensive and accurate documentation is the foundation of all recovery and mitigation activities. An adequate record keeping and accounting system is especially critical when federal and state disaster assistance is requested and cost sharing or reimbursement is contingent upon accurate tracking of local recovery expenditures. The recovery period will be reduced if documentation is accurate.

Benefits of Developing an Effective Cost-tracking System:

- Avoids duplication of effort.
- Provides insight into changing priorities.
- Facilitates cost controls.
- Promotes cost-efficient and creative problem solving.
- Helps ensure equity in service delivery.
- Helps prepare justification for audit concerns.
- Supports transition back to pre-disaster operations.
- Provides guidance to local policy makers regarding the use of local contractors.
- Supports policy decisions.
- Supports requests for federal and state aid.

Potential Financial Issues:

- Daily operations of government.
- Disaster contract development.
- Disaster personnel and lodging.
- Pre-emergency work.
- Post-emergency inventory freight costs (must be kept separate).
- Human service needs - food, water, shelter, sanitary & medical services, crisis counseling.
- Re-stocking of inventory.
- Supply distribution costs.
- Debris collection site preparation.
- Temporary labor and clerical help.
- Emergency engineering & attorney services.
- Information/telecommunication.
- Rental equipment.

Good Documentation Benefits:

- Identification of future disaster training needs.
- Clarification of budgetary concerns when repetitive events are likely.
- Useful record of invaluable lessons and experiences.
- Supporting information in the event of disaster related lawsuit.

Incident Evaluation Reports:

- Report on the chronology of event.
- Report major actions taken by each participating department.
- Report major challenges posed by the disaster for governmental units.
- Report concerns by functional area - policy, finance, recovery.

FORMS

Municipal Disaster Proclamation

Damage Assessment Criteria

Initial Damage Assessment - Residential Property

Initial Damage Assessment - Business/Industry

Damage and Assessment - Public & Private

Dane County Emergency Management - First Response Damage Assessment

Dane County Disaster Assessment Summary

FEMA - Force Account Labor Summary Record

FEMA - Force Account Equipment Summary Record

FEMA - Materials Summary Record

FEMA - Rented Equipment Summary Record

WDEM - Uniform Disaster Situation Report - Required by State within 24 hours

Sector Lifeline Safety and Lifeline Status Checklist

Facilities and Imminent Hazards Sector Status Worksheet

Resource Allocation Status Report

Situation Report Form

Personnel Assignments - For all Departments

Requests for Assistance - Tracking

Offers of Assistance - Tracking

Shelter Attendance - Tracking

Donations

Volunteer Application

Volunteer Processing Checklist

Incident Command Structure (Blank)

MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____,
has struck the Town of Vienna; and,

WHEREAS, because of such emergency conditions, the Town Board, is
Unable to meet with promptness;

NOW THEREFORE, pursuant to State Statute 66.325 and State Statute 166,
as Chief Elected Official of the Town of Vienna, I do hereby proclaim a state
of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused
the great seal of the Town of Vienna to be affixed.

Done at the Town Hall, this _____ day of _____, _____.

Vienna Town Chairman

ELECTION DAY EMERGENCY EVACUATION PLAN

... and relocation of the election day polls

The Town of Vienna Polls will be moved from the Town of Vienna Hall; located at 7161 County Highway I; DeForest, WI (608) 846-3800 to The Holiday Inn Express Conference Room; Located at 7184 Morrisonville Road; DeForest, WI (608) 846-8686 in the event that an emergency would require the evacuation of the building/ polling location during the course of an election.

In the event that polls must be relocated during the course of an election, the election officials present at the polls will have the following responsibilities :

Chief Inspector:

- Secure the OPTECH EAGLE vote tabulator, and all previously marked ballots contained within the machine- and move or oversee the movement of the machine and all marked ballots to the new temporary poll location.
- Secure and move election “Chief Inspector’s Statement” and related election day forms to the new temporary poll location.

Voter Registers:

- Secure the Poll Books/ binders and move or oversee moving the poll books to the new temporary poll location

Ballot Vendors:

- Secure all unused ballots and move or oversee moving the unused ballots to the new temporary poll location

Town Elections Clerk/ Town Clerk:

- Insure that all election officials and all voters have been safely removed from the building
- Insure that all marked and unmarked ballots are removed from the evacuated polls and moved to the temporary new polling location/ lock or secure the building if possible before moving to the new temporary polling location
- Insure that someone remains at the evacuated polling location to direct voters to the new temporary polling location for the duration of the election day polling period