

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2020-78**

A RESOLUTION TO ADOPT AN EMERGENCY MANAGEMENT PLAN

WHEREAS, Village Board recognizes the responsibility to create an Emergency Management Plan which provides the resources for the implementation of the policies and procedures necessary to manage the community's needs during emergency situations; and

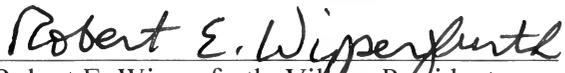
WHEREAS, policies and procedures help local government leaders and emergency response staff coordinate their efforts efficiently during periods of extreme chaos; and

WHEREAS, the Emergency Management Committee has prepared such plan for the Village of Windsor.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby adopts the Village of Windsor Emergency Management Plan attached as Exhibit A.

The above and foregoing resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor, Dane County, Wisconsin, on September 17, 2020, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, Village President

Attested by:

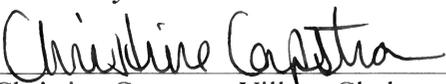

Christine Capstran, Village Clerk

Exhibit A: Emergency Management Plan

Village of Windsor Emergency Management Plan

Introduction

Emergency preparedness shall mean the preparation for, and the carrying out of all emergency functions which the Village of Windsor is capable of performing, during and after an emergency. The Village of Windsor recognizes that several types of hazards pose a threat, significant in frequency and/or magnitude, to lives, property or environment. These include but are not limited to: tornadoes, severe thunderstorms, extreme heat conditions, floods, drought, earthquakes, ice storms, blizzards, fires, explosions, hazardous material (including farming chemicals, LP and other fuel resources) releases to the air, ground or water during transportation or at a fixed location including radiological releases; epidemic or pandemic of infectious diseases; accidental or intentional nuclear detonations due to terrorist or military activity; aircraft crashes; other major accidents; and civil disturbances.

Consequences of major emergencies include: mass casualties; damage to and destruction of homes, facilities, vehicles and other properties; disruption of power, fuel, communications, water and other vital services; damage to the infrastructure and environment; looting and other disruption of law and order; disruption of government functions; and economic and financial effects. Additional effects on village officials and departments include: complex operating conditions; severe stress and fatigue; and intense scrutiny of the preparedness and response efforts.

A. Parties Involved – Agencies/Responsibilities

Administration: Municipal officials, including elected officials and other administrative personnel participate in, oversee and support emergency management activities: mitigation, preparedness, recovery, and response.

Human Services: Dane County Human Services coordinates emergency human service needs and Dane County Health Department coordinates emergency public/environmental health needs. The American Red Cross and Salvation Army are also primary service providers. Services may include:

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

Emergency Medical Services (EMS): DeForest Windsor Fire & EMS provides emergency medical care and transportation in Windsor. EMS works with Dane County Health and Human Services for on-going medical services including:

- Health and medical care at shelters
- Evacuating and providing emergency medical services to victims
- Distribution of antidotes, drugs, etc. to persons in need
- Support and medical care for those who cannot be evacuated

Law Enforcement: The Village of Windsor contracts with the Dane County Sheriff's Office (DCSO) for law enforcement service. Additionally, DCSO provides law enforcement services to augment the Village of Windsor contracted services.

Warning/Communications: Dane County Emergency Management and Dane County Public Safety Communications (911) coordinate emergency communications and are the primary activation points for the Emergency Alert System (EAS) and the outdoor warning siren system.

Fire Services: DeForest Windsor Fire & EMS provides fire services and limited response to hazmat releases in the Village of Windsor.

Dane County (or Columbia County): For Hazardous Materials (HAZMAT) releases, Dane County contracts with the City of Madison Fire Department (MFD) to respond to hazmat releases in Dane County. In the event Dane County resources are unavailable, resources from Columbia County will respond to hazmat releases.

Public Works: The Village of Windsor Public Works Department maintains and plows village streets, maintains parks and playgrounds, and collects brush, leaves, and yard waste.

Utilities: Alliant Energy supplies electricity to the community. Madison Gas and Electric (MGE) supplies natural gas to the community. Centurylink, Spectrum and TDS provide telephone and internet service to the community. Public Works also operates the water distribution and wastewater collection systems.

Volunteer Coordination: The Emergency Management Coordinator identifies potential disaster-related needs appropriate for volunteer response; identifies actual and potential sources of volunteers and volunteer resources; and develops procedures to manage non-affiliated volunteers, skills and resources.

Public Information: The Village of Windsor President or designee is the Village of Windsor's public information officer and coordinates emergency public information/media liaison. DeForest Windsor Fire & EMS or DCSO will be the initial public information officer for the incident.

Damage Assessment: The DeForest Windsor Fire & EMS or DCSO will assess initial damages, compile information and provide reports to local and county authorities. The Chairperson of the Emergency Management Committee or designee will provide long-term oversight of the damages and data collection necessary for local, state and federal authorities.

Emergency Management: The Village of Windsor will open and maintain an Emergency Operations Center (EOC) for local oversight. Dane County Emergency Management maintains the county Emergency Operations Center to guide and support county, municipal, public, and private emergency management activities through an integrated emergency management system.

B. Purpose

Local government is responsible for the establishment of an Emergency Management Plan 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 coordinate their efforts efficiently during periods of extreme chaos. This document describes how the Village of Windsor will manage hazards, respond to emergencies, and manage the effects of disasters on the community.

C. Scope

The intent of this Plan is to address any emergency event which exceeds or threatens to exceed the routine capabilities of the Village of Windsor staff. This Plan describes the policies and procedures the Village of Windsor will follow to mitigate, prepare for, respond to, and recover from the effects of an emergency event.

This Plan implies no guarantee of a perfect response system. In the event of a disaster, resources and capabilities may be overwhelmed and response limited. The Village of Windsor can only endeavor to make every reasonable effort to respond effectively and efficiently based upon the situation, information, and resources available at the time.

The first task in any emergency is to quickly survey the situation to determine if it is of such size or severity that the Village of Windsor Emergency Operations Center (EOC) should be made operational. When activating the EOC, an evaluation of the staffing level should be conducted and gauged by the scale of the emergency. There are four classifications which can be used to help determine the EOC operational status.

1. Minor Emergencies: Minor emergencies are those which are handled on a regular day-to-day basis by local police 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.
2. Limited Emergencies: A limited emergency requires 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.

- a. 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, the Plan may call for the activation of limited staff at the EOC to monitor conditions.
 - b. 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 becomes a major fire in an apartment complex. The Plan may call for the activation of the EOC on a limited basis to help with mass care, shelter, and the protection of property.
3. 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.

4. Full Emergency: A full emergency requires total mobilization of the entire EOC staff.

D. Plan Responsibility

In the Fall of 2019, the Village of Windsor created an Emergency Management Committee (“Committee”) composed of the following members:

- Village of Windsor President
- One Village of Windsor Trustee
- Dane County Sheriff’s Office – One Windsor Deputy
- Department Chief of DeForest Windsor Fire & EMS
- One Citizen from the Community
- Emergency Management Coordinator (Village Clerk)
- Public Works Director
- Village Administrator

The Committee is an advisory and planning group that advises the Emergency Management Coordinator and the Village Board on all matters pertaining to emergency preparedness and shall provide for the establishment of operation procedures for emergency response and recovery.

The Emergency Management Coordinator (“Coordinator”) is the Village Clerk. The Coordinator shall, under the direction and control of the Committee, direct the preparation of an Emergency Management Plan for the emergency preparedness of the Village of Windsor.

Emergency Management Program

Preparedness and planning build our capacity to effectively manage emergencies. Practicing the developed plan and procedures will improve the effectiveness of the Village’s response.

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 and 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 and 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 and food vouchers.
 - Long term - insurance, reconstruction and counseling programs.

A. Training

Training will include such exercises as activation of the Emergency Operations Center, conducting annual table top exercises and reviewing member responsibilities in an actual event. Committee members are encouraged to take National Incident Management System (“NIMS”) and Incident Command System (“ICS”) training, available online through the Federal Emergency Management Agency website, and report completion of each course to the Coordinator. The following courses are recommended:

ICS-200 – ICS for Single Resources and Initial Action Incidents
ICS-300 – Intermediate ICS for Expanding Incidents
ICS-400 – Advanced ICS
700 – NIMS: An Introduction
701 – NIMS Multiagency Coordinating System
702 – NIMS Public Information
703 – NIMS Resource Management
704 – NIMS Communication and Information Management
706 – NIMS Intrastate Mutual Aid, an Introduction:
800 – National Response Framework, an Introduction

Classes are available online at: <http://training.fema.gov/IS/NIMS.asp>

B. Emergency Plan Maintenance

The Committee will meet one time during every calendar year and at such additional times upon the call of the Chairperson. The Emergency Management Plan will be reviewed on an annual basis and following its use from an annual exercise or from an actual emergency response. Revisions will be based on exercise results, organizational changes and actual incident data.

C. Maintenance of Relationships Between First Responders and Dane County Emergency Management and other State of Wisconsin Subdivisions

The Coordinator will facilitate all activities involved in emergency preparedness within the Village of Windsor and will maintain liaison and cooperation with the emergency preparedness agencies and other organizations of other political subdivisions and of the state and federal governments. The Coordinator may participate in Dane County and State of Wisconsin emergency preparedness activities, and will have such additional authority, duties and responsibilities as authorized and/or required by the Village Board.

D. Volunteer Coordination

The Citizen Member of the Emergency Management Committee will be the Volunteer Coordinator and will work with the Coordinator to prepare, coordinate, schedule, orient and oversee volunteers seeking to assist during emergency events. Depending on the scale and scope of the emergency event, volunteers will likely be needed to support the EOC, help displaced victims and animals, assist with debris removal, and providing/delivering supplies as needed. Volunteer registration documents, log in/out forms, and other tracking tools to document volunteers and the work performed will be the responsibility of the Volunteer Coordinator. These forms can be found in the Attachment section.

Once the Coordinator determines the location for the volunteers to register and get assignments, the Volunteer Coordinator will work with the volunteers to schedule shifts to cover the variety of volunteer work needed.

The Coordinator shall advise the Village Board regarding the necessity to employ volunteer health care practitioners in accordance with sec. 257.03, Stats. If so employed, to notify the Department of Health Services in accordance with sec. 323.14, Stats., and coordinate all verification of such practitioners in accordance with sec. 257.02, Stats.

E. Maintenance of Relationships with Support Organizations

The DeForest Windsor Fire & EMS department will maintain relationships with Support Organizations, including the Red Cross and Salvation Army.

Communications

Under normal circumstances, the Village of Windsor relies heavily upon landline and cellular telephones, networked computers and radios for internal communication. In addition, television and the internet are utilized to communicate with the general public.

A disaster or major emergency could cause disruption or complete failure of any or all of these services. For planning purposes, it is assumed that phone and internet service could be intermittent or inoperable initially. Because of this, a heavy reliance upon radio communications is anticipated.

Radio communication on emergency channels will be implemented. A list of radio channels is included in the Attachment section.

A. Emergency Contacts

Local emergency contacts, local resource contacts, and Dane County emergency contacts are maintained in the Attachment section.

Windsor DeForest Fire & EMS and/or DCSO will notify the Village President or other staff indicated on the contact list in the Attachment section. The Village President will contact the Coordinator and the

Administrator. They will in turn contact needed staff, Emergency Management Committee members and Village of Windsor Board Members.

B. Communications Equipment

Equipment necessary to support the EOC and Village of Windsor operations will be inventoried and tracked in the Attachment section.

Warning & Notification

A. Notifications

When municipal officials, staff or first responders become aware of conditions or a problem that could require a government response, this information needs to be shared with the appropriate people so they can act. Initial reports should be made to the Village President, and if they are unavailable, to the Coordinator or the Administrator. Further information will be gathered and a determination made. The extent of further notification and warning will be governed by the type and magnitude of the threat/event. Refer to the Attachment section for a complete listing of contact information.

B. Steps to Follow to Open Emergency Operations Center

Dependent upon the extent of the emergency or disaster and the condition of the primary facility, the location of the EOC will be determined by the Village of Windsor President, and if they are unavailable, the Coordinator, and alternate locations for the EOC could be utilized. The Attachment section provides the list of facilities that could be used for the EOC.

Steps:

1. Emergency Responder requests Village of Windsor President, or if they are unavailable the Coordinator, to open EOC
2. Village President/ Coordinator opens the EOC
3. Coordinator or designee sets up EOC, calls Citizen Member of the Committee
4. Village President or designee calls Chairperson of Emergency Management Committee, Village Board members
5. Coordinator or designee calls Dane County Emergency Management Office

Emergency Operations

Windsor emergency operations will be organized and function under the National Incident Management System (NIMS) which is easily expandable or collapsible.

A. Opening Emergency Operations Center

When a significant emergency or disaster occurs or is imminent, the Emergency Operations Center (EOC) may be activated. The EOC will serve as a centralized management center for emergency operations. Emergency situations vary in size and at times may require extensive coordination of resources, labor and information sharing. However, the EOC does not command or control the on-scene response or tactics. The EOC provides strategic support including policy guidance, logistics and information.

1. Coordinator or designee activates communications equipment and support. The communications equipment should be activated and tested periodically by Village of Windsor personnel.
2. Coordinator or designee initiates 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.
3. Ready the appropriate logs, maps and status charts – either electronically if possible, and hard copies as needed. Coordinator or designee assigns someone to maintain a log of events, the check-in/check-out logs, and forms for the EOC use. Make available maps of the local community. Will determine best locations for volunteer registration and coordination and for family and property reunification as needed.
4. Prepare a shift schedule once the scale and scope of the event is assessed. If the EOC is to be in operation for any length of time, make sure the personnel are scheduled 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. Reduce fatigue as it can set in among key personnel on the EOC staff.
5. 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.
6. Provide the necessities. If the EOC will be in operation for some time, make sure the center has the appropriate food, clothing, and housekeeping supplies.

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:

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

- Protection of the environment
- Maintenance of public morale

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

The EOC will support CP activities. Certain functions [e.g. support of shelter operations, record maintenance and coordination with other municipal EOC(s), etc.] 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.

B. Controlling Access to the Emergency Operations Center

In order to carry out an effective response to an emergency or disaster, the ability to run the EOC with minimum interference from those who are not part of the emergency management effort is important. 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. Credentials can be specific indicating those who have direct access at any time and those who have only limited access.

A sign-in procedure can be implemented so you can tell at any time who is present in the EOC.

Ideally, a separate room for the media should be provided. If there isn’t a separate facility for the media, 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, utilize it. With limited briefing space, adjust the number of reporters. In such cases, explain the problem to the news people and explain that only a certain number of media 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, make every attempt to keep them informed as to what is happening.

C. Direction and Control/Incident Management

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. All emergencies regardless of size or duration will follow the ICS guidelines.

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:

- The Emergency Operations Center (EOC) will be activated. All local agencies with emergency responsibilities will attempt to have a representative at the EOC. Other local, mutual aid and support agencies may be asked to send a representative to the EOC.
- Command Posts (CP) and staging areas may be established at or near emergency site(s), depending upon the nature of the event). There will be only one operational commander established per site.
- Communications will be established between the EOC and CP and with Dane County Communication Center (DCCC).
- 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.

D. Staffing

Village of Windsor President (or Designee) – EOC Commander

- Coordinate Response with Police and Fire/EMS
- Contact Emergency Management Coordinator
- Contact Administrator and Public Works Director
- Contact Village of Windsor Board Members
- Report to the EOC
- 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
- Assume role of Public Information Officer (PIO)
- Activate Damage Assessment activities if needed
- Has full authority until the Village of Windsor Board can meet in accordance with sec. 323.14, Stats.
- Declares a state of emergency following statutory requirements

Together with the Chairperson of the Emergency Management Committee, determine whether county, state or federal assistance is needed. If yes, specify type and amount needed.

Emergency Management Coordinator

- Activate and report to the EOC. Make sure that it is fully operational and that EOC staff have reported/are reporting to it
- Issue a quorum notice for all boards, committees, commissions and authorities
- 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 Village of Windsor President, Village of Windsor Board and to Dane County

- Emergency Management (DCEM) Director
- Activate damage assessment team as needed
- Make formal request for County, State, Federal or Red Cross assistance as required
- Recommend the Village of Windsor 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 personnel accountability 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
- Serve as liaison with emergency management representatives from other jurisdictions.
- Terminate emergency

Village of Windsor Board

Report to the EOC and assist in the following:

- Provide assistance to citizens as required prior to the arrival of DCEM 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
- Approve initial damage assessment and revision to it
- Provide policy decisions
- Undertake emergency authority in accordance with sec. 323.14, Stats.
- Determine whether to employ volunteer health practitioners in accordance with sec. 257.03, Stats.

Administrative Staff (Administrator/Treasurer)

- Contact Village of Windsor President, Village of Windsor Board, Fire-EMS Department, Police Department, and Public Works if needed
- Report to the EOC
- Maintain records of village 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 volunteer 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

Each participating agency will be responsible for maintaining records of expenditures, resources used and other cost information associated with this plan. The Village of Windsor Administrator will be responsible for overall record management. Certain agencies maintain mutual aid agreements and/or contracts for service.

Windsor Police and Dane County Sheriff's Office

- Assess situation and render aid
- Work with Fire to secure the affected area, perform traffic, and crowd control.
- Establish and/or respond to designated staging area, CP and EOC
- Assistance with Rapid Assessment procedures
- Set up an emergency Personnel Accountability 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 to the Village President
- 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 – and determine appropriate reunification process
- 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 in cooperation with Fire-EMS if necessary 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 with search and rescue activities
- If the EOC is activated, establish and maintain contact with EOC 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.

Fire & EMS Department

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

- Establish and/or respond to designated staging areas, CP and EOC and provide periodic updates
- Assist in Rapid Damage Assessment, to include assessing number of fatal and injured
- Assist in determining and advise staff of all key operational locations
- Prioritize use of fire personnel and equipment to provide for continuity of routine services.
- Assist with 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 evacuations, if needed
- Coordinate emergency medical care to victims (ambulances, volunteer health care practitioners and hospitals)
- Establish a triage, treatment and transport plan for victims
- Ensure emergency medical services are provided to emergency workers
- Aid and track mutual aid agreements
- Maintain records and document disaster costs
- Assist with traffic control
- Assist with debris clearance

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

Public Works Director

- 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 EOC
- Provide periodic updates to the Village President
- Assist in Rapid Assessment procedures
- Review the disaster situation with field personnel and report to the 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
- Conduct urban search and rescue activities as may be requested
- Coordinate with Utilities to shutdown gas, electric and/or water 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 (PIO)
- Transport and erect barricades at the request of police and fire
- Locate heavy equipment and operators as required
- Maintain records and compile disaster related costs.

Hospitals

- 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 evacuation drills in schools for students and staff. Be prepared to evacuate children from schools if required
- 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 house and feed incoming emergency forces
- Maintain roster of people present and/or evacuated with location to be forwarded to EOC

Volunteer Coordinator (Citizen Member of Emergency Management Committee)

- Report to EOC
- Assess incident to determine needs and prioritize volunteer response
- Identify phone number for potential volunteers to call to offer assistance
- After a location is set for volunteers to meet to register, receive roles and work assignments, and complete any necessary forms, ensure the volunteer registration effort and assignments are implemented and the registration desk is staffed as long as necessary.
- Coordinate with Red Cross and other volunteer agencies
- Coordinate volunteer requests with Public Information Officer
- Maintain records of volunteer sign in/sign out forms, 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 and track shipments of donated goods - Identify a location for delivery of goods.

When major emergencies or disasters occur, people from within and outside the affected community may 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 Volunteer Coordinator is responsible for managing volunteers that report directly to the Village.

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

The following forms are in the Attachment section:

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

Public Information Officer (PIO)

- Report to 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.

E. Declaring an Emergency

The purpose of declaring a ***State of Emergency*** is to declare publicly that the current situation has escalated beyond what local resources can handle.

The implications for declaring a *State of Emergency* are:

- Formalizing any requests for assistance from higher levels of government;
- Clearly identifying what the implications of the emergency are; and
- Ensuring the issues caused by the emergency are clear.

Under WI State Statute 323, the process to declare a *State of Emergency* is –

323.11 *Declaration by local government. The governing body of any local unit of government may declare, by ordinance or resolution, an emergency existing within the local unit of government whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster, that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the local unit of government. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.*

If the Village Board is unable to properly meet, the Village President may exercise the powers of the Village Board, which, in his or her discretion, appear necessary and expedient to address the emergency conditions. Any proclamation issued by the Village President shall be subject to ratification, alteration, modification or repeal by the Village Board as soon as it can meet, provided, however, that no subsequent action by the Board shall affect the prior validity of the proclamation.

See Attachment section for a SAMPLE resolution for declaring a *State of Emergency*.

F. Damage Assessment and Reports

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 after a disaster. Typical damage assessment estimates the losses and impacts of those losses on the affected individuals and communities. In addition to information on life-threatening situation, essential facilities and lifelines, damage assessment should gather data on any major problem faced by the 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 resources.

Federal, state, county and local governments share the responsibility of conducting damage assessments. Each level of government must be prepared to carry out it's role and support the others.

1. Rapid Damage Assessment

When an event has occurred that requires either the Police and/or Fire to perform lifesaving and immediate response duties, and the scope and magnitude of the event requires/or may require additional resources to effectively respond to this emergency, the Village of Windsor shall activate the Windsor Emergency Operations Center (EOC), and activate Rapid Damage Assessment (RDA).

RDA: Assess the nature, severity and location of damage (within the first 2-3 hours)

- What is the type of damage that has occurred
- Where has it has occurred
- What roads are blocked, where and by what (transportation limitations)
- What public facilities such as highways, roads, bridges, etc are damaged
- What utilities are functional
- What utilities need to be shut down to protect life or property
- How many power/telephone lines/poles are damaged
- What resources are realistically available
- Where is largest number of victims trapped
- Where is the largest number in need medical care or shelter
- What significant buildings are damaged
- What buildings may be available for sheltering
- What is the number of critical/minor injuries
- What is the number of fatalities
- What is the number of people who are homeless or need shelter
- How many homes/businesses are damaged/destroyed

The Fire and Police Departments, together with the Public Works Department, play the lead roles. The Police and Fire will perform lifesaving and immediate response duties and designate searched buildings and those structures that are safe and unsafe. The Public Works Department is responsible for self-assessment of critical infrastructure (streets, water, sewer, etc.). The basic concept of the RDA is to do the most good with the fewest resources, in the least amount of time.

Once there is a reasonable picture of the nature, scope and magnitude of the event, the decision makers can assign the appropriate priorities utilizing the available resources most effectively and requesting outside resources that are most needed.

Each department shall revert to its usual emergency operations priority system at this time.

Once RDA is complete, the fine details and information required to determine the dollar value of the damage can begin.

2. Damage Assessment

Once the Rapid Damage Assessment is complete, the Damage Assessment (DA) should begin, typically within 8 hours, to estimate public and private damage and video tape and/or take photos of major damage.

The DA information is refined, 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 is 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, police and fire costs).

The Emergency Management Committee Chairperson will contact the Damage Assessment Teams. Available team members will generally respond to the EOC, unless informed otherwise. Each team consists of at least two persons assigned to a sector in the Village for their review. The Coordinator will establish type of communications between each team and the EOC. Teams receive a box with the necessary tools, maps and damage assessment criteria guides to 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 Village as a whole, for reporting to the County.

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

- What is the type of damage that has occurred
- Where has it has occurred
- What roads are blocked, where and by what (transportation limitations)
- What public facilities such as highways, roads, bridges, etc are damaged
- What utilities are damaged
- How many power/telephone lines/poles are damaged
- What significant buildings are damaged
- How many homes/businesses are damaged/destroyed

Assessors and other local officials maintain information on the worth of agricultural, 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 based on damage assessments are done by chapter staff.

3. 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:

- Detailed Evaluation performed by Building Inspection Personnel to rate buildings as either safe, potentially dangerous, or unsafe
- Engineering Evaluation performed by Structural Engineer includes 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.

4. Damage Assessment Criteria

GREEN	Affected – Intermittent shingle damage, windows broken, cosmetic damage to siding. LIVABLE.
YELLOW	Minor – One wall, section of roof damaged. NOT LIVABLE.
BLUE	Major – Two Walls, section of roof damaged. NOT LIVABLE
RED	Destroyed – Foundation only remains, two or more walls destroyed, floor substantial damage. NOT LIVABLE.
RY/RN	Resident/Owner is accounted for? 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

5. Quick Reference Guide for Damage Assessment

<u>Single Multi Family</u>	<u>Tornado</u>	<u>Flood</u>	<u>Livable</u>
Affected	Intermittent shingle damage Window broken Cosmetic damage to siding	Less than 1 foot in basement Minor access problem	YES
Minor	1 wall damaged Section of roof damaged	Less than 2 feet on first floor No basement or 1 to 8 feet in basement	NO
Major	2 walls substantially damaged Roof substantially damaged	2 or more feet on first floor, no basement Structural damage, collapsed basement walls	NO
Destroyed	Foundation only remains 2 or more walls destroyed Room substantially damaged	Not economically repairable Pushed off foundation	NO

G. 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, water or other utilities, support shelter operations and other measures as needed.

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.

1. 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 Village of Windsor. To minimize crisis decision making, Windsor's governmental 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 assistance in obtaining 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
- Facilitate temporary housing for disaster victims and responders as needed

Major Planning Considerations:

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

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.

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

2. Policy Group

Role of group is 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.

- 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

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

3. Coordination Group

Focus of group is on the coordination function during emergencies. Group roles equate to that of activated EOC during emergencies. Planning, Logistics, Finance and Administration.

- 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 village and county agencies as well as private sector representatives

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

4. Operations Group

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

- 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

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

H. Emergency Response Checklist

_____ Direction and control/incident command

- Set up Incident Command/Unified Command, Span of Control and Unity of Command

_____ Rapid assessment - Size up the incident

- Determine the size of the area affected, population characteristics and economic profile of the area

_____ Search and rescue

- Search the affected damaged area(s), rescue the injured, recovery of bodies

_____ Damage assessment

- Activate Damage Assessment Team composed of people familiar with property value
- Damage assessment important to secure State and Federal assistance

_____ 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

_____ Track citizen’s needs

- Designate someone to keep track of Requests for Assistance and the delivery of that assistance

- _____ 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
- _____ Debris clean up and disposal
 - Work with DNR on proper disposal of debris
 - Inform the public of proper separation and disposal of debris
- _____ Obtain outside Mutual Aid Agreements as necessary
 - Activate your Mutual Aid Agreements as necessary
- _____ 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
- _____ Site security/pass system
 - Establish a pass system to access the area
 - Relates to security and orderly clean up and repair of affected area

I. Emergency Response Timeline

Initial Response – Initial First Responder on the Scene

1. Assess the situation for hazards
2. Immediately notify Dane County Communication Center (DCCC). Provide as much of the following information as is available:
 - Location, including other municipalities, 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
3. If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles.
4. Notify DCCC of CP location. Anticipate local EOC activation.
5. Provide services as capable.

Response Timeline

0-2 hours

- Establish Incident Command System
- Notify all of the agencies with a role in your plan
- Determine the size of the area affected by the disaster
- Determine the number of people, buildings, and businesses affected by the disaster
- Conduct search and rescue operations as needed
- Open shelters as needed
- Determine if the area needs access control and set up road blocks
- Begin clearing roads and streets
- Begin to determine the types and amount of outside assistance you may need
- Notify the County Emergency Management Director
- Notify Wisconsin Emergency Management

- Begin public information activities and issue protective actions for the public if necessary
- Hold one or more Command Staff Briefings
- Consult Response Checklist
- Activate mutual aid agreements
- Consider the need to declare a State of Emergency

2-4 hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Consider the need for 24 hour operations and the establishment of 12 hour shifts
- Continue shelter operations as needed
- Inform the hospitals of potential casualties
- Begin preparations for establishing a Personnel Accountability System (PAS)
- Activate damage assessment team
- Assign people to track requests for information on disaster victims
- Assign people to handle requests for assistance and to track the needs of special populations
- Assign people to track offers of assistance and donations
- Continue clearing roads and streets
- Determine how debris will be disposed
- Begin to determine the public health effects of the disaster
- Begin to consider the needs of special populations
- Begin to take care of the needs of the responders.
- Consult Response Checklist
- Hold one or more Command Staff Briefings

4-12 hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Prepare for next shift to take over
- Consider the need for ongoing mutual aid
- If necessary, activate the Personnel Accountability System (PAS)
- Continue to inform the hospital of potential incoming patients
- Continue damage assessment activities, compile the information collected by the damage assessment teams and report to the state
- Continue clearing roads and streets
- Take debris to an appropriate land fill
- Prepare a prioritized list of repairs to critical facilities and transportation routes
- Begin clean-up activities on public and private property
- Continue to track the request for assistance and the needs of special populations
- Continue to track requests for information on disaster victims
- Continue to track offers of assistance and donations
- Continue shelter operations as needed
- Address the public health needs of the disaster victims and responders
- Take care of the personal needs of the responders
- Conduct several Command Staff Briefings, consult Response Checklist.
- Brief the next shift
- Coordinate with utilities in the restoration of service
- Anticipate and address public health issues

12-24 hours

Continue :

- Search and rescue operations if necessary
- Public information activities
- Operation of Personnel Accountability 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
- Inform hospitals of casualties as necessary
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Keep records of agency expenses
- Anticipate and address public health needs
- Track the requests for assistance and needs of special needs populations
- Conduct several Command Staff briefings during each shift
- Brief next shift

24 or more

Continue :

- Search and rescue operations if necessary
- Public information activities
- Operation of Personnel Accountability 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
- Begin planning for reentry and long-term recovery
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Keep records of agency expenses
- Anticipate and address public health needs
- Track the requests for assistance and needs of special needs populations
- Update damage assessment activities and submit UDSR and 1Jn. RR
- Provide updated damage estimates to the state
- Coordinate the activities of volunteers assisting with clean up efforts
- Conduct several Command Staff briefings during each shift
- Brief next shift

24-48 Hours

- Provide damage assessment to state.
- Continue search and rescue operations if necessary.
- Continue public information activities.
- Continue operation of the pass system if necessary.

- Continue damage assessment activities and submit UDSR.
- Continue repairs to critical facilities.
- Consider the need for ongoing mutual aid.
- Continue cleanup activities on public and private property.
- Take debris to an appropriate landfill.
- Coordinate with utilities in the restoration of service.
- Continue shelter operations as needed.
- Keep records of agency expenses.
- Anticipate and address public health needs.
- Continue to track the request for assistance and the needs of special populations.
- Continue to track request for information on disaster victims.
- Coordinate activities of volunteers assisting with clean up efforts.
- Begin planning for re-entry and long-term recovery.
- Conduct several command staff briefings during each shift.
- Brief the next shift.

48-? Hours

- Continue public information activities.
- Continue operation of the pass system if necessary.
- Continue damage assessment activities and submit UDSR.
- Provide updated damage estimates to the state.
- Consider the need for ongoing mutual aid.
- Inform the hospital(s) of casualties as necessary.
- Continue cleanup activities on public and private property.
- Take debris to an appropriate landfill.
- Coordinate with utilities in the restoration of service.
- Continue shelter operations as needed.
- Keep records of agency expenses.
- Anticipate and address public health needs.
- Continue to track the request for assistance and the needs of special populations.
- Continue to track request for information on disaster victims.
- Coordinate the activities of volunteers assisting with cleanup efforts.
- Continue planning for re-entry and long-term recovery.
- Provide people to participate in the preliminary damage assessment.
- Conduct several command staff briefings during each shift.
- Brief the next shift.