

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

## WASHINGTON COUNTY



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

February 2024



# **Comprehensive Emergency Management Plan (CEMP)**

*for the*

## **Washington County, Wisconsin**

### **February 2024**

*by*

**Josh Schoemann  
Washington County Executive**

**Rob Schmid,  
Washington County Office of Emergency Management**

*Funding support provided by Department of Homeland Security and Wisconsin Office of Justice  
Assistance: Urban Area Security Initiative grant funded programs.*

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## FOREWORD

Washington County government is continuously striving to protect our County from the range of hazards that threaten our residents, visitors, businesses, and the environment. Responding to emergencies resulting from these hazards poses challenges that cannot be adequately addressed within the routine operations of government.

To meet these challenges, the Washington County Office of Emergency Management created the Washington County Comprehensive Emergency Management Plan (CEMP). This plan is the result of the collaborative efforts between Office of Emergency Management and the many other governmental, non-profit, and private sector departments and agencies that have assigned roles and responsibilities.

The CEMP provides the framework for the Washington County government and partner entities to respond to public emergencies within the local jurisdiction and regionally. The CEMP establishes a unified command and control structure for emergency response operations to ensure a coordinated and effective response. The CEMP also incorporates the concepts and processes of the National Incident Management System as the standard for emergency response operations. The ultimate goal is to protect the public and respond efficiently and effectively to significant incidents that threaten life, property, public safety, and the environment in our communities.

The CEMP design was based on the Comprehensive and Integrated Emergency Management Model which modern emergency management is based. Comprehensive entails a four phase functional structure of: mitigation, preparedness, response, and recovery. This framework allows for a continuous and sustained process of pre-incident, trans-incident, and post-incident activities. Integration ensures a horizontal and vertical unity of effort among all levels of government and all elements of a community.

The CEMP, as a policy document, must remain a dynamic and flexible instrument that will change and mature with each update. In order for the plan to be effective, it must be challenged and tested through real-world operations and local and regional training exercises. Each updated version will reflect the knowledge gained from our experiences and lessons learned. Users of this plan are encouraged to recommend changes that will improve the clarity and use of the plan.

I am confident that it will perform its intended function as a tool to improve coordination and strengthen relationships among local, regional stakeholders, state, and federal agency partners.



Emergency Management Coordinator,  
Washington County Office of Emergency Management

**SIGNATORIES TO THE WASHINGTON COUNTY CEMP**

  
County Board Chairperson

  
County Radio Systems  
Administrator

  
Office of Emergency  
Management

  
Information Systems

  
County Engineer

  
Human Services

  
Health Department

  
Sheriff's Department

  
Emergency Medical Services

  
County Attorney

  
County Fire Chief's Association

  
Highway Department

  
Medical Examiner



BRENDA JASZEWSKI, COUNTY CLERK  
432 E. Washington Street, P.O. Box 1986  
West Bend, WI 53095-7986  
Phone: (262) 335-4301 Fax: (262) 306-2208  
Email: clkbrenda@co.washington.wi.us

COUNTY OF WASHINGTON      )  
  ) SS.  
STATE OF WISCONSIN      )

I, Brenda Jaszewski, County Clerk of Washington County, do hereby certify that the attached is a true, correct and exact copy of:

**2012 RESOLUTION 64 - APPROVAL OF COUNTY EMERGENCY RESPONSE PLAN**

Adopted by the **WASHINGTON COUNTY BOARD OF SUPERVISORS** on:

**FEBRUARY 12, 2013**

Dated at West Bend, Wisconsin, this 15th day of February 2013.

\_\_\_\_\_  
BRENDA JASZEWSKI, COUNTY CLERK  
WASHINGTON COUNTY, WISCONSIN

Subscribed and sworn to before me this  
15th day of February 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Linda Doro  
Type Name

\_\_\_\_\_  
March 23, 2014  
My Commission Expires



WASHINGTON COUNTY, WISCONSIN

Date of enactment: 2/12/13  
Date of publication: \_\_\_\_\_

2012 RESOLUTION 64

Approval of County Emergency Response Plan

WHEREAS, Chapter 323 of the Wisconsin Statutes requires that the governing body of each county adopt an emergency management plan and program that is compatible with the state plan of emergency management so that the state and its subdivisions will be prepared to respond to emergencies resulting from a disaster or the imminent threat of a disaster; and

WHEREAS, pursuant to Section 323.13(1)(b) of the Wisconsin Statutes, the Adjutant General, with the approval of the Governor, has developed and adopted the "Wisconsin Emergency Response Plan"; and

WHEREAS, the Washington County Emergency Management Coordinator has developed a plan for the County which is compatible with the State's plan; and

WHEREAS, the Washington County Emergency Response Plan has been reviewed by the Public Safety Committee, which serves as the County's Emergency Management Committee, and deems the plan appropriate for this County; and

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that this Board hereby adopts the Washington County Emergency Response Plan as the official plan of Washington County;

BE IT FURTHER RESOLVED that the County Clerk shall forward a copy of this resolution to the County Director of Emergency Management, the Southeast Regional Director of Wisconsin Emergency Management and the Administrator of the Division of Emergency Management with the Wisconsin Department of Military Affairs.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution approving the County Emergency Response Plan.

APPROVED:  
Kimberly A. Nass  
Kimberly A. Nass, County Attorney  
Dated 2/12/13  
Considered 2/12/13  
Adopted 2/12/13  
Ayes 29 Noes 0 Absent 1  
Voice Vote \_\_\_\_\_

Introduced by members of the PUBLIC SAFETY COMMITTEE as filed with the County Clerk.

Joseph C. Gonhering  
Joseph C. Gonhering, Chairperson

(No fiscal effect.)



## HOW TO USE THIS DOCUMENT

Washington County, Wisconsin has strategically structured this CEMP around its programs that protect the community. The Comprehensive Emergency Management Program includes performing mitigation/prevention, preparedness, response, and recovery activities. The CEMP major components include:

### **CEMP Basic Plan**

Provides a general overview and summary of the purpose, responsibilities, and operational concepts of the Comprehensive Emergency Management Program.

### **Annex I**

Addresses the emergency management mitigation/prevention phase.

### **Annex II**

Addresses the emergency management preparedness phase.

### **Annex III**

Guides the County's response to an emergency. The County engages its staff and manages specific emergency activities, such as response efforts involving transportation or hazardous materials, through the Emergency Support Functions (ESFs). All levels of government – federal, state and local – have adopted the ESF model. Under this model, the County has designated a primary department to coordinate certain emergency activities with other selected departments and the Emergency Operations Center staff. The CEMP also identifies other departments and partners outside County government that support the primary departments. The CEMP outlines the roles that the ESF primary and support departments have in emergency response. While basic response and the concept of operations will always remain the same, the ESFs activated will depend on the type and scope of the emergency.

### **Annex IV**

Addresses the recovery phase. Recovery Support Functions (RSFs) identify critical recovery activities that may need to be activated and performed to restore the community back to normal after an emergency. A primary County department is designated to coordinate the emergency support functions as a part of the Emergency Operations Center staff. Support departments and partners outside County government are also identified along with likely tasks to be performed. While the concept of operations should always remain the same, the RSFs activated will depend on the type and scope of the recovery efforts needed.

### INSTRUCTIONS TO ALL WASHINGTON COUNTY EMPLOYEES AND NON-GOVERNMENTAL ORGANIZATIONS WITH A ROLE IN THE WASHINGTON COUNTY SHERIFF'S OFFICE DIVISION OF EMERGENCY MANAGEMENT AGENCY:

*Please note, this plan refers to all County offices, agencies and departments universally as "departments."*

1. Read the "Basic Plan," Section I through VI. Take note of your department's/agency's general responsibilities contained within the "Basic Plan, Part IV, Responsibilities."
2. Look at the "Primary/Support Matrix" found in "Section VI, Attachments," of the Basic Plan. Find the name of your department/agency. Note which ESF(s) your department/agency appears in. Within each ESF that your agency is a part of, you will find additional specific responsibilities and tasks.
3. Your department/agency must develop and maintain "Standard Operating Procedures (SOPs)" in such detail as necessary that will result in successful activation and completion of your responsibilities as stated. Refer to the "Basic Plan Section III, Concept of Operations," for additional information and guidance.

**Helpful Hint:** Make a list of your department's general responsibilities (found in Basic Plan Section IV) and specific responsibilities (found in each ESF with which your department is involved). The list of your department's responsibilities is the basis for developing internal, tactical SOPs and personnel action guides.

4. Each ESF contains a "cover tab page summary." This summary lists the departments/agencies/ organizations providing primary and secondary support to this function. The state and federal agencies, who would provide additional assistance if requested, are also shown.

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**Comprehensive Emergency Management Plan (CEMP)**

# **BASIC PLAN**



*Washington County Office of Emergency Management*

## BASIC PLAN SECTIONS

- I. INTRODUCTION.
- II. SITUATION.
- III. CONCEPT OF OPERATIONS.
- IV. RESPONSIBILITIES.
- V. FINANCIAL MANAGEMENT.
- VI. ATTACHMENTS.

## CEMP COMPONENT PARTS



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Comprehensive Emergency Management Plan CEMP

Basic Plan

I. INTRODUCTION

I. INTRODUCTION.

A. INTRODUCTION.

1. This CEMP describes the basic strategies, assumptions and mechanisms through which Washington County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts. To facilitate effective intergovernmental operations, this Comprehensive Emergency Management Plan (CEMP) adopts a functional approach that groups the type of assistance that the County provides under Emergency Support Functions (ESFs). Each ESF is headed by a primary department, which the County has selected based on its authorities, resources, and capabilities in the functional area. ESFs are the primary mechanisms that manage assistance in an emergency.
2. Each department and non-governmental organization with a role or responsibility in the implementation of the CEMP must become familiar with this CEMP to ensure efficient and effective execution of emergency responsibilities. Each department and participating agency must develop and maintain departmental emergency plans and/or standard operating plans. By being prepared, Washington County can better serve it's citizens.

B. PURPOSE, SCOPE, ASSUMPTIONS.

1. Purpose.

To provide:

- ✓ Guidance in all phases of emergency management: mitigating/preventing, preparing for, responding to and recovering from emergencies that threaten life or property within Washington County.
- ✓ An organizational framework that will guide response and recovery actions.
- ✓ A mechanism for interagency and community-wide cooperation and coordination.

2. Scope.

a. This CEMP:

- (1) Establishes fundamental policies, program strategies, and assumptions for a countywide

comprehensive emergency management program.

- (2) Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- (3) Defines the mechanisms to facilitate delivery of immediate assistance, including direction and control of intrastate, interstate and federal response and recovery assistance.
- (4) Assigns specific functions to appropriate County agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
- (5) Addresses the various types of emergencies that are likely to occur; from local emergencies, to minor, major, or catastrophic disasters.
- (6) Identifies the actions that the Office of Emergency Management will initiate, in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.
- (7) Establishes operational goals and objectives for the preparedness, response, recovery, and mitigation phases of the County's emergency management process.

### 3. Assumptions.

- a. This plan is based upon the concepts that emergency functions for various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned. Assumptions include, but are not limited to:
  - b. While it is likely that outside assistance would be available in most major disaster situations affecting the County, and while plans have been developed to facilitate coordination of this assistance, it is necessary for Washington County to plan for and to be prepared to carry out disaster response and short-term recovery operations on an independent basis.
  - c. A major emergency can exhaust the resources of a single jurisdiction or directly impact more than one jurisdiction. It may require resources from numerous agencies and levels of government.
  - d. Incidents will be operated under the Incident or Unified Command System in accordance with the National Incident Management System or NIMS. In keeping with the nationwide strategy of the Integrated Emergency Management System (IEMS), this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.



**C. OBJECTIVES.**

The objectives of the Washington County CEMP are to protect public health and safety and prevent loss of life, to preserve property and the environment, to assure continuity of government and government operations, to restore the community to normal, to mitigate/prevent the causes of damage, and prepare the County in advance of an emergency. Specifically, the County strives to:

1. **Protect Public Health and Safety and Prevent Loss of Life:** includes efforts to save human life, treat the injured, warn the public to avoid further casualties, evacuate people from impacted area, direct people to shelter and mass care, coordinate mass prophylaxis (prevention) if warranted, monitor and regulate safety of food and water.
2. **Preserve Property and the Environment:** includes measures to save property from destruction, prevent further loss, provide security for property, especially in evacuated areas, and, prevent contamination to the environment.
3. **Assure Continuity of Government and Government Operations:** provides for lines of succession for elected and appointed officials, and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.
4. **Restore the Community to Pre-incident Conditions:** restore essential infrastructure, the social fabric, as well as the economic basis of the community.
5. **Mitigate/Prevent the Causes of Damage:** implement mitigation measures to prevent damage from a similar emergency that may occur in the future.
6. **Prepare the County in Advance of an Emergency:** includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

**D. METHODOLOGY.**

1. This plan was developed by a planning process coordinated by the Office of Emergency Management.
2. This plan is “approved and implemented” by the Washington County Board Chair and County Administration.
3. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are on file in the County's Office of Emergency Management.
4. A distribution list containing department/agency names and the number of copies of the Comprehensive Emergency Management Plan (CEMP) that were issued is on file in the County's Office of Emergency Management.
5. Plan maintenance and record of changes.

- a. The County's Office of Emergency Management ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.
- b. This plan will undergo revision whenever:
  - (1) Information errors or omissions have been identified;
  - (2) New issues, requirements, or supplementary material have been identified which are not adequately addressed;
  - (3) There has been a change in information, data, or assumptions from those on which the Plan was based;
  - (4) The nature or magnitude of identified risks have changed;
  - (5) There are implementation problems, such as technical, political, legal or coordination issues with other agencies;
  - (6) Legislative changes affecting organizational structure of local or state agencies;
  - (7) Incorporate new state or federal guidelines or directives and /or to address significant operational issues; and
  - (8) Exercises reveal deficiencies or shortfalls.
- c. The Office of Emergency Management will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.
- d. Following is a listing of agencies responsible for development and maintenance of each plan element:

<b>CEMP MAINTENANCE ASSIGNMENTS</b>	
<b>CEMP SECTION</b>	<b>ASSIGNED TO</b>
<b>Basic Plan</b>	Office of Emergency Management
<b>Annex I Mitigation</b>	Office of Emergency Management
<b>Annex II Preparedness</b>	Office of Emergency Management
<b>Annex III Response ESFs</b>	
<b>ESF #1</b> Transportation	Highway Department
<b>ESF #2</b> Communications and Information Technology (IT)	County Radio Systems Administrator Information Systems
<b>ESF #3</b> Public Works	County Engineer
<b>ESF #4</b> Fire Fighting	County Fire Chief's Association
<b>ESF #5</b> Information, Analysis & Planning	Office of Emergency Management
<b>ESF #6</b> Mass Care, Emergency Assistance, Housing & Human Services	Human Services Department
<b>ESF #7</b> Resource Support	Office of Emergency Management

<b>CEMP MAINTENANCE ASSIGNMENTS</b>	
<b>CEMP SECTION</b>	<b>ASSIGNED TO</b>
<b>ESF #8</b> Public Health	Washington Ozaukee Public Health Department
<b>ESF #9</b> Search and Rescue	County Fire Chief’s Association Sheriff’s Department
<b>ESF #10</b> Hazardous Materials	County Fire Chief’s Association
<b>ESF #11</b> Agriculture and Natural Resources	County Conservationist
<b>ESF #12</b> Energy & Utilities	County Engineer
<b>ESF #13</b> Law Enforcement & Security	Sheriff’s Department
<b>ESF #14</b> Long-Term Community Recovery	Office of Emergency Management Recovery Task Force
<b>ESF #15</b> Public Information	County Public Information Officer
<b>ESF #16</b> Hospital & Medical Services	Emergency Medical Services Hospitals
<b>ESF #17</b> Volunteer and Donation Management	Office of Emergency Management
<b>ESF #18</b> Animal and Veterinary Services	Health Department Human Services
<b>ESF #19</b> Functional and Access Needs	Human Services
<b>ESF #20</b> Fatality Management	Medical Examiner
<b>ESF #21</b> Damage Assessment	County Engineer
<b>ESF #22</b> Public Protection (Warning, Evacuation, Shelter)	Office of Emergency Management
<b>ESF #23</b> Evacuation Traffic Management	Sheriff’s Department
<b>ESF #24</b> Debris Management	Highway Department
<b>Annex IV Recovery</b>	Office of Emergency Management
<b>Annex V COOP</b>	Office of Emergency Management
<b>Annex VI Special Subjects</b>	Office of Emergency Management

**E. RELATIONSHIP TO OTHER PLANS.**

1. The combined homeland security and emergency management authorities, polices, procedures, and resources or the County, regional and state partners, federal government, and other entities (e.g., voluntary disaster relief organization, the private sector) constitute an intergovernmental emergency response network for providing assistance following an emergency.
2. The CEMP may be implemented as the only response plan, or it may used in conjunction with local partner

operational plans developed under statutory authorities and/or Memoranda of Understanding (MOUs). It is also supported by tactical policies and procedures of County operational roles. However, the CEMP shall remain the official and primary plan to guide response and recovery activities for Washington County.

3. The structure of the CEMP is always in place and available for implementation. When a public emergency occurs, the framework of the CEMP is used to facilitate response of one or more Emergency Support Functions (ESF) as dictated by the requirements of the incident. The EOC may be activated and staffed with a partial or full team at the direction of the EOC Coordinator. Individual ESF and support agencies may be employed in the response as needed to respond to the emergency situation.
4. Local CEMP and other Local, State or Federal Plans.
  - a. The CEMP may also be implemented concurrently with a number of local, state, federal and regional emergency operation plans without a state or Presidential Declaration. (See Figure 1: Relationship of the CEMP to other Plans). Regardless, the response would be in accordance with the local CEMP, and in accordance with the senior state or federal official for the applicable plan.
  - b. In certain circumstances, state and/or federal agencies have statutory responsibility and authority to respond directly to incidents without a formal request for assistance from the County. In all cases, however, those agencies should immediately establish contact with Washington County Office of Emergency Management and the local incident commander to coordinate the response and/or recovery efforts.

### Relationship of CEMP to other Plans & Operating Guides

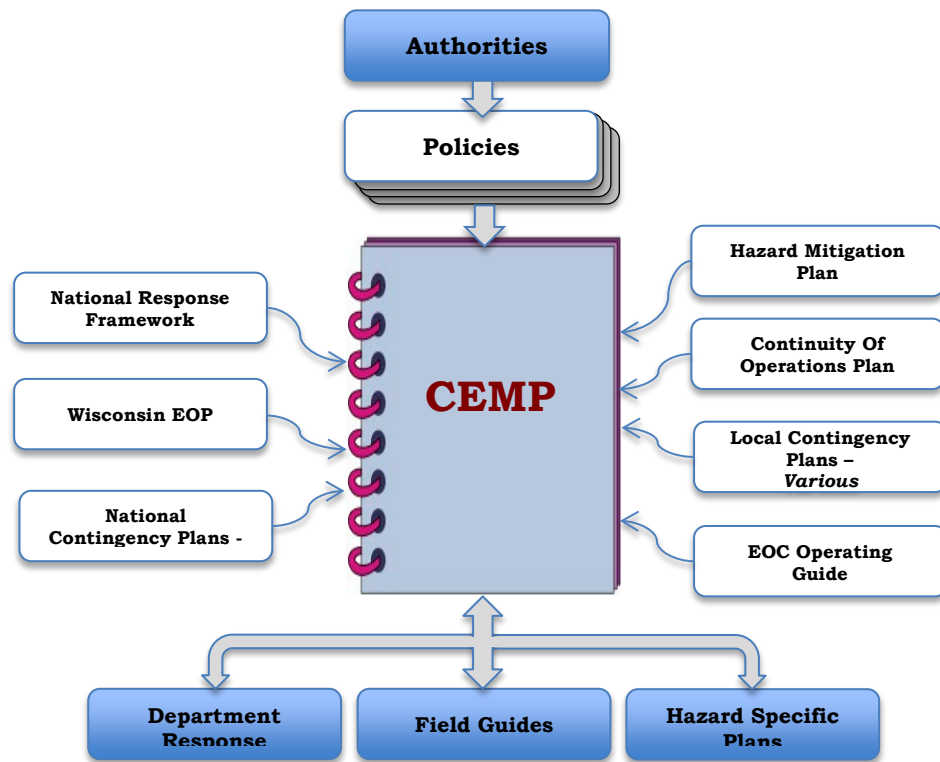


Figure 1: Relationship of the CEMP to other Plans

5. Local CEMP and the National Response Framework (NRF).

- The NRF is built upon the premise that incidents are typically managed at the lowest jurisdictional level. The CEMP was designed to be compatible with the NRF based on the planning assumption that for major incidents, it is likely the County Board Chair would declare a state of emergency, followed by a request for specific types of assistance from the Governor and/or President under the Stafford Act.

**F. STATEMENT OF LIMITATIONS.**

1. Not all emergency situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multijurisdictional situations as well as simultaneous events.
2. The multijurisdictional and multidiscipline approach reflected in this Plan is a means of ensuring the best use of local response and recovery resources in time of community crisis. No attempt will be made in this document to specify all the possibilities and intricacies associated with every type of disaster that might conceivably develop.

3. Because the County Comprehensive Emergency Management Plan represents a corporate capability that is constantly altered by changes that occur in the law, public policy, organizations, program funding, systems, and the environment, it is impossible to create, maintain and promise the delivery of a perfect emergency management system.
4. County actions may also be constrained because hazards can create effects that may impair the availability and use of local government assets, along with other essential services provided by the private sector. The disaster response and relief activities of government may be limited by:
  - a. An inability of the general citizenry to survive on their own for more than three days without additional supplies of water, food, shelter and medical supplies.
  - b. A lack of law enforcement, fire, emergency medical services and public works and other response organizations due to damage to facilities, equipment and shortages of personnel.
  - c. The shortage of critical drugs and medicines at medical facilities.
  - d. The shortage of specialized response personnel and equipment needed to respond to a disaster.
  - e. Damage to or overload of lifelines, such as roads, utilities and communication networks.
  - f. The delay of arrival of outside assistance from either the state or federal level.
  - g. The limited number of public safety responders in a rural environment.
6. Despite these potentially unavoidable limitations, the County will endeavor to make every reasonable effort within its capabilities to respond to the dangers and hardships imposed by emergency or disaster events, i.e., based on the situation, the information available, and the resources at hand.
7. This Plan is adopted to protect and preserve the public peace, health, safety, and welfare. Its provisions shall be liberally construed for the accomplishment of these purposes. Moreover, nothing contained in this Plan is intended to be nor shall be construed to create or form the basis for any liability on the part of the County or its officers, employees or agents, for any injury or damage resulting from failure of any public official or employee to comply with the provisions of this Plan, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this Plan on the part of the County by any of its officers, employees or agents.
8. The Plan is not intended to limit or restrict initiative, judgment, or independent action required to provide an appropriate and effective emergency and disaster response.
9. It is expressly the purpose of this Plan to provide for and promote the health, safety and welfare of the general public. It is not intended to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by its provisions.

**G. LEGAL BASIS.**

1. Wisconsin statutes provide local government, principally the chief elected official, with emergency powers to control emergency situations. If necessary, Washington County shall use these powers during emergency situations (See Basic Plan Section VI "References and Authorities). These powers include:
  - a. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Board Chair and County Administration may by executive order or proclamation declare a local state of disaster. The County Board Chair may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers in order to cope with the disaster. These powers include:
    - (1) To assemble all department heads for the purpose of forming an advisory body to offer advice upon the need for and to supervise emergency services to the impacted area(s).
    - (2) Without restricting the power of the sheriff to seek mutual aid, to contract with other units of government for the use of manpower, specialized services, and equipment.
    - (3) To contract on a cost basis with private industry, leasing companies or contractors for services, manpower and equipment.
    - (4) To order all county employees to immediate active duty.
    - (5) To order county departments to concentrate their manpower and equipment in a given area or areas.
    - (6) To authorize any county owned or leased property to be made available as emergency shelters, food and water dispensing areas, hospitals, morgues, bases of operations and the like.
    - (7) To order county employees and equipment to be utilized in the transportation of equipment, supplies, food, water, materials, messages and the like, from place to place to assist any governmental, Red Cross or like charitable agency operating within the county.
    - (8) To suspend ordinary county services.
    - (9) To suspend the operation of any county licensed business.
    - (10) Without restricting the power of the sheriff, to order a curfew for the general public or any segment of the general public in all or any portion of the county.
    - (11) To close any street, park or public facility within the county.
    - (12) To order the evacuation of citizens or take other protective actions deemed necessary within Washington County.
    - (13) To declare a state of "Local Emergency" for all or part of Washington County considered appropriate.
    - (14) To request further disaster declarations and assistance from the Governor of the State of Wisconsin and the President of the United States, and other agencies, as appropriate.
    - (15) To administer the county government effectively to meet the needs of the disaster relief. This includes the power to authorize the transfer of funds from and to individual departments and agencies until such time as this can be assumed by the County Board or the appropriate committees; serve as chief spokesman for the county and take all steps required to keep the public informed on protection and survival steps that may be needed; take all necessary steps to provide for the safekeeping of all county records and documents essential to the function of government; establish priorities in the procurement of supplies and services; control the resources of all county departments and utilize these resources to the most advantage in dealing with the emergency or recovery efforts; provide for the accounting of all emergency disbursements and review their need based on the priority of the operation; direct the resources of Washington County anywhere within

the State of Wisconsin to insure the well being of county residents; administer the relocation of county government and provide for its functional ability during an emergency; appoint and direct special task groups as required for emergency operations.

(16) To take all steps reasonably necessary to preserve the public health, safety and welfare and property of the citizens and residents of Washington County.

b. A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

### H. POLICIES.

1. In order to protect lives and property and in cooperation with other elements of the community (e.g. business, volunteer sector, social organizations, etc.), it is the policy of Washington County, to strive to mitigate, prepare for, respond to and recover from all natural and man-caused emergencies and disasters.
2. It is the policy of Washington County that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the County.
3. Because of the nature of emergencies and disasters (causing damages, interruptions and shortfalls to County resources), it is the policy of the County of Washington County that citizens are encouraged to be self-sufficient for a minimum of 72 hours should an emergency or disaster occur.
4. NON-DISCRIMINATION. It is the policy of Washington County that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of municipal services. County activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 206.11.—Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

### I. AUTHORITIES AND REFERENCES, (PUBLISHED SEPARATELY).

1. Washington County Code Chapter 9.
2. State Statute Ch 323, Emergency Management.

### J. LIABILITY IMMUNITY FOR EMERGENCY WORKERS.



**Responsibility for Workers Compensation and Liability of State or Local Unit of Government  
(formerly Personnel)) §323.40 §323.41**

**LIABILITY AND EXEMPTIONS**

**323.40 Responsibility for worker's compensation.**

- (1) **EMPLOYEES OF LOCAL UNIT OF GOVERNMENT.** An employee of a local unit of government's emergency management program is an employee of that local unit of government for worker's compensation under ch. 102 unless the responsibility to pay worker's compensation benefits are assigned as provided under s. 66.0313 or under an agreement between the local unit of government and the state or another local unit of government.
- (2) **STATE AGENCY VOLUNTEERS.** A volunteer who registers with a state agency to assist the agency without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the agency for worker's compensation under ch. 102, for purposes of any claim related to the assistance provided.
- (3) **LOCAL UNIT OF GOVERNMENT VOLUNTEERS.** (a) Except as provided in par. (b), an individual who registers in writing with a local unit of government's emergency management program to provide his or her own labor without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the local unit of government for worker's compensation under ch. 102 for purposes of any claim relating to the labor provided.  
  
(b) This subsection does not apply to an individual's provision of services if s. 257.03 applies. History: 2009 a. 42.

**323.41 Liability of state or local unit of government.**

- (1) **EMPLOYEE OF LOCAL UNIT OF GOVERNMENT.** An employee of a local unit of government's emergency management program is an employee of that local unit of government under ss. 893.80, 895.35, and 895.46 for purposes of any claim, unless the responsibility related to a claim under ss. 893.80, 895.35, and 895.46 is assigned as provided under s. 66.0313 or under an agreement between the local unit of government and the state or another local unit of government.
- (2) **STATE AGENCY VOLUNTEERS.** Except as provided in s. 323.45, a volunteer who registers with a state agency to assist the agency without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the agency under ss. 893.82 and 895.46, for purposes of any claim related to the assistance provided.
- (3) **LOCAL UNIT OF GOVERNMENT VOLUNTEERS.** (a) Except as provided in par. (b), an individual who registers in writing with a local unit of government's emergency management program to provide his or her own labor without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the local unit of government under ss.

**893.80, 895.35, and 895.46 for purposes of any claim relating to the labor provided.**

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Comprehensive Emergency Management Plan CEMP

Basic Plan

II. SITUATION

**II. SITUATION.**

**A. POTENTIAL EMERGENCY CONDITIONS.**

1. A major natural, technological or terrorism related emergency may overwhelm the capabilities of Washington County to provide prompt and effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate.
2. Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Some County emergency personnel would be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions as a result of the major event can be anticipated.
3. Thousands of emergency victims may be forced from their homes and large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.
4. Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be severely damaged or destroyed. There could be minimal to total disruption of energy sources and prolonged electric power failure.

**B. HAZARD ANALYSIS (SUMMARY).**

1. The Washington County "Hazard Analysis" is published separately. It describes the potential threats to Washington County, identifies hazard impacts, and proposes mitigation strategies.

2. Hazard Overview:

- Due to its location and geological features of Washington County is vulnerable to the damaging effects of certain hazards. A list of these hazards is found in Table 1: Hazards Affecting Washington County and Table 2: Hazard Rating Summary.

3. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

MASTER LIST OF HAZARDS FOR WASHINGTON COUNTY		
NATURAL		
<ul style="list-style-type: none"> <li>• Agricultural/Hydrologic Drought</li> <li>• Earthquakes</li> <li>• Epidemic, Animal</li> </ul>	<ul style="list-style-type: none"> <li>• Epidemic, Human</li> <li>• Fire: Forest, Wildfires</li> <li>• Flooding</li> <li>• Storm, Ice/Hail</li> </ul>	<ul style="list-style-type: none"> <li>• Storm, Lightning</li> <li>• Storm, Severe Thunder</li> <li>• Storm, Winter</li> <li>• Tornado</li> </ul>
TECHNOLOGICAL		HUMAN
<ul style="list-style-type: none"> <li>• Dam/Levee Failure</li> <li>• Explosions</li> <li>• Hazardous Material Accident/Incidents</li> <li>• Mass Casualties</li> </ul>	<ul style="list-style-type: none"> <li>• Power/Utility Outage</li> <li>• Transportation Accident, Aircraft/ Motor Vehicle/ Railroad/ Trucking</li> </ul>	<ul style="list-style-type: none"> <li>• Civil/Political Unrest/Disturbances</li> <li>• Terrorism: Bomb Blast, Ecological, Economic, Incendiary, Prolonged/Multiple Hostage Situation, Sabotage</li> <li>• WMD: Biological, Chemical, Nuclear</li> <li>• War: Non Nuclear</li> <li>• War: Nuclear</li> </ul>

Table 1: Hazards Affecting Washington County.

**HAZARD RATING SUMMARY**

<i>Catastrophic</i>	<ul style="list-style-type: none"> <li>• War: Non-nuclear</li> <li>• War: Nuclear</li> <li>• WMD: Biological, Chemical, Nuclear</li> </ul>			
	<ul style="list-style-type: none"> <li>• Epidemics</li> <li>• Terrorism: Bomb Blast/ Ecological/ Economic/Incendiary</li> <li>• Earthquakes</li> </ul>	<ul style="list-style-type: none"> <li>• Tornado</li> </ul>		
	<ul style="list-style-type: none"> <li>• Explosions</li> </ul>			<ul style="list-style-type: none"> <li>• Transportation Accident</li> <li>• Hazardous Material Accident / Incidents</li> </ul>
				<ul style="list-style-type: none"> <li>• Winter Storms</li> <li>• Flooding</li> <li>• Structural/Wild Fires,</li> <li>• Agricultural/Hydrologic Drought</li> <li>• Lightning Storms Severe Thunder Storms</li> <li>• Power/Utility Outage,</li> </ul>
<i>Critical</i>				
<i>Limited</i>				
<i>Negligible</i>				
	<i>Not Occurred</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>

<b>Frequency</b>	<b>Severity</b>
<p><b>High:</b> At least one occurrence every 1 – 4 years.</p> <p><b>Medium:</b> At least one occurrence every 5 – 10 years.</p> <p><b>Low:</b> At least one occurrence every 11 – 100 years.</p> <p><b>N/O:</b> Has not occurred, but for planning purposes should be evaluated as part of jurisdictions HVA.</p>	<p><b>Catastrophic:</b> More than 50 deaths/injuries; Complete shutdown of critical facilities for 30 days or more; More than 50% property damage; Severe long-term effects on economy; Severely affects state/local/private sectors capabilities to begin or sustain recovery activities; Overwhelms local and state response resources.</p> <p><b>Critical (Major):</b> 10–50 deaths/injuries; Shutdown of critical facilities for 8–30 days; 25–50% property damage; Short-term effect on economy; Temporarily (24–48 hours) overwhelms response resources.</p> <p><b>Limited:</b> Less than 10 deaths/injuries; Shutdown of critical facilities for 3–7 days; 10–25% property damage; Temporary effect on economy; No effect on response system.</p> <p><b>Negligible:</b> Minor injuries, no deaths; Shutdown of critical facilities for less than 3 days; Less than 10% property damage; No effect on economy; No effect on response system.</p>
<p><b>NOTE:</b> The Category of <b>Severity</b> is used if the hazard results in one or more of the qualifiers.</p>	

Table 2: Hazard Rating Summary

**C. VULNERABILITY ANALYSIS.**

1. Washington County has a population estimated at approximately 132,000 people (2010 Census). Washington County could experience a loss of life and property of catastrophic proportion from a series of potential hazards. Specific hazard impacts to people, property, the economy and environment are detailed in the Washington County Hazard Mitigation Plan.

**D. PERSONS WITH ACCESS AND FUNCTIONAL NEEDS.**

1. The County recognizes the need to undertake additional and reasonable efforts to protect and assist people with access and functional needs at the time of emergencies and disasters, and especially during evacuations, sheltering and re-entry operations.

**E. EMERGENCY MANAGEMENT CRITICAL FACILITIES.**

1. The elements listed on the “Essential Services, Critical Facilities and Infrastructure” in Table 3, comprise the likely available emergency management support facilities or systems. Washington County has identified certain “critical facilities” that may be either emergency incident sites due to disaster impacts, or could be used as emergency management support facilities given that they are not impacted. Washington County will strive to maintain certain “essential services” and maintain/restore the community’s “infrastructure” during times of disaster.
2. This chart provides a “situation summary” of the Washington County’s essential services, critical facilities and infrastructure. These are defined as follows:
  - a. Essential Services: Community services normally determined to be life-saving/preserving and those critical to the immediate economy of the region that need to be maintained or restored immediately. Each of these services are dependent upon certain critical facilities and infrastructure. Washington County will also strive to provide these services during disasters through activation of Emergency Support Functions (ESFs) as appropriate.
  - b. Critical Facilities: Specific Washington County public and private facilities essential for the delivery of vital services and for the protection of the community. The American Society of Engineers classifies critical facilities in the following categories:
    - (1) Category I includes buildings and other structures whose failure would represent a low hazard to human life, such as storage facilities.
    - (2) Category II includes all buildings not specifically included in other categories.
    - (3) Category III includes buildings and other structures that represent a substantial hazard to human life in the event of failure. They include buildings with higher concentrations of occupants, special population facilities, or special community events.
    - (4) Category IV includes essential facilities such as hospitals, fire and police stations, rescue and other emergency service facilities, power stations, water supply facilities, aviation facilities, and other buildings critical for the national and civil defense.

- c. Infrastructure: “Systems” upon which critical facilities, and hence, essential services are dependent.

<b>ESSENTIAL SERVICES, CRITICAL FACILITIES AND INFRASTRUCTURE</b>	
<p style="text-align: center; color: #008000;"><b>Essential Services</b></p> <ul style="list-style-type: none"> <li>• Alert and Warning</li> <li>• Commodities Distribution</li> <li>• Communications</li> <li>• Community EOC</li> <li>• Continuity of Government Services</li> <li>• Dispatch</li> <li>• Emergency Medical Services</li> <li>• Emergency Public Information</li> <li>• Energy/Utilities</li> <li>• Financial Services</li> <li>• Fire Services</li> <li>• Food/Water Distribution</li> <li>• Health</li> <li>• Law Enforcement</li> <li>• Mass Care</li> <li>• Public Health</li> <li>• Public Works/Engineering</li> <li>• Search and Rescue</li> <li>• Shelter</li> <li>• Support to Functional and Access Needs Populations or High Occupancy Structures, Facilities, Special Events</li> <li>• Transportation</li> </ul>	<p style="text-align: center; color: #008000;"><b>Critical Facilities</b></p> <ul style="list-style-type: none"> <li>• Banks/ATMs/Credit Unions</li> <li>• Bridges</li> <li>• Business Establishments</li> <li>• Campgrounds/Parks/Recreation Areas</li> <li>• Clinics; Pharmacies</li> <li>• Computer Data Bases/Service Centers</li> <li>• Detention Center; Dispatch Center</li> <li>• Dispatch Center</li> <li>• Emergency Operations Center (EOC) Room/Building</li> <li>• Fire Stations</li> <li>• Food Storage Facilities</li> <li>• Freeway Overpasses</li> <li>• Fuel Storage</li> <li>• Government Offices</li> <li>• High Occupancy Structures</li> <li>• Hospital/Nursing Homes/Clinics/Pharmacies/Ambulance Stations</li> <li>• Hotels/Motels/Resort Complexes</li> <li>• Kitchens</li> <li>• Light Industry</li> <li>• Microwave Towers/Satellite Ground Terminals</li> <li>• Parks/Recreation Areas</li> <li>• Police Station/Jail</li> <li>• Power Plant/Sub Stations</li> <li>• Public Assembly Areas: Civic Center/Theaters</li> <li>• Pumping Stations</li> <li>• Restaurants</li> <li>• Schools</li> <li>• Shopping Areas</li> <li>• Shopping Malls</li> <li>• Sports Fields</li> <li>• Telephone Switching/Relay Stations</li> <li>• TV/Radio Stations</li> <li>• Warehouse/Equipment Storage Complexes</li> <li>• Wastewater/Sewage Treatment Facilities</li> <li>• Water Treatment Facilities/Pumping Stations</li> </ul>
<p style="text-align: center; color: #008000;"><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Computer Systems</li> <li>• Electrical Systems</li> <li>• Gas (Propane)</li> <li>• Natural Gas</li> <li>• Radio/TV/Print Media</li> <li>• Roads/Highways</li> <li>• Telephone Systems</li> <li>• Water Supplies/Sewer</li> <li>• Waterways, Navigable: Salt &amp; Fresh Water</li> </ul>	

*Table 3: Essential Services, Critical Facilities and Infrastructure.*

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Comprehensive Emergency Management Plan CEMP

Basic Plan

III. CONCEPT OF OPERATIONS

III. CONCEPT OF OPERATIONS

A. EMERGENCY MANAGEMENT PROGRAM PHASES.

The Emergency Management Program is a comprehensive effort that requires County departments to work and cooperate effectively with many other governmental, non-governmental, and private organizations. Washington County will meet its responsibility for protecting life and property from the effects of emergency events by acting within each of the following four phases of emergency management. (Also see Table 4: Washington County Comprehensive Emergency Management Program.)



1. Phase 1: Mitigation/Prevention.

- a. Mitigation is any action that prevents an emergency from occurring or reduces the impact of an emergency on people, property and the environment. Mitigation efforts include adopting and enforcing building codes, land use planning, training and education of the public on the need for mitigation, and implementing structural and non-structural safety measures.
- b. Prevention helps protect lives and property before an emergency occurs. Prevention measures help avoid emergencies, or they can intervene to stop an emergency from occurring. Measures involve applying intelligence and other analysis to a range of activities, such as heightened inspections;

improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance; immunizations, isolation or quarantine; and, specific law enforcement operations aimed at deterring or preempting illegal activity.

- c. All Washington County departments are expected to actively participate in recommending to the County Board Chair mitigation/prevention strategies intended to improve the emergency resilience of Washington County.
  - d. Washington County departments will carry out mitigation/prevention duties in response to a threat. Annex I: Mitigation addresses mitigation and prevention in more detail.
2. Phase 2: Preparedness.
- a. Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of emergency response. Preparedness activities have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent emergency response.
  - b. Washington County departments will prepare for emergencies by maintaining emergency plans and procedures to accomplish the tasks expected of them. Plans and procedures will allow departments to integrate their individual capabilities into the county-wide emergency response and recovery effort. Washington County departments will ensure that their employees are trained to implement emergency procedures. Departments will validate their readiness for an emergency through internal training drills and participation in exercises. Other governmental jurisdictions, private, and non-profit organization within and outside Washington County boundaries may also be encouraged to participate in these exercises. Exercise results will be documented and recommendations implemented to improve the County's preparedness for an emergency. Washington County Emergency Management will revise the CEMP based on continuous planning and exercising. Annex II: Preparedness addresses preparedness programs in more detail.
3. Phase 3: Response.
- a. Response is the use of resources to address the immediate and short-term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage, as well as maintain or hasten the restoration of essential government services. More information on the restoration of County functions can be found in the County's Continuity of Operations Plan in Annex 5 of this plan.
  - b. When initiating the response operation, Washington County will conduct an initial assessment of the situation, determine the need to alert others, and take appropriate actions to reduce the risks and potential impacts of the emergency.
  - c. Annex III: Response Functions and individual departmental plans describe detailed emergency response activities. Actions may involve activating the Emergency Operations Center (EOC) for coordination of support.

- d. Washington County departments may assist with issuing and transmitting emergency alert and warnings, supporting first responder efforts to protect lives and property, maintaining or restoring essential services, and protecting vital resources and the environment. Annex III: Response of this CEMP guides responses to declared emergencies.
4. Phase 4: Recovery.
- a. Recovery activities return Washington County to a pre-emergency state. Examples of recovery efforts, which may include a continuation of ESFs, include conducting detailed damage assessments, removing debris, restoring essential services, critical facilities and infrastructure, rebuilding homes and providing assistance to businesses.
  - b. There is not a definitive point after the emergency occurs where the response phase ends and the recovery phase begins. In general, most recovery and mitigation efforts occur after the deactivation of the EOC and when Washington County departments return to normal operations. Many long-term recovery programs will be integrated into the day-to-day project activities of the departments, rather than be managed from the EOC. Annex IV: Recovery provides more information on recovery roles and responsibilities.

WASHINGTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM			
Preparedness	Response	Recovery	Mitigation
<ul style="list-style-type: none"> <li>• All hazards planning</li> <li>• Evacuation planning</li> <li>• Backup and redundant communications</li> <li>• Continuity of government</li> <li>• Emergency Alert System</li> <li>• Interoperable communications</li> <li>• Training and exercises</li> <li>• Mutual aid agreements</li> <li>• LEPC</li> <li>• Emergency partnerships</li> <li>• Warning systems</li> <li>• Strategic planning</li> <li>• Resource inventory</li> <li>• Public education</li> <li>• Public information</li> <li>• Intelligence</li> <li>• Individual responsibility</li> <li>• Corrective actions</li> </ul>	<ul style="list-style-type: none"> <li>• Direction and control</li> <li>• Disaster declarations</li> <li>• Emergency alert</li> <li>• Emergency debris removal</li> <li>• Emergency Operations Center</li> <li>• Emergency power</li> <li>• Emergency public information</li> <li>• Evacuations</li> <li>• Incident command</li> <li>• Mass care</li> <li>• Mass medication</li> <li>• Medical and social needs</li> <li>• Medical surveillance</li> <li>• Medical transport</li> <li>• Mutual aid</li> <li>• Protective actions</li> <li>• Search and rescue</li> <li>• Shelters</li> <li>• Situational awareness</li> <li>• Temporary repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Claims</li> <li>• Crisis counseling</li> <li>• Damage assessment</li> <li>• Debris removal</li> <li>• Disaster assistance</li> <li>• Donations</li> <li>• Restoration</li> <li>• Disaster loans and grants</li> <li>• Temporary housing</li> <li>• Reconstruction</li> <li>• Public information</li> <li>• Security</li> <li>• Environmental cleanup</li> <li>• Historic Preservation</li> <li>• Long term recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Building codes</li> <li>• Buyouts</li> <li>• Disaster insurance</li> <li>• Hazard analysis</li> <li>• Enforcement</li> <li>• Land use management</li> <li>• Litigation</li> <li>• Monetary Incentives/Disincentives</li> <li>• Statutes and ordinances</li> <li>• Vulnerability assessment</li> <li>• Research</li> <li>• Safety codes</li> <li>• Zoning</li> <li>• Planning</li> <li>• Law enforcement</li> <li>• Detection and monitoring</li> <li>• Access control</li> <li>• Outreach activities</li> <li>• Pre-disaster programs</li> </ul>

- Triage

Table 4 Washington County Comprehensive Emergency Management Program

**B. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).**

1. Washington County has formally adopted and uses the National Incident Management System (NIMS). NIMS provides a consistent national approach for federal, state, and local governments and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, NIMS includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

<b>PREPAREDNESS</b>	Effective incident management begins with a host of preparedness activities conducted on a “steady-state” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification, and certification standards, and equipment certification standards.
<b>COMMUNICATIONS AND INFORMATION MANAGEMENT</b>	Incident response and management rely upon communications and information systems that provide a common operating picture to all command and coordination sites. The NIMS describes the requirement for a standardized framework for communications, information management (collection, analysis and dissemination), and information sharing at all levels of incident management.
<b>RESOURCE MANAGEMENT</b>	Incident managers need resources to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.
<b>COMMAND AND MANAGEMENT</b>	The Command and Management system within NIMS is designed to enable effective and efficient incident management by providing standardized incident management structures. The structure is based on three key organizational systems; (1) the Incident Command System, (2) Multi-agency Coordination Systems, and (3) Public Information System.

2. NIMS provides Washington County a framework for interoperability and compatibility, and maintains a balance between flexibility and standardization. NIMS is flexible because the system can be adjusted to manage all types of incidents, and is applicable to any incident regardless of cause, size, or complexity. NIMS provides standardization by using established organization structures (Incident Command System [ICS], Multi-agency Coordination System [MAC], Public Information System) and consistent terminology. The ICS

component of NIMS is a toolbox from which incident managers may choose all or some applicable tools necessary to fulfill their functional roles in a full range of events. The flexibility and standardization within NIMS is realized during an incident when Washington County departments have previously trained and practiced using these tools.

3. NIMS Components. The NIMS components were not designed to stand alone. The components work together as a system to provide the national framework for incident management. The NIMS does not yield optimal results when one of its components is absent.
4. The National Incident Management System (NIMS) is designed so that local jurisdictional authorities retain command, control and authority over responses. Adhering to the NIMS will allow local agencies to better utilize requested state and federal resources.
5. Incident Command System (ICS). This plan formalizes the NIMS incident command organization and structure as mandatory for all response activities by all departments identified in this plan.

**C. WASHINGTON COUNTY EMERGENCY MANAGEMENT ORGANIZATION.**

1. This plan establishes the Washington County comprehensive emergency management program. Upon promulgation of this plan all officers and employees of Washington County are deemed part of the emergency preparedness and response organization.
2. The emergency management plan is always in effect and available for implementation, and works to ensure the County is continually ready to coordinate response activities without formal activation. This is due to the fact that it incorporates principles of response to basic, everyday incidents. However, it should be recognized that an order or proclamation of a local state of emergency or disaster by the County Executive or designee may activate special components of the emergency management plan when deemed necessary.
3. The County Executive is the ultimate authority for disaster preparedness and response and the Emergency Management Coordinator has the responsibility for coordinating the entire emergency management program on behalf of the County Executive, the County Board and County Administration.
4. The Washington County Office of Emergency Management implements, manages and reports on all actions authorized and taken pertinent to any emergency measures pursuant to this plan.
5. The Emergency Management Coordinator duties include the ongoing planning for and coordination of actions necessary to prepare for and manage all four phases of the emergency management program. The Emergency Management Coordinator also assures there is a duty officer available, on-call, 24 hours a day to oversee the emergency management response program.
6. The Emergency Management Coordinator duties shall include the ongoing planning for and coordination of those actions necessary for the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions.
7. By County Ordinance and Wisconsin Code Annotated, the County Executive is delegated executive authority for all emergency operations and powers of Emergency Management.
8. The line of succession for the County Executive emergency authorities is:

- a. County Executive.
  - b. County Board Chair.
  - c. County Board Vice Chair.
  - d. County Board Second Vice Chair.
9. The County Executive or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications.

#### **D. EMERGENCY/DISASTER DECLARATIONS.**

**WASHINGTON COUNTY CODE, CHAPTER 9, EMERGENCY MANAGEMENT**

**9.11 EMERGENCY DECLARATION.**

- (1) Emergency Conditions Defined. Emergency conditions include, without limitation because of enumeration: conditions arising by reason of war, conflagration, flood, heavy snow storm, blizzard, catastrophe, disaster, riot, civil commotion, acts of God and conditions which impair transportation, food or fuel supplies, medical care, fire, health or police protection or other vital facilities of the County.
- (2) Declaration of Emergency by County Board. The County Board may declare, by resolution, a state of emergency for the County or any portion thereof if the County Board determines that an emergency resulting from enemy action or natural or man-made disaster exists. The duration of such state of emergency shall not exceed 60 days as to an emergency resulting from enemy action or 30 days as to emergencies resulting from natural or man-made disasters, unless either is extended by resolution of the County Board. The duration of a declared state of emergency may not exceed the length of time beyond when emergency conditions exist. A copy of the resolution may be revoked at the discretion of the County Board Chairperson, or in his/her absence, the Vice Chairperson of the County Board, or in his/her absence the 2nd Vice Chairperson of the County Board, by written order or by the County Board by resolution.
- (3) Proclamation of Emergency. If, because of such emergency conditions, the County Board is unable to meet with promptness, the County Board Chairperson, or in his/her absence, the Vice Chairperson of the County Board, or in his/her absence, the 2nd Vice Chairperson of the County Board, shall exercise by proclamation all of the powers enumerated in sub. (2) above conferred upon the County Board. Such proclamation shall be confirmed by resolution of the County Board at the next regularly scheduled or special meeting.
- (4) General Powers. The emergency powers conferred herewith include the general authority to order, by ordinance, resolution or proclamation, whatever is necessary and expedient for the health, safety, welfare and good order of the County during such emergency.
- (5) (AM 01-8) Authority of County Board Chairperson. To facilitate recovery following a disaster, the County Board Chairperson, or in his/her absence, the Vice Chairperson of the County Board, or in his/her absence, the 2nd Vice Chairperson of the County Board may suspend required permits, price controls or other restrictions pursuant to the authority granted in Chapter 323, Wis. Stats., and 59.52(2a), Wis. Stats., consistent with the procedure outlined in 4.04(24) of this Code.

**1. Declaration of Local Emergency**

A declaration of Local Emergency begins at the local municipality level. The town or village board or city officials will make the first declaration recognizing that the situation will require additional outside resources and assistance in order to effectively manage the situation. That declaration will in most cases request Washington County and the Governor to similarly join in emergency declarations for the impacted area(s). The County Executive may request that the Governor of the State of Wisconsin

consider a state emergency declaration and may also request the Governor to seek a Presidential declaration.

At the municipal level, State Statutes allow broad powers dealing with setting curfews, restricting access and in general taking whatever steps are necessary to bring peace and order back to the community.

#### **E. CONTINUITY OF GOVERNMENT.**

1. The procedures for Washington County and municipal line of succession follow Chapter 59 and 17 of the Wisconsin State Statutes, as well as local charters, ordinances, and resolutions.
2. The line of succession for the Washington County Emergency Management Coordinator is:
  - a. Emergency Management Coordinator.
  - b. Reserve Emergency Management Coordinator.
  - c. Sheriff.
3. The line of succession to each department head is according to the operating procedures established by each department and documented in the Washington County Continuity of Operations Plan (COOP).
4. Preservation of Records.
  - Each Washington County agency and department shall establish procedures to ensure the selection, preservation, and availability of records essential to the effective functioning of government and to the protection or rights and interests of persons under emergency conditions.

#### **F. EMERGENCY SUPPORT FUNCTIONS (ESFS).**

1. Emergency Support Functions (ESFs) represent groupings of types of assistance activities that Washington County citizens are likely to need in times of emergency or disaster. During emergencies, the Office of Emergency Management and/or EOC Coordinator determine which ESFs are activated to meet the disaster response needs. See Annex III: Response, for further details.
2. The State Emergency Management plans and the National Response Framework are organized by related emergency functions, commonly known as “emergency support functions (ESFs).” The state and federal governments will respond to Washington County requests for assistance through the ESF structure. Within the state emergency coordination center (EOC) requests for assistance will be tasked to the particular ESF(s) for completion. A lead agency/department for each ESF is indicated, and will be responsible for coordinating the delivery of that ESF to the emergency area. The lead agency/department will be responsible for identifying the resources within the ESF that will accomplish the mission, and will coordinate the resource delivery. State and federal efforts will be in “support” of Washington County.
3. This plan is based upon the concept that the ESFs for the various Washington County organizations involved in emergency operations will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be deployed. The day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.



EMERGENCY SUPPORT FUNCTION MATRIX		
Emergency Support Function	ESF Lead Agency	EOC Functional Area <i>(Matched To EOC Diagram)</i>
<b>ESF # 1</b> Transportation	Highway Department	Logistics Section: Support Branch
<b>ESF # 2</b> Communications & Information Technology (IT)	County Radio Systems Administrator Information Systems	Logistics Section: Services Branch
<b>ESF # 3</b> Public Works	County Engineer	Operations Section: Infrastructure Services Branch
<b>ESF # 4</b> Fire Fighting	County Fire Chief's Association	Operations Section: Emergency Services Branch
<b>ESF # 5</b> Information, Analysis & Planning	Office of Emergency Management	Planning Section: Planning Unit
<b>ESF # 6</b> Mass Care, Emergency Assistance, Housing & Human Services	Human Services	Operations Section: Human Services Branch
<b>ESF # 7</b> Resource Support	Office of Emergency Management	Logistics Section: Support Branch
<b>ESF # 8</b> Public Health	Washington Ozaukee Public Health Department	Operations Section: Human Services Branch
<b>ESF # 9</b> Search & Rescue	County Fire Chief's Association Sheriff's Department	Operations Section: Emergency Services Branch
<b>ESF # 10</b> Hazardous Materials	County Fire Chief's Association	Operations Section: Emergency Services Branch
<b>ESF # 11</b> Agriculture & Natural Resources	County Conservationist	Operations Section: Human Services Branch
<b>ESF # 12</b> Energy & Utilities	County Engineer	Operations Section: Infrastructure Services Branch
<b>ESF # 13</b> Law Enforcement & Security	Sheriff's Department	Operations Section: Emergency Services Branch
<b>ESF # 14</b> Long-Term Community Recovery	Office of Emergency Management Recovery Task Force	Planning Section: Planning Unit
<b>ESF # 15</b> Public Information	County Public Information Officer	EOC Management

<b>ESF # 16</b> Hospital & Medical Services	Emergency Medical Services Hospitals	Operations Section: Emergency Services Branch
<b>ESF # 17</b> Volunteer & Donation Management	Office of Emergency Management	Logistics Section: Services Branch
<b>ESF # 18</b> Animal & Veterinary Services	Health Department Human Services	Operations Section: Human Services Branch
<b>ESF # 19</b> Functional & Access Needs	Human Services	Operations Section: Human Services Branch
<b>ESF # 20</b> Fatality Management	Medical Examiner	Operations: Emergency Services Branch
<b>ESF # 21</b> Damage Assessment	County Engineer	Planning Section: Documentation Unit
<b>ESF # 22</b> Public Protection (Warning, Evacuation, Shelter)	Office of Emergency Management	Operations Section: Emergency Services Branch
<b>ESF # 23</b> Evacuation Traffic Management	Sheriff's Department	Operations Section: Emergency Services Branch
<b>ESF # 24</b> Debris Management	Highway Department	Operations Section: Infrastructure Services Branch

Table 5: Emergency Support Function Matrix

4. A Washington County department or agency is normally designated as “the lead or co-lead” for an ESF due to a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities. In some agencies a portion of the agency’s mission is very similar to the mission of the ESF, therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. The “lead” agency also has the necessary contacts and expertise to coordinate the activities of that support function.
5. Upon activation of the Washington County EOC, the activated ESF lead agencies will designate representatives in the EOC to coordinate their assigned ESF(s).
6. The lead agency for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed for the emergency and disaster response.
7. Washington County will respond to requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the appropriate ESF’s for completion. The lead agencies will be responsible for coordinating the delivery of that assistance.
  - a. With concurrence from the Washington County EOC Coordinator, ESF # 5 will issue mission assignments

to the lead agency(s) for each ESF.

- b. The lead agency(s) for the tasked ESF's will be responsible for identifying and tasking the particular resource(s) and will coordinate the delivery of that resource(s).

**G. CRISIS MONITORING, CRISIS ACTION TEAM (CAT).**

1. Under development.

**H. INCIDENT COMMAND SYSTEM (ICS).**

1. Washington County's on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).
2. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.
3. Washington County and/or municipal emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
4. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual.
5. Upon arriving at an incident scene, the Incident Commander shall:
  - a. Establish an incident command post and direct the on-scene response.
  - b. Isolate the scene.
  - c. Assess the situation and identify hazards.
  - d. Warn the population in the area of the incident; provide emergency instructions.
  - e. Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident.
  - f. Implement traffic control arrangements in and around the incident scene.
  - g. Develop objectives (tasks to be done).
  - h. Ensure appropriate safety and personnel protective measures.
  - i. Develop an action plan and priorities.
  - j. In coordination with the EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
  - k. Coordinate, as appropriate, with other first responder agencies.
  - l. Request additional resources from the EOC.
6. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency's objectives are identified and coordinated.

7. Team problem solving should facilitate effective response. Other agency personnel working in support of the Incident Command system will maintain their normal chain of command, but will be under control of the County or municipal on-scene Incident Commander.
8. The on-scene Incident Commander may designate a Public Information Officer to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed EOC may be activated.
9. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.
10. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. Principles of Area Command or Multi-Agency Coordinated Systems may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

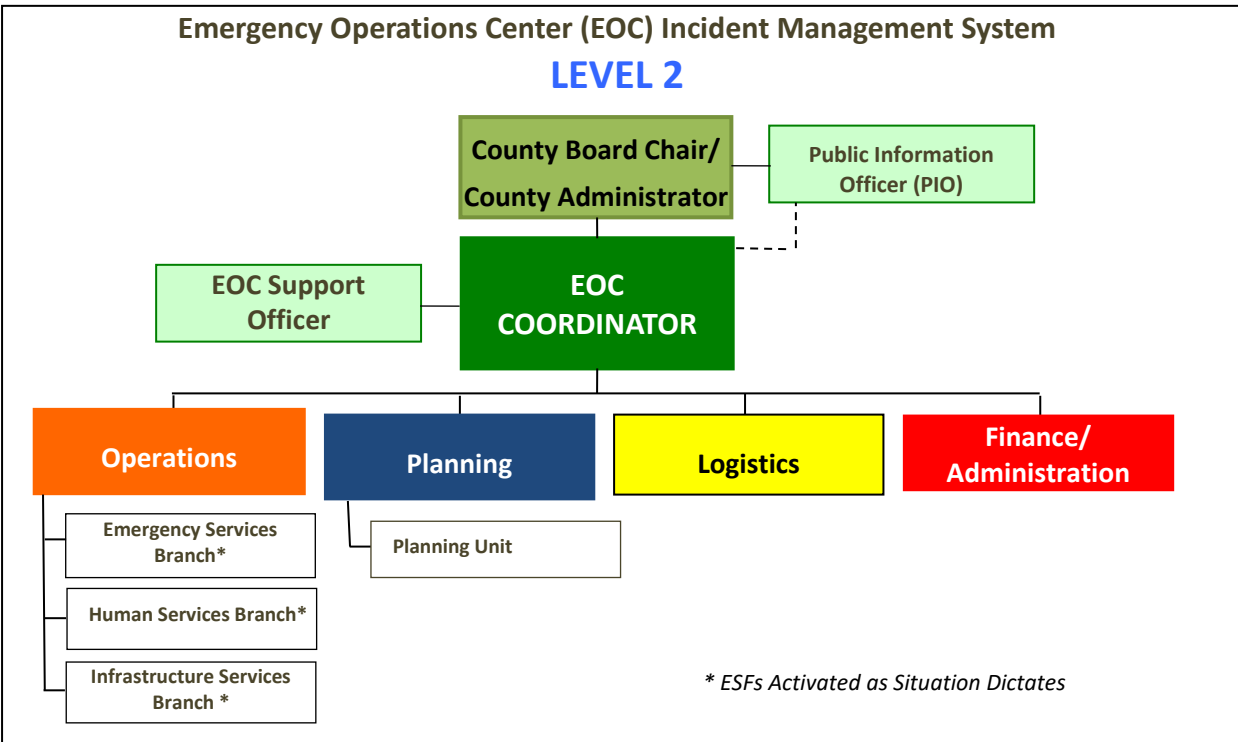
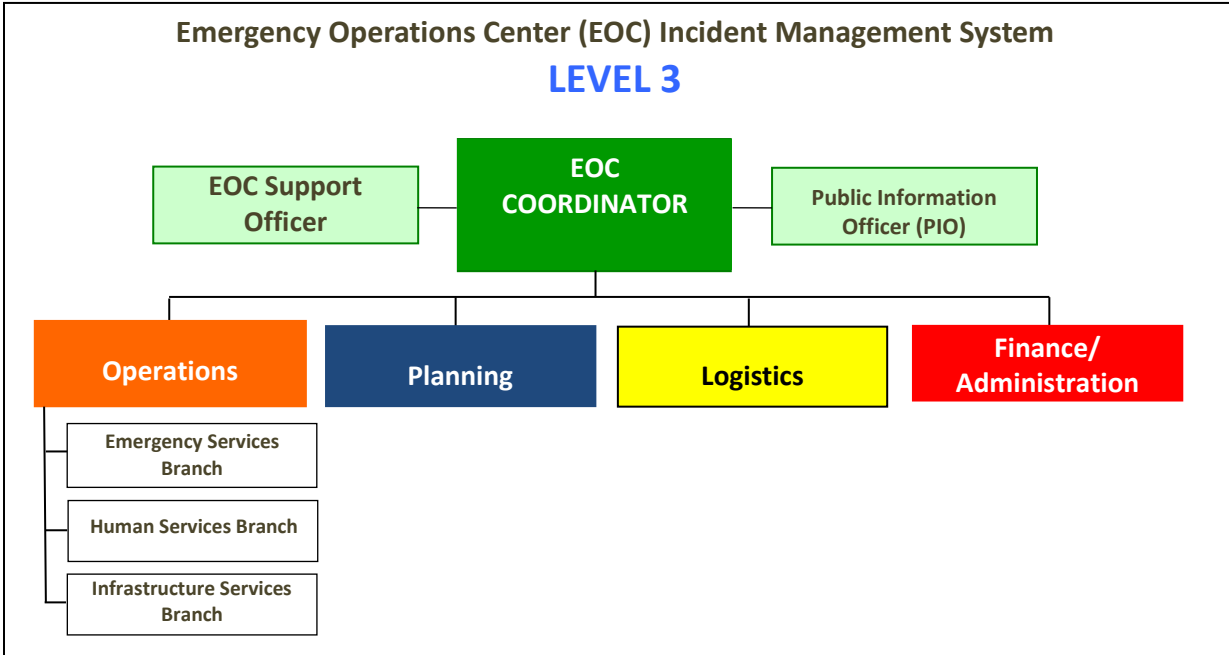
**I. INCIDENT RESPONSE LEVELS (LEVELS OF DISASTER).**

1. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Washington County will use a graduated response approach in responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grow, there will be an increase in emergency response and coordination activities to meet increasing emergency demands. Readiness Levels will be determined by the County Executive or the Office of Emergency Management. See the Readiness / Emergency Action Levels that will be used as a means of increasing the County’s alert posture.

<b>READINESS / EMERGENCY ACTION LEVELS</b>	
<b>Watch Condition</b>	Emergency management officials are aware that a heightened state of concern about a potential threat to life or property exists, usually in the form of a concern for a weather related situation. Public safety departments monitor the situation for developments.
<b>Warning Condition</b>	A hazardous condition exists, and there is usually a need for emergency management or public safety officials to issue a public warning.
<b>Level 4 Emergency (Monitoring)</b>	County Office of Emergency Management is on call 24 hours a day to receive calls from county departments and local jurisdictions relating to emergency situations. The Office of Emergency Management continuously monitor events around the county through frequent contacts with the National Weather Service, neighboring jurisdictions and the WEM Duty Officer. When appropriate, the Office of Emergency Management will issue a press statement indicating that

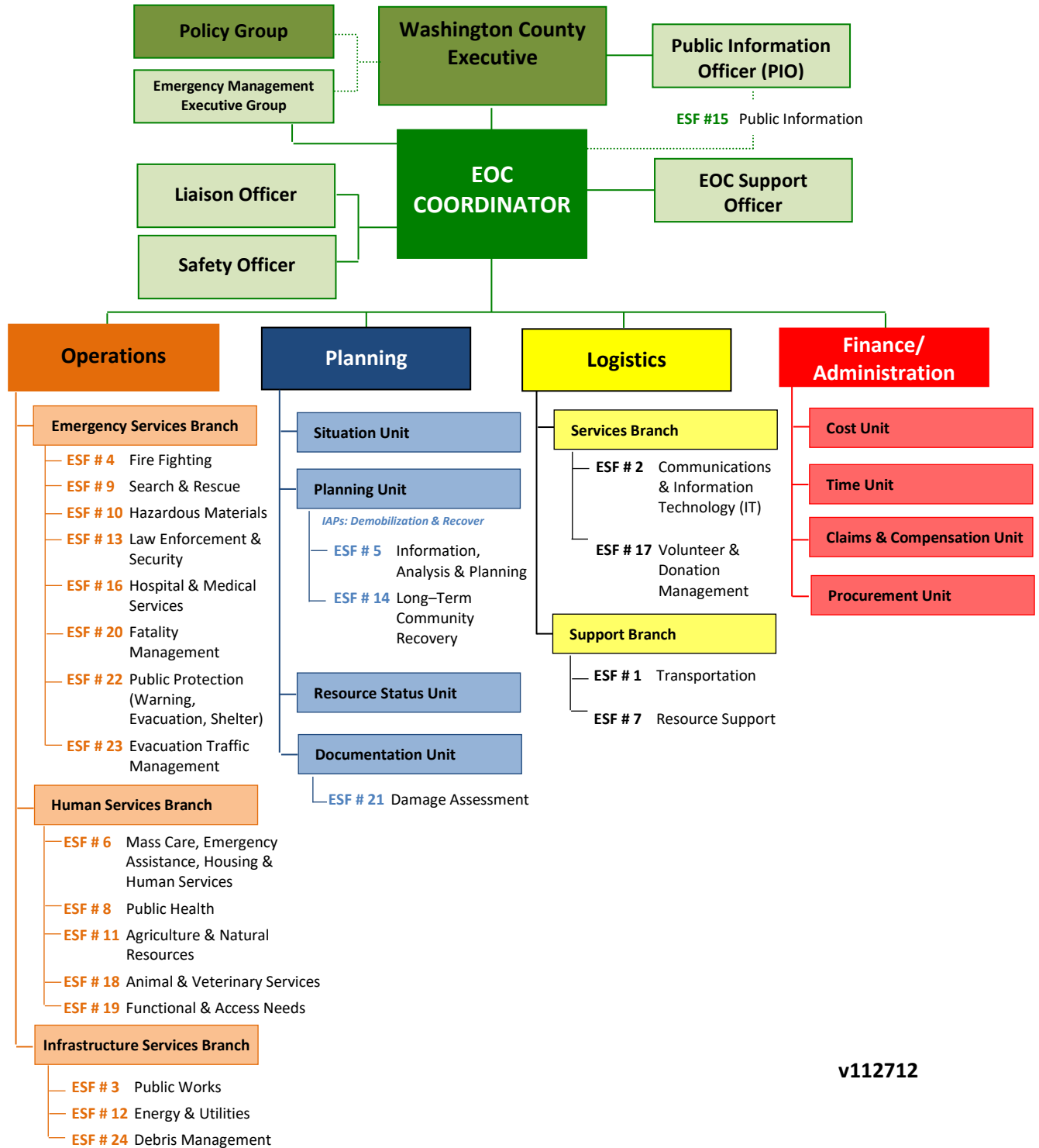
	<p>even though the EOC is not activated the County is monitoring the situation and that citizens should take precautionary measures</p>
<p><b>Level 3 Emergency (Minimal EOC Activation, Enhanced Monitoring)</b></p>	<ul style="list-style-type: none"> <li>• The Office of Emergency Management, in conjunction with the Sheriff, Fire Chief, or other appropriate officials and/or on-scene incident commander, determines that a minimal activation of the County Emergency Operations Center will be necessary. Though all activities, manpower and resource management will be handled from a field incident command post, the EOC with minimum staffing would actively monitor field operations and conditions. This type of emergency would be small and localized in nature, not having any significant impact on the health and well being of citizens outside of the direct confined area of the emergency.</li> <li>• Examples of a Level 3 Emergency would be: a car/bus accident with multiple injuries; a small localized hazardous material spill; a small localized flooding incident; a small airplane crash in un-populated area; a bomb threat.</li> </ul>
<p><b>Level 2 Emergency (Partial EOC Activation)</b></p>	<ul style="list-style-type: none"> <li>• A decision by the Office of Emergency Management, in conjunction with the Sheriff, Fire Chief or other appropriate officials and/or on-scene incident commander, has been made requiring partial activation of the County's Emergency Operations Center. A decision to partially activate the EOC will be made if it is determined that the field incident command post will require additional manpower and resource support or that the media and general citizen interest in the emergency will be great enough to warrant re-direction of media and citizen requests about the incident to the EOC rather than burden the field incident commander with such activity.</li> <li>• Examples of a Level 2 Emergency would be the following: a moderate hazardous material spill requiring evacuation of homes or several blocks around the initial incident; a moderate blizzard or heat wave condition requiring community shelters; moderate severe weather, downbursts or tornado damage localized in a central area.</li> </ul>
<p><b>Level 1 Emergency (Full EOC Activation)</b></p>	<ul style="list-style-type: none"> <li>• A decision by the Office of Emergency Management, in conjunction with the County Executive, Sheriff, Fire Chief and field incident commander, that a full scale activation of the EOC is warranted. This type of disaster or emergency incident would be one that impacts a large number of citizens throughout the county other than those directly impacted at the disaster scene. Under a Level 1 Emergency, members of each of the emergency management groups would be required to report to the Emergency Operations Center to support field operations. In addition, radio dispatchers, message controllers, message runners, security officers and others to report to the EOC.</li> <li>• The County Executive and other county elected officials (if necessary) would report to the EOC to assist the field incident command operations, obtain a full scale assessment of the disaster and have the PIO handle all media inquiries, press releases, and citizen inquiries. The EOC would also take over all requests from the field for resources, mutual aid, state, and federal assistance as necessary.</li> <li>• Examples of a Level 1 Emergency in Washington County would be: a large scale serious hazardous material spill requiring sheltering or evacuation of residents for several miles around the incident; a major airline crash in Washington County; large scale severe weather, downburst or tornado damage; large scale flooding on a non-localized basis; large scale civil disturbance; terrorist activities; prolonged, extreme blizzard or heat wave conditions.</li> </ul>

*Washington County*  
Emergency Operations Center (EOC) Incident Management System  
**LEVEL 4 – MONITORING BY STAFF**



Washington County  
Emergency Operations Center (EOC)  
Incident Management System

LEVEL 1



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2. Defining the Disaster Severity. These categories were developed based on the County's capabilities. One of the "Categories of Severity" is chosen if the hazard results in one or more of the qualifiers found within the level chosen.

- a. Negligible: Minor injuries, no deaths; Shutdown of critical facilities for less than 3 days; Less than 10% property damage; No effect on economy; No effect on ecological system; No effect on response system.
- b. Limited: Less than 10 deaths/injuries; Shutdown of critical facilities for 3–7 days; 10–25% property damage; Temporary effect on economy; Temporary/minimal effects on ecological systems; No effect on response system.
- c. Critical: 10–50 deaths/injuries; Shutdown of critical facilities for 8–30 days; 25–50% property damage; Short-term effect on economy; Short term effects on ecological systems; Temporarily (24–48 hours) overwhelms response resources.
- d. Catastrophic: More than 50 deaths/injuries; Complete shutdown of critical facilities for 30 days or more; More than 50% property damage; Severe long-term effects on economy; Severe effects on ecological systems; Severely affects state/local/private sectors capabilities to begin or sustain recovery activities; Overwhelms local and state response resources.

#### J. DIRECTION AND CONTROL.

##### 1. General.

- a. Washington County retains decision making authority and control during emergencies. The local responsibility for disaster management cannot be relinquished. Field Incident Commanders exercise this authority in their role as Washington County officials. Washington County officials operating in the Emergency Operations Center (EOC) retain the coordination and commitment authority for local resources and deploy those resources as appropriate.
- b. When an emergency is confined to a single location within Washington County, the Washington County department(s) or jurisdiction with legal authority will exercise command. The department(s) representative(s) will serve as the on-scene incident commander (or Unified Command if applicable) responsible for the operation. Field Incident Commander(s), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site(s).
  - If an incident involves multiple jurisdictions the Washington County EOC will be the primary EOC.
- c. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and allocated equipment will carry out mission assignments directed by the field Incident Commander or EOC Coordinator. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.



2. Role of the Emergency Operations Center.
  - a. Once activated as a command entity, the Washington County EOC directs and coordinates the County's overall response to emergency events. Individual field departmental supervisors retain tactical control of resources assigned to incidents.
  - b. The EOC may be partially activated to coordinate support for field Incident Commander(s) without activating the full EOC organization.
  - c. The Office of Emergency Management is responsible for the proper functioning of the EOC and will also serve as a liaison with state and federal emergency agencies and neighboring jurisdictions. The Emergency Management Coordinator will advise other emergency officials on courses of action available for major decisions.
  
3. Role of the State.
  - a. The State EOC may serve as the liaison and coordinating agency between Washington County, other local governments, state private not-for-profit (PNP) agencies, state government and federal government.
  - b. If state and/or federal resources are made available to Washington County, they will be under the operational management of the County Executive and Incident Commanders.

**K. EMERGENCY OPERATIONS CENTER – ACTIVATION.**

1. General.
  - a. The EOC may be activated at any time there is an existing or potential threat. Plan stakeholders should plan on staffing the EOC to the requested scale as soon as possible, but within one hour of notification.
  - b. The EOC is an essential facility for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.
  - c. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing Washington County's coordinated response.
    - EOC activation levels will generally follow the "emergency levels" as described in Section I, Readiness / Emergency Action Levels chart in this section.
  
2. Scheduled Activations.
  - A scheduled activation is a predetermined activation in response to various meteorological, geophysical,

or planned events. Planned events may include, but are not limited to, protest/demonstrations, political events, parades, and holiday celebrations. Notifications will be made according to established policies and protocols. The type and severity of the event will dictate to which level the EOC is activated and which functions and components should staff the EOC.

3. **Unscheduled Activations.**

- The EOC may also activate as a response to unanticipated events. Depending upon the incident, the appropriate ESFs, Command or Management components will be notified to staff the EOC as soon as possible but no longer than one hour from notification. The Office of Emergency Management staff will cease conducting their daily activities and report to the EOC and prepare it for activation and operation. The Office of Emergency Management or County/Municipal Dispatch Centers will make appropriate notifications.

4. **Role of Emergency Management staff (Duty Officer).**

- Initial notification of an unscheduled event may come from several sources such as an on-scene source, media, or the Washington County Sheriff's Dispatch Center (Warning Point). The County Sheriff's Dispatch Center will contact the Office of Emergency Management on-call staff (Duty Officer) for incidents that meet or may escalate to the level requiring an EOC activation. If required, the Emergency Management on-call staff will take appropriate action to implement EOC activation procedures. The Emergency Management on-call staff may activate the EOC when an event is of such magnitude that the need for activation of the EOC is self-evident.

5. **EOC: Authority to Activate.**

- a. The following individuals are authorized to activate the EOC for unscheduled events during situations where the need for EOC coordination is evident:
  - (1) County Executive.
  - (2) Emergency Management Coordinator or designee.
  - (3) Sheriff or designee.
- b. Any agency director, partner organization leader, or Incident Commander may request EOC activation to coordinate or support emergencies, or for planned events, being managed by their organization or in anticipation of an emergency event.
- c. The Incident Commander/agency director should notify the Office of Emergency Management on-call staff when:
  - (1) Needs exceed authority.
  - (2) Incidents involving mass fatalities or casualties.
  - (3) Incidents involving severe environmental damage.
  - (4) Incidents pertaining to reportable hazardous materials.
  - (5) Resource needs are greater than what is available.
  - (6) Actions have produced deleterious unanticipated results.

- (7) Incidents involving long term evacuations and sheltering.
  - (8) Whenever circumstances are such that the Incident Commander believes EOC assistance is advantageous.
- d. Once notified, the Office of Emergency Management on-call staff and the Incident Commander will make an assessment to determine what services the Office of Emergency Management and/or EOC can provide.
  - e. Any Municipality may request the EOC be activated to support an emergency occurring in or affecting their jurisdiction.
  - f. When the decision is made to activate the EOC, the Emergency Management Coordinator will notify the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers that they are responsible for coordinating.
    - Notifications are also made to the state emergency duty officer or State EOC (SEOC).
  - f. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post(s) and the EOC for emergency operations. Common EOC tasks include:
    - (1) EOC/ICS interface management: Coordination of on-scene to EOC interaction.
    - (2) Situational awareness and reports: Assemble accurate information and intelligence on the emergency situation and current resource data to allow officials to make informed decisions.
    - (3) Incident Prioritization: Collaborate with representatives of emergency service agencies, determine and prioritize required response actions and coordinate their implementation.
    - (4) Policy establishment:
      - Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
    - (5) Public protection measures:
      - Direct shelter-in-place.
      - Organize and implement large-scale evacuation.
      - Organize and implement shelter and mass arrangements for evacuees.
      - Coordinate traffic control for large-scale evacuations.
    - (6) Resource management: Provide resource support for the incident command operations.
      - Acquire and request.
      - Allocate and Prioritize.
      - Cost control analysis measures.
    - (7) Emergency public warning: Issue community-wide warnings.
    - (8) Record keeping: Gather, process, analyze, and store incident records.
    - (9) Emergency public information: Issue emergency instructions; provide information to the general public and Joint Information Center management.
    - (10) Liaison coordination: Request and coordinate assistance from the state and other external sources.

**L. EMERGENCY OPERATIONS CENTER (EOC): ORGANIZATION, OPERATIONS AND STAFFING.**

1. Overview.
  - a. The EOC management structure is intended to be flexible and should be modified by the County Executive, the EOC Coordinator and the EOC Section Chiefs, to meet the demands of any particular situation.
  - b. The EOC Coordinator through the County Executive and County Administration will implement policy directives and will have overall management responsibility for the incident.
  - c. The EOC Coordinator directs EOC response actions to save lives and protect property and recommends/implements population protective actions. Within the framework of the EOC, all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.
  - d. Departments will document appointments and work assignments in an emergency situation. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency related needs as requested by the EOC Coordinator. A department carries out its emergency duties as described in the CEMP concurrently with its essential functions as described in its Continuity of Operations Plan (COOP).
  - e. All Washington County officers and employees are part of Washington County's emergency management organization and may be called on to perform emergency management functions during an emergency.
2. Use of the National Incident Management System (NIMS) and Incident Command System (ICS).
  - a. The EOC utilizes a modified organizational structure of the National Incident Management System (NIMS)/ Incident Command System (ICS) in the context of both pre-incident, post-incident and recovery activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and standard organizational structure.
  - b. Although the EOC uses a modified ICS structure, the EOC does not generally directly manage on-scene operations. Instead, the EOC focuses on policy decisions, providing multi-agency support to on-scene efforts, develops situational awareness for the entire county, and conducting broader operational management for activities such as mass shelter, catastrophic evacuation, and public information activities.
3. EOC Positions.
  - a. The County Executive and County Administration provides overall direction and control, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and

- approving the ordering and releasing of resources.
- b. Policy Group. The Policy Group is comprised of city, village and town elected/appointed officials who provide strategic advice and policy recommendations to the County Executive and County Administration. This group meets as needed and is chaired by the County Executive.
    - During incidents involving multiple jurisdictions it is recommended that the Washington County EOC be the primary location for the multi-jurisdictional policy group meetings.
  - c. Emergency Management Executive Group. The Executive Group is comprised of county department heads who provide strategic advice and policy recommendations to the County Executive. This group meets as needed and is chaired by the County Executive.
  - d. EOC Coordinator. The “EOC Coordinator” reports to the County Executive.
    - (1) The EOC Coordinator ensures that the EOC is adequately staffed and that appropriate ESFs are activated to meet the emergency tasks and demands.
    - (2) The EOC Coordinator implements the County Executive and County Administration decisions through the EOC process and ensures that the EOC is structured to meet the event demands.
    - (3) The EOC Coordinator supervises the management staff and Section Chiefs.
  - e. Public Information Officer. The “Public Information Officer (PIO)” reports to the County Executive and is in charge of implementing ESF # 15: Public Information. The PIO Section includes various units to manage: Rumor Control; Public Enquiries; Media Enquiries; Social Media monitoring, establishing and coordinating a Joint Information Center (JIC) and Public Warnings, Information and Instruction.
  - f. Safety Officer. The “Safety Officer” reports to and advises the EOC Coordinator on EOC and operational safety issues.
  - g. Liaison Officer. The “Liaison Officer” (staffed or assigned by the EOC Coordinator) or Emergency Management Coordinator is the point of contact with other agencies, and:
    - (1) Coordinates Agency Representatives assigned to the EOC as well as requests from other agencies for sending liaison personnel to other EOCs.
    - (2) Functions as a central location for incoming Agency Representatives, and will provide workspace and arrange for support as necessary.
  - h. EOC Support Officer. The “EOC Support Officer” maintains the EOC readiness, proper staffing by emergency management personnel, and provides/coordinates the EOC administrative, logistical, and communication support required during EOC operations.
  - i. EOC Section Chiefs.

- (1) There are four EOC Sections: Operations; Planning; Logistics; Finance and Administration.
  - (2) Each of these sections will have branches or units that will be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.
- j. EOC Operations Section. The EOC Operations Section is responsible for all tactical command support and coordination of incident response assets.
- (1) The Operations Chief position is staffed by the situational needs of the emergency, i.e. Fire, Law Enforcement, Public Works, etc.
  - (2) The Operation Section consists of the following branches: Emergency Services, Human Services and Infrastructure Services.
- k. EOC Planning Section. The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans and demobilization plans.
- The Planning Section consists of the following units: Situation, Planning, Resource Status and Documentation.
- l. EOC Logistics Section. The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.
- The Logistics Section consists of a Services Branch and a Support Branch.
- m. Finance and Administration Section. The EOC Finance and Administration Section is responsible for monetary, financial, and administrative functions.
- The Finance and Administration Section consists of the following units: Cost, Time, Claims/ Compensation and Procurement.
4. Extended Operations.
- a. The EOC may be required to operate on a 24 hour basis for the duration of an emergency. During a 24 hour operation, shifts will normally last 12 hours, but may be adjusted based on the needs created by the emergency.
  - b. Each position in the EOC must have a total of, at minimum, two people designated to cover shift staffing during a 24 hour period.
  - c. Extended operation details are described in the EOC Operating Manual.

**M. FACILITIES.**

1. Incident Command Post (ICP).
  - a. The tactical level, on-scene incident command and management organization is located at the ICP. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization.
  - b. The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs.
2. Emergency Operations Center (EOC).
  - a. The County EOC is located at 500 Rolfs Avenue in West Bend.
  - b. County/municipal communication dispatch centers are potential alternate EOC locations.
  - c. A Mobile Command Vehicle, provided and maintained by the Sheriff's Office is available for deployment as an incident command center or on-scene EOC.
  - d. The Office of Emergency Management is responsible for the readiness and support of the County EOC.
  - e. All departments are responsible to ensure that communication systems are in place between EOC representatives and their departments.
  - f. Land line and VOIP phones will be provided to agency representatives at the EOC; redundant telecommunications is facilitated by satellite telephone.
  - g. Communications to the general public will be through the media, emergency alert systems, and internet or telephone based notification systems and are coordinated by the on-scene Public Information Officers (PIOs) and/or the EOC Information Officer and/or JIS/JIC.
  - h. A Public Inquiry Center ('disaster hotline') may also be used to respond to public requests for information as needed.
  - i. Situational awareness, emergency management, and communications hardware and software is available in the EOC.
  - j. RACES/ARES (Amateur) Radio is utilized during emergency/disaster situations where normal governmental communication systems have sustained damage or when additional communications are required. A RACES /ARES station is located in the EOC and serves as a primary backup means of

communication.

3. Department Operating Locations.

- Each Washington County department will be directed by the EOC to establish a primary location and alternate location from which to establish direction and control of its respective activities in an emergency or disaster. This may be from the EOC, or other location, depending upon the circumstances.

4. 911 Communications.

- a. Fire and Law Enforcement responders involved in disaster operations will maintain operations through the 911 Communications Center until advised to communicate directly through the EOC.
- b. Any department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.

5. Joint Field Office (JFO).

- The JFO is a federal multi-agency coordination center established locally. It provides a central location for coordination of federal, state, local, nongovernmental, and private sector organizations with responsibility for response and incident support.

6. Joint Information Center (JIC).

- The JIC is a location where public affairs professionals (PIOs) from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media. This may also include a Public Inquiry Center which is responsible for receiving and responding to public inquiries regarding the disaster. It is normally established and managed by the EOC.

7. Disaster Recovery Center (DRC).

- When established in coordination with state and local jurisdictions, a DRC is a federally established central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state, local, private sector, and voluntary organizations.

8. Point of Distribution.

- A Point of Distribution (POD) is a centralized location for the receipt of resources and supplies being provided in support of disaster operations. It is at this location that incoming resources will be received, sorted and distributed.



**N. ALERT AND WARNING.**

1. Alerts and Notifications.

- a. Washington County may receive initial warnings of a disaster, potential disaster, or other Incidents of Critical Significance, from Washington County departments, the National Warning System, neighboring jurisdictions, the state EOC, the National Weather Service, the news media, or the general public.
- b. Incidents of Critical Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of County, private-sector, and nongovernmental entities in order to manage an emergency event. Incidents of Critical Significance which requires notification to Emergency Management may include, but are not limited to the following:
  - (1) Any incident which may require a substantial evacuation and/or temporary displacement of multiple persons (>15) or where assistance in coordinating temporary sheltering or providing transportation assistance.
  - (2) Any event posing a potential or actual threat for a mass casualty incident of level 2 or greater (>11 victims).
  - (3) Have significant impact and/or require significant information sharing, resource coordination, and/or assistance.
  - (4) Attract a sizable influx of independent, spontaneous volunteers.
  - (5) Overwhelm capabilities of government, and infrastructure owners and operators.
  - (6) Any incidents pertaining to significant hazardous material releases.
  - (7) Events which create substantial media attention that may significantly impact Washington County's corporate reputation.
  - (8) Any severe weather related warning or phenomena indicating or involving serious injury or property damage.
  - (9) Any incident which close or significantly block major thoroughfares within Washington County for an extended time period due to emergency events.
  - (10) Any prolonged outage of public utilities:
    - Electrical: sustained electrical outage resulting in loss of power in excess of six hours;
    - Natural gas: line breaks requiring evacuation of a significant number of the general public and/or closing of a major roadway; or loss of natural gas capacity in excess of six hours for a significant number of residents.

- Sewer: any spill involving flow rate in excess of 100 gallons per minute or any spill in excess of 500 gallons into any major body of water; Water: any line break lowering pressure to a point requiring a ‘boil water” order or an outage predicted to exceed six hours.

(11) Wildland fires at or near the urban areas that threaten residential structures, utilities, or cause extended road closures.

(12) Any incident where public resources within Washington County are depleted, being deployed out of the county (except for emergency services mutual aid) or any event posing a major environmental threat.

c. Upon the receipt of notification of any significant event, the Washington County Sheriff's Dispatch Center will:

- (1) Notify appropriate response agencies.
- (2) Notify municipal and state warning points as necessary.
- (3) Notify public.
- (4) Notify the Office of Emergency Management duty officer.

#### 2. Watch, Standby Procedures.

a. A watch/standby designation is an elevated advisory or response condition in order to make advance emergency preparations. The County Executive may issue a watch/standby order if a pending disaster has the potential of affecting Washington County. When issued, Washington County departments and partner agencies will take the following actions:

- (1) Review this document.
- (2) Notify employees.
- (3) Review agency specific emergency plans.
- (4) Insure that department vehicles and equipment are serviced and ready.
- (5) Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
- (6) Obtain maps, drawings, and other emergency aids.
- (7) Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.

b. Recall procedures vary by agency, and each agency has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.

c. Employees who are recalled should realize that the emergency may be several days or longer in duration. Each employee should report to his/her emergency assignment with personal items necessary for 72 hours (e.g. personal articles, toiletries, change of clothing, medications, special non-refrigerated dietary foods, blankets/sleeping bag, etc.)

- d. The public will be notified that Washington County is in a watch/standby situation and will be advised to take appropriate preparedness measures.
  - e. Washington County Essential Employees Information.
    - (1) Essential employees are designated by Department Heads.
    - (2) All essential employees shall report to designated area at the time specified by the County Executive/Department Head for further instructions.
    - (3) Essential employees should come to the designated area prepared for an extended stay of at least 24 hours, perhaps lasting as long as several weeks. Essential employees should come equipped to the designated area with the necessary supplies.
3. Warning.
- a. In the event of an imminent or actual disaster the Washington County Sheriff's Dispatch Center will:
    - (1) Notify appropriate response agencies.
    - (2) Notify municipal and state warning points as necessary.
    - (3) Notify public.
    - (4) Notify the Office of Emergency Management duty officer.
  - b. Washington County will initiate actions to warn citizens and visitors by all means available. See Table 6: Alert & Warning System for details.
  - c. Upon notification of a warning (imminent or spontaneous event), each department will initiate internal notification actions to:
    - (1) Alert employees assigned to emergency duties.
    - (2) As appropriate to the situation or specific instructions:
      - Suspend or curtail normal business activities.
      - Recall essential off duty employees.
      - Send non essential employees home.
      - Secure and evacuate the department's facilities.
    - (3) If requested, augment Washington County's effort to warn the public.
4. Emergency Public Information.
- a. Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media through prepared statements by the Office of Emergency Management in coordination with the County Executive using press releases, public service announcements, and telephonic or social media networking applications. See Annex III: ESF # 15: Public Information for further details.
  - b. Citizens have the responsibility to prepare themselves and their families to cope with emergency

situations and manage their affairs and property in ways that will aid the government in managing emergencies. Washington County will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

- c. In the event an incident requires comprehensive public information, the Emergency Operations Center may establish a Joint Information Center (JIC). The JIC serves as the location representing various organizations from local, state, or federal jurisdictions to coordinate the dissemination of emergency public information. In coordinating timely and consistent information, the JIC serves to reduce information gaps, misinformation and rumors during an emergency.

WASHINGTON COUNTY ALERT & WARNING SYSTEM	
Washington County's Alert and Warning System is comprised of:	Multiple communications systems and methods that include: telephone (landline and cell), radio, internet, web page, social media, email / fax "blast" lists, conference calls, emergency meetings, radio station(s), TV station(s).
The County and County Emergency Management receives alerts, notifications and warnings from:	<ul style="list-style-type: none"> <li>• 911 communications center(s).</li> <li>• National Warning System(s).</li> <li>• National Weather Service.</li> <li>• State EOC.</li> <li>• State/federal agencies.</li> <li>• Law Enforcement Transaction of Information for the Management of Enforcement (TIME) system teletype.</li> <li>• County, municipal departments.</li> <li>• Media.</li> <li>• General public.</li> </ul>
County departments and key officials receive alerts, notifications and warnings by the following means:	<ul style="list-style-type: none"> <li>• Though 911 communications center: paging and text messages.</li> <li>• Telephone, cell phone.</li> <li>• Radio or pager system.</li> <li>• Emergency management notification.</li> <li>• Email.</li> <li>• Emergency meetings.</li> </ul>
The County issues alerts, notifications, warnings to municipalities by the following means:	<ul style="list-style-type: none"> <li>• Law Enforcement Transaction of Information for the Management of Enforcement (TIME) system teletype.</li> <li>• Though 911 communications center: paging and text messages.</li> <li>• Telephone, cell phone.</li> <li>• Radio or pager system.</li> <li>• Emergency management notification.</li> <li>• Email.</li> <li>• Emergency meetings.</li> </ul>
General public receive alerts,	<ul style="list-style-type: none"> <li>• Media.</li> </ul>

WASHINGTON COUNTY ALERT & WARNING SYSTEM	
<p>notifications and warnings by the following means:</p>	<ul style="list-style-type: none"> <li>• Emergency Alert System.</li> <li>• TV, cable TV and radio.</li> <li>• Outdoor warning sirens.</li> <li>• Disaster hotline (as needed).</li> <li>• Law Enforcement and fire mobile public address (PA) system.</li> <li>• “Door to door” notifications.</li> <li>• Foreign language media messages (developed time and circumstance).</li> <li>• Closed-caption television messages.</li> <li>• Emergency information packets, brochures.</li> <li>• Weather alert radio.</li> <li>• Social media.</li> </ul>
<p>Outdoor Warning Siren System. The following municipalities have outdoor warning systems:</p>	<ul style="list-style-type: none"> <li>• Allenton</li> <li>• Germantown</li> <li>• Hartford</li> <li>• Jackson</li> <li>• Kewaskum</li> <li>• Newburg</li> <li>• Slinger</li> <li>• Washington County (Fairgrounds only)</li> <li>• West Bend</li> </ul>
<p>Individuals / Groups with Access &amp; Functional Needs receive alerts, notifications, warnings by the following means:</p>	<ul style="list-style-type: none"> <li>• Door-to-door warnings for handicapped, visually and hearing impaired.</li> <li>• Foreign language media messages.</li> <li>• Closed-caption television messages.</li> <li>• Telephonic community notification systems.</li> <li>• Personal contact.</li> <li>• Email.</li> <li>• Web site.</li> </ul>

*Table 6: Washington County Alert & Warning System*

#### O. EMERGENCY PROCLAMATION (STATE OF EMERGENCY), DISASTER DECLARATION AND REQUEST FOR ASSISTANCE AND RESOURCE REQUESTS.

**Incident:** An incident is an emergency situation that is limited in scope, scale, and potential effects. Normally managed successfully through departmental standard operating guidelines.

**Emergency:** An event or occurrence requiring action by emergency personnel to prevent or minimize loss of life or damage to property or natural resources. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

**Disaster:** The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from any natural or man-made cause. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to manage with its traditional resources.

##### 1. Emergency Proclamation (State of Emergency).

- a. A local “Emergency Proclamation” is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency appropriation of monies, emergency use of resources, the by-passing of time consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state and/or federal assistance and made at the onset of a disaster to allow Washington County to do as much as possible to help itself.
- b. An emergency proclamation is a prerequisite to the following actions:
  - (1) Allow the County Executive to issue emergency orders and provide for the expeditious mobilization of County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community.
  - (2) Request the Governor to enact specific emergency powers.
  - (3) Request use of money from the State Emergency and Disaster Fund.
  - (5) Request state or federal assistance.
- c. A written or verbal proclamation may be issued, however, after a verbal proclamation is declared, it must be followed by a written declaration and filed with the Washington County Clerk for official documentation as soon as the emergency conditions allow.
- d. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The State EOC should be informed, and the public informed as soon as possible when an Emergency Proclamation is declared and/or signed.
- e. The County Executive may declare a Local State of Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The County Executive may further ask for a gubernatorial declaration and state and federal

assistance.

- f. If the County Executive is not available or in exigent circumstances, the Emergency Management Coordinator, or designee, is authorized to proclaim a local state of emergency.
2. Disaster Declaration.
    - a. A local “Disaster Declaration” is the legal method that authorizes extraordinary measures to meet emergencies and/or solve the consequences of a disaster. A disaster declaration is normally issued when, in the judgment of the County Executive, the threat or actual occurrence of an emergency is of sufficient severity and magnitude that local resources are insufficient to meet the needs of the event.
    - b. A Disaster Declaration, with or without a previous State of Emergency Proclamation, is a prerequisite to the following actions:
      - (1) Allow the County Executive to issue emergency orders and provide for the expeditious mobilization of County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community.
      - (2) Request the Governor to enact specific emergency powers.
      - (3) Request use of money from the State Emergency and Disaster Fund.
      - (4) Request state or federal assistance.
  3. Request for Assistance.
    - a. If the situation is beyond local capability, a request for state assistance, and/or federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor through the State EOC. The “Local Proclamation” and the “Request for Assistance” are two separate actions, although they may be combined. Part of this proclamation includes the County Executive proclaiming Washington County “a disaster area.”
    - b. At the state level, decision making authority and commitment of state resources is retained at the state EOC (SEOC). Mission assignments coordinated by the state, are tracked in the SEOC.
    - c. Should federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations.
    - d. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts.
  4. Resource Requests.
    - a. The Washington County EOC must validate and approve all Washington County resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated in Figure 3: Emergency

Management Resource Assistance Structure.

- b. The Washington County EOC will attempt to support all requests for resource support from locally or regionally available resources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to the State. Resource/mission requests from the EOC to the State EOC are coordinated by the EOC Logistics Section.

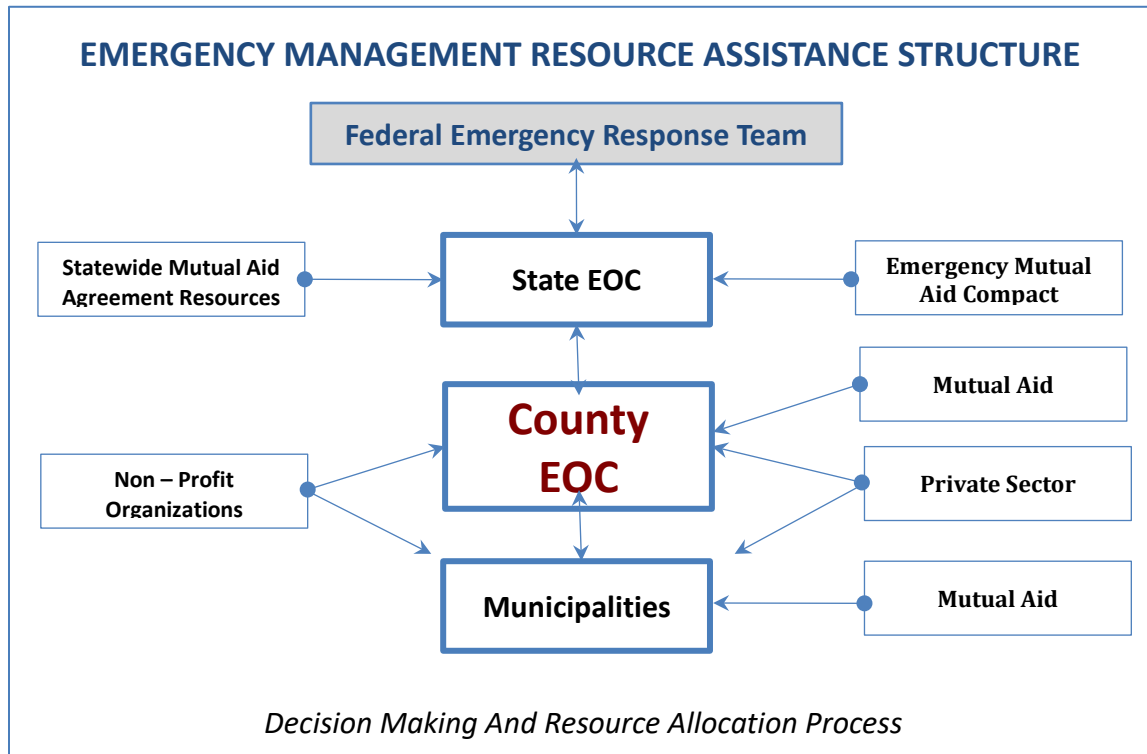


Figure 3: Emergency Management Resource Assistance Structure

**P. PUBLIC PROTECTION: EVACUATION AND SHELTER.**

1. Evacuation.

- a. The purpose of evacuation is to move people, and where appropriate other living creatures, away from an actual or potential danger to a safer place. For this to happen safely there needs to be plans not just for alerting people and moving them, but also plans to shelter and support them through to their eventual return and recovery.
- b. The overall objectives of emergency evacuation operations and notifications are to:
  - (1) Expedite the movement of persons from hazardous areas;
  - (2) Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas;



- (3) Provide for evacuation to appropriate transportation points, evacuation points, and shelters;
  - (4) Provide adequate means of transportation for persons with disabilities, the elderly, other persons with special needs, and persons without vehicles;
  - (5) Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements;
  - (6) Control evacuation traffic;
  - (7) Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency;
  - (8) Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center; and
  - (9) Assure the safe re-entry of the evacuated persons.
- c. Government must be prepared to manage an evacuation on a range of scales. There are no precise parameters regarding evacuation scale, however for planning purposes, it is helpful to describe evacuations on four levels.
- (1) Site Evacuation: Is a small-scale, localized operation which may be needed as a result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
  - (2) Intermediate Level Evacuation: involves a larger number of citizens and a larger area may be necessary if the event impacts a larger geographic area. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Collecting, documenting and managing the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed.
  - (3) Large Scale Evacuation: could be required in the event of a significant natural or technological disaster or a local terrorist threat or attack. Thousands of people could be evacuated. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area will be a significant concern.
  - (4) Mass Evacuation: could be required due to an event that may cause or has caused a major disaster. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Many thousands of people may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources would most likely be exhausted and significant state and federal assistance would be required to support the evacuation and sheltering operation.
    - (a) Evacuations, other than limited site or intermediate evacuations ordered by authorized response agencies to protect lives will be initiated following an evacuation order from the

Chief Executive or Emergency Management designee.

- (b) A number of Washington County citizens will require special assistance during the evacuation and recovery phases of a disaster. This population will be encouraged to notify appropriate shelters, family, Washington County agencies and transportation representatives of their needs.
- (c) The EOC, Emergency Management and Law Enforcement have lead responsibility for organizing and mobilizing evacuation operations.
- (d) In the event of a multi-jurisdictional or regional evacuation, the County Executive may issue a declaration of a state of emergency and an evacuation order. This decision will be made following consultation with the County Executive, the Emergency Management Coordinator, and representatives of the jurisdictions involved or other coordinating entity.
- (e) All assistance and support of such actions will be coordinated from the Washington County EOC. Decisions on issues, such as: deploying and re-deploying personnel; determining evacuation routes; directing people trapped on evacuation routes to safe shelter; ensuring the sufficiency of fuel, and addressing any matters relative to the ordered protective actions will be made by the EOC Management Team in coordination with the State EOC.
- (f) Businesses. In the event of incidents requiring regional evacuation orders, consideration will be given to designating a specific time for businesses within an evacuation zone to close and evacuate personnel. This time should be subsequent to the issuance of a general evacuation order. It is the policy of Washington County to refrain from issuing a mandatory evacuation order for businesses until absolutely necessary in an effort to maximize the available resources to the general public prior to the incident or disaster.
- (g) The Emergency Support Function structure promulgated in this plan will be used as appropriate to support evacuation operations.

d. Security and Access Control.

- There will be a need to control access, ingress, and egress to the affected areas in order to limit the security risk to the damaged locations, and to minimize the impact on emergency response and recovery operations.

e. Re-entry into Emergency Areas.

- Emergency operations such as search and rescue, damage assessments, preliminary debris removal, and other tasks will need to be performed in order to assure some degree of stability and safety. Premature permanent re-entry of the general public into evacuated areas could complicate emergency response operations and leave the returning population vulnerable due to a lack of support services or safety issues.

f. Re-entry into evacuated areas shall be restricted until sufficient levels of safety, services and

infrastructure are available for the returning population. The incident commander or EOC Policy Group, depending on the incident, will permit re-entry into an area according to the incident action plan (IAP). The following guidelines may be considered:

- (1) No damages reported: Upon cancellation of all warnings/watches for the local jurisdiction, and when no damage has been reported, re-entry will be authorized.
- (2) Substantial damages and/or injuries: After a local emergency which has resulted in substantial injuries or harm to the population or substantial damage or loss of property, the evacuation order within those areas will be rescinded to the degree appropriate. An orderly return may be implemented in accordance with the categories and in order of priority as established below:
  - (a) Category One: Search and Rescue Teams, fire personnel, law enforcement, transportation crews operating, utilities personnel and public health officials.
  - (b) Category Two: Damage assessment teams and elected officials dispatched by the EOC under ESF # 21, and Recovery operations for the purpose of developing preliminary damage, accessibility and safety hazard assessments.
  - (c) Category Three: Clean-up teams operating under ESFs listed above for the purpose of clearing and repairing roads, restoring utilities, and eliminating safety hazards to the degree necessary to allow re-entry.
  - (d) Category Four: Individuals who possess and exhibit appropriate residency documentation shall be determined "priority class parties". Priority Class parties will be permitted a reasonable time to return to their property. A re-entry identification system should be established to accelerate the re-entry process.
  - (e) Category Five: Complete accessibility shall be restored as soon as practicable.

2. Sheltering.

- a. One of the most important roles of government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, victims are often provided safe refuge in temporary shelters located in schools, community centers, office buildings, tents or other facilities. The opening of shelters is a coordinated effort between Washington County EOC, shelter providers, and the American Red Cross (ARC).
- b. Washington County may utilize five types of sheltering options; shelter-in-place, protective, special medical needs, pet, and host shelters.
  - (1) Shelter-in-Place. This is a protective action process for taking immediate shelter in a location readily accessible to the affected individual(s). Shelter-in-place is generally intended as a short term strategy for responding to disasters.
  - (2) Protective Shelters. These shelters are selected to provide the maximum available protection from

known hazards and threats. They are open to the general public upon activation and attempts will always be made to staff with trained shelter management teams.

- (3) Special Medical Needs Shelter. These shelters provide additional care for those individuals that meet the requirements of the access and functional needs program criteria. Due to the critical care required for a Special Medical Needs Shelter operation, such a shelter should be the last option for the public during an emergency incident.
- (4) Pet Shelter. Provides protection for domestic pets (dogs and cats) and their owners. Animals housed in pet shelters will not be housed directly with occupants but will be accessible.
- (5) Host Shelter. These shelters do not provide protection from the identified hazards but support the temporary housing of displaced persons from other regions of the State.
  - (a) Once activated, shelters will work closely with the local Washington County EOC to coordinate information and resources needed to operate the shelter.
  - (b) Some shelters may be opened by ARC and some may be opened by County staff and then turned over to ARC as additional resources become available to help with local response.
  - (c) County run and community-run shelters should report their operational status as soon as possible to the EOC so they can track shelter capacity throughout the county and forecast needs for mass care and feeding such as food, supplies, equipment, personnel, etc.
  - (d) The ARC liaison in the EOC will provide coordination between ARC and the County.
  - (e) Making emergency sheltering programs generally accessible is required by the Americans with Disabilities Act of 1990 (ADA).
    - State and local governments must comply with Title II of the ADA in the emergency and disaster related programs, services and activities they provide. This requirement applies to programs, services and activities provided directly by state and local governments as well as those provided through third parties, such as the American Red Cross, private nonprofit organizations and religious entities.
    - The ADA generally does not require state or local emergency management programs to take actions that would fundamentally alter the nature of the program, service or activity or impose undue financial and administrative burdens.
  - (f) All established shelters will require security and access control measures.

#### **Q. RECOVERY FRAMEWORK. (See Annex IV for the Washington Co. Recovery Support Functions and Plan)**

1. Washington County has the primary role in planning for and managing all aspects of its recovery. State and federal officials will look to the County to clearly articulate its recovery priorities and develop recovery plans. Post disaster recovery activities begin in the early stages of the response operations and may last for years.
2. Requests for immediate recovery and relief supplies and resources will be made by the County to the State EOC.

3. The County’s recovery organization follows the concepts of the National Incident Management System (NIMS).
  - Depending upon the severity and magnitude of the disaster, full activation of the County’s Recovery Incident Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.
4. A County Disaster Recovery Manager (DRM) may be appointed to implement policy directives and manage recovery activities. The DRM ensures that the appropriate recovery support functions are identified and activated, that appropriate tasks are identified and prioritized, and that resources are applied within this priority framework.
5. The County may establish a “Recovery Action Team” to oversee the recovery and reconstruction process, serve as an advisory committee to the Recovery Manager and chief elected officials, and to identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.
6. Recovery planning begins when the Washington County EOC is activated. Recovery planners begin an assessment of the disaster impacts and determine which Recovery Support Functions (RSFs) will be activated to meet the County’s recovery needs.
  - Just like ESFs, Recovery Support Functions represent groupings of types of recovery activities and programs that the County and its citizens are likely to need following disaster. A “primary” agency/department for each RSF will be responsible for coordinating the implementation of the recovery activity or programs. The primary agency/department will be responsible for identifying the resources (support departments and organizations) within the RSF that will accomplish the post disaster activities. The primary agency/department is also responsible for coordinating the resource delivery. (See Table 7: Recovery Support Functions (RSFs) Example.)

<b>Recovery Support Functions (RSFs) In Annex IV</b>	
<b>RSF # 1</b>	Impact Assessment/Impact Analysis
<b>RSF # 2</b>	Continuation of Government (Restoration of Government Services)
<b>RSF # 3</b>	Debris Management
<b>RSF # 4</b>	Individual Assistance
<b>RSF # 5</b>	Unmet Needs
<b>RSF # 6</b>	Human Services
<b>RSF # 7</b>	Safety and Risk Management
<b>RSF # 8</b>	Public and Environmental Health
<b>RSF # 9</b>	Repair and Restoration of Public Infrastructure, and Services and

	Public Buildings
<b>RSF # 10</b>	Emergency Permitting and Inspections
<b>RSF # 11</b>	Rebuilding, Construction, Repairs, Restoration
<b>RSF # 12</b>	Housing (Temporary / Replacement)
<b>RSF # 13</b>	Redevelopment
<b>RSF # 14</b>	Public Information/Community Relations
<b>RSF # 15</b>	Volunteers and Donations
<b>RSF # 16</b>	Re-Entry, Security
<b>RSF # 17</b>	Economic Restoration and Development
<b>RSF # 18</b>	Environmental Concerns
<b>RSF # 19</b>	Mitigation
<b>RSF # 20</b>	Recovery Administration and Finance
<b>RSF # 21</b>	Cultural and Historic Concerns
<b>RSF # 22</b>	Mutual Aid

Table 7: Recovery Support Functions (RSFs) Example

7. The County’s response to and recovery disaster impacts will follow a “phased approach” that includes three general phases: short-term (days); intermediate (weeks-months); long-term and long-term (months-years). See Table 8: Recovery Phases/Tasks.

RECOVERY PHASES/TASKS		
Short-term (days)	Intermediate (weeks-months)	Long-term (months-years)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing essential health and safety services</li> <li><input type="checkbox"/> Providing congregate sheltering or other temporary sheltering solutions</li> <li><input type="checkbox"/> Providing food, water and other essential commodities for those displaced by the incident.</li> <li><input type="checkbox"/> Providing disability related assistance/functional needs support services.</li> <li><input type="checkbox"/> Developing impact assessments on critical infrastructure, essential services, and key</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continuing to provide individual, family-centered, and culturally appropriate case management.</li> <li><input type="checkbox"/> Providing accessible interim housing (in or outside the affected area depending on suitability) and planning for long-term housing solutions.</li> <li><input type="checkbox"/> Returning of displaced populations and businesses if appropriate.</li> <li><input type="checkbox"/> Reconnecting displaced persons with essential health and social services.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying of risks that affect long-term community sustainment and vitality.</li> <li><input type="checkbox"/> Developing and implementing disaster recovery processes and plans, such as a long term recovery plan and/or reflecting recovery planning and mitigation measures in the community’s land use planning and management, comprehensive plans, master plans, and zoning regulations.</li> <li><input type="checkbox"/> Rebuilding to appropriate</li> </ul>

<p>resources.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conducting initial damage assessments.</li> <li><input type="checkbox"/> Conducting community wide debris removal, including clearing of primary transportation routes of debris and obstructions.</li> <li><input type="checkbox"/> Restarting major transportation systems and restoring interrupted utilities, communication systems, and other essential services such as education and medical care.</li> <li><input type="checkbox"/> Establishing temporary or interim infrastructure systems. Supporting family reunification.</li> <li><input type="checkbox"/> Supporting return of medical patients to appropriate facilities in the area.</li> <li><input type="checkbox"/> Providing basic psychological support and emergency crisis counseling.</li> <li><input type="checkbox"/> Providing initial individual case management assessments.</li> <li><input type="checkbox"/> Providing security and reestablishing law enforcement functions.</li> <li><input type="checkbox"/> Building an awareness of the potential for fraud, waste and abuse, and ways to deter such activity, such as developing Public Service Announcements and publicizing ways to report allegations of waste, fraud and abuse.</li> <li><input type="checkbox"/> Begin assessment of natural and cultural resources.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing supportive behavioral health education, intervention, including continuing to provide crisis, grief, and group counseling and support.</li> <li><input type="checkbox"/> Providing access and functional needs assistance to preserve independence and health.</li> <li><input type="checkbox"/> Updating hazard and risk analyses to inform recovery activities.</li> <li><input type="checkbox"/> Establishing a post-disaster recovery prioritization and planning process.</li> <li><input type="checkbox"/> Developing an initial hazard mitigation strategy responsive to needs created by the disaster.</li> <li><input type="checkbox"/> Ensuring that national and local critical infrastructure priorities are identified and incorporated into recovery planning.</li> <li><input type="checkbox"/> Developing culturally and linguistically appropriate public education campaigns to promote rebuilding to increase resilience and reduce disaster losses.</li> <li><input type="checkbox"/> Complete assessments of natural and cultural resources and develop plans for long-term environmental and cultural resource recovery.</li> </ul>	<p>resilience standards in recognition of hazards and threats.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addressing recovery needs across all sectors of the economy and community, and addressing individual and family recovery activities and unmet needs.</li> <li><input type="checkbox"/> Rebuilding educational, social, and other human services and facilities according to standards for accessible design.</li> <li><input type="checkbox"/> Reestablishing medical, public health, behavioral health, and human services systems.</li> <li><input type="checkbox"/> Reconfiguring elements of the community in light of changed needs and opportunities for “smart planning” to increase energy efficiency, enhance business and job diversity, and promote the preservation of natural resources.</li> <li><input type="checkbox"/> Implementing mitigation strategies, plans, and projects.</li> <li><input type="checkbox"/> Implementing permanent housing strategies.</li> <li><input type="checkbox"/> Reconstructing and/or relocating, consolidating permanent facilities.</li> <li><input type="checkbox"/> Implementing economic and business revitalization strategies.</li> <li><input type="checkbox"/> Implementing recovery strategies that integrate holistic community needs.</li> <li><input type="checkbox"/> Implementing plans to address long-term environmental and cultural resource recovery.</li> <li><input type="checkbox"/> Ensuring there is an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud and abuse.</li> <li><input type="checkbox"/> Identifying milestones for the conclusion of recovery for some or all non-local entities.</li> </ul>
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*Table 8: Recovery Phases/Tasks***R. STATE OF WISCONSIN RESPONSE.**

1. The State of Wisconsin provides assistance to impacted counties when the resources of the affected county and its municipalities have been exhausted. Requests for and deployment of resources are approved and coordinated by the State Emergency Operations Center.
2. The Governor has the inherent responsibility, constitutional and statutory authority for overseeing the state's response to any emergency or disaster. When directed, state agencies will take the appropriate actions to mobilize and deploy resources to assist in life, safety, and property protection efforts.
3. Wisconsin Emergency Management (WEM) is responsible for the coordination of the State response to an emergency or disaster. WEM will make recommendations to the Governor on matters pertaining to State Declarations, requests for federal assistance, and ongoing response and recovery activities. See Figure 4: State Emergency Response Concept of Operations. Other responsibilities of the state include:
  - (a) Receive, evaluate and issue information on emergency operations.
  - (b) Coordinate the activities of all state agencies.
  - (c) Coordinate the receipt, allocation and delivery of resources supplied by the state or federal government or other states.
  - (d) Coordinate emergency operations mutual aid with other states.



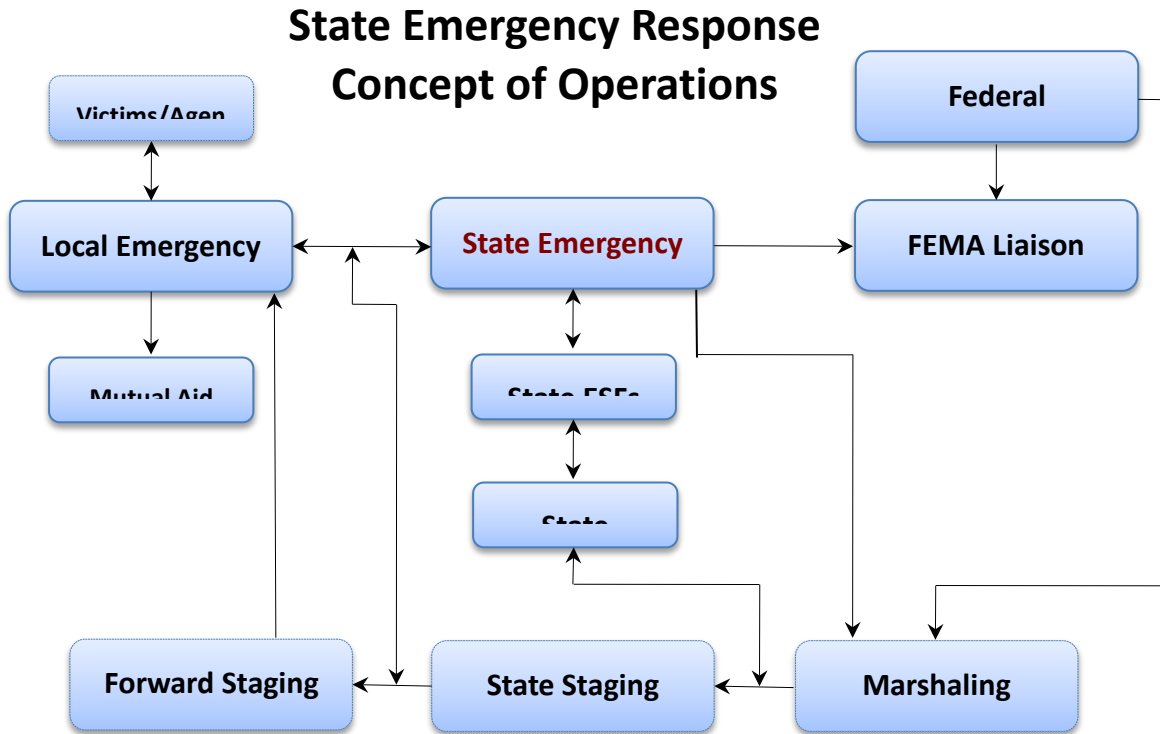


Figure 4: State Emergency Response Concept of Operations

**S. FEDERAL GOVERNMENT RESPONSE.**

1. The federal government provides assistance to affected communities when the capabilities of the local and state governments are exceeded. The State EOC will advise FEMA Region V that a formal request for federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the SEOC, and if a Presidential Declaration of State of Emergency is made, will deploy an Emergency Response Team (ERT). See Figure 5: Federal Disaster Response Flowchart.

## FEDERAL DISASTER RESPONSE FLOW CHART

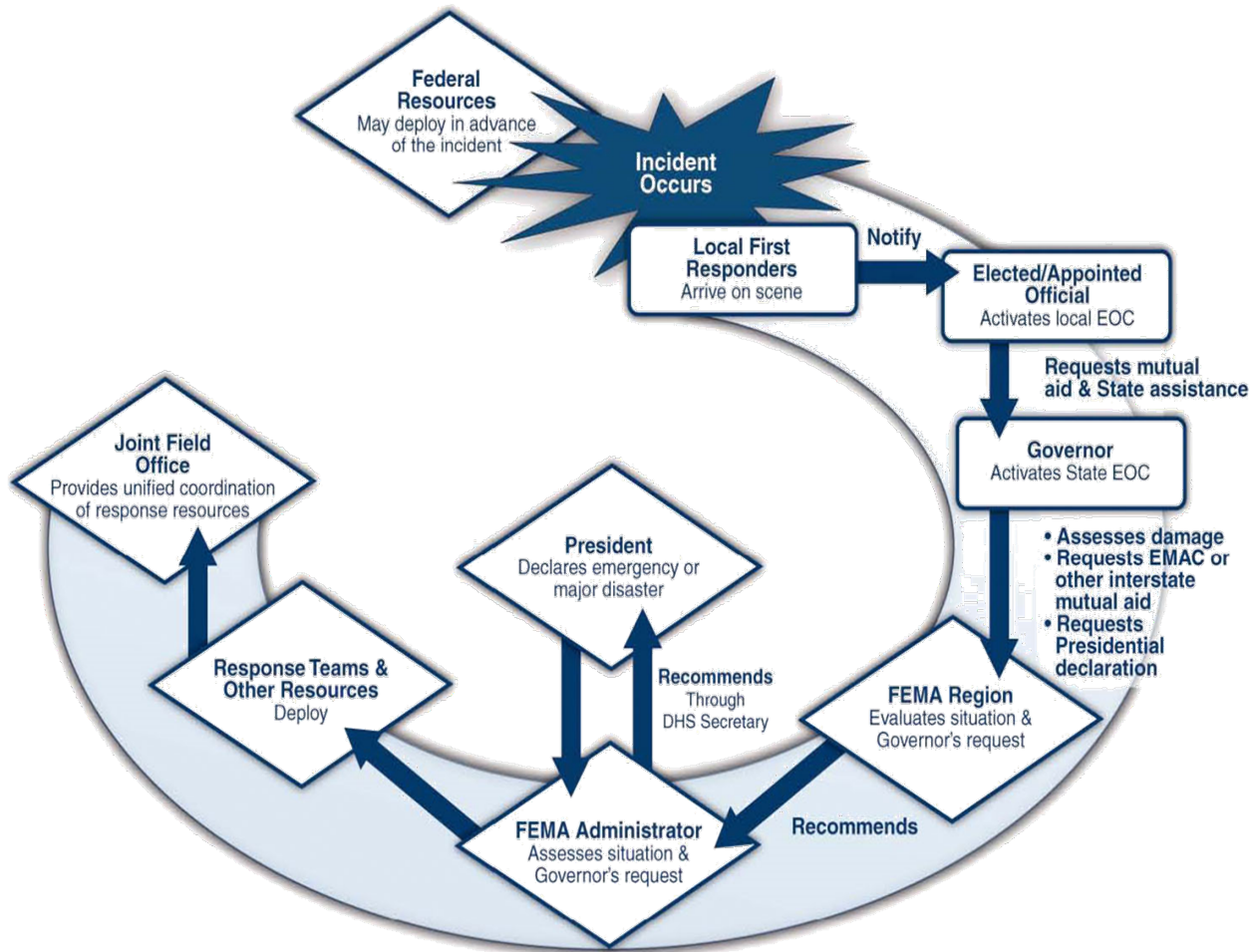


Figure 5: Federal Disaster Response Flow Chart

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**IV. RESPONSIBILITIES**

**IV. RESPONSIBILITIES.**

**A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.**

1. The following common responsibilities are assigned to each department listed in this CEMP.
  - (a) Participate as requested in mitigation and prevention, preparedness, response and recovery activities.
  - (b) Provide staff members with training and exercise opportunities adequate to prepare them to carry out the responsibilities identified in this CEMP.
  - (c) Upon receipt of an alert or warning of an emergency, initiate notification actions to alert employees on assigned response duties.
  - (d) As appropriate during an alert or warning:
    - Suspend or curtail normal business activities as appropriate.
    - Recall needed off-duty employees.
    - Send employees that are not needed home so they can protect their families and possessions.
    - Secure and protect departmental facilities.
    - Evacuate departmental facilities if appropriate.
  - (e) As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
  - (f) Keep the EOC informed of field activities and maintain a communications link to the EOC.
  - (g) If appropriate or requested, send a representative to the EOC.

**AGENCIES SHOULD ENSURE THAT STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES, AND HAVE A BROAD UNDERSTANDING OF ALL THE CAPABILITIES AND FUNCTIONS OF THE DEPARTMENT**

- (h) Activate a Department Operations Center (DOC) if appropriate to support and facilitate department response activities, maintain events log, and report information to the EOC.
- (i) Report damages and status of critical facilities to the EOC.
- (j) If appropriate or requested, send a representative to the EOC.
- (k) Coordinate with the EOC to establish protocols for interfacing with state and federal responders.
- (l) Coordinate with the EOC Public Information Officer before releasing information to the media.

- (m) Submit reports to the EOC detailing departmental plans, emergency expenditures and obligations.

**B. GENERAL PREPAREDNESS RESPONSIBILITIES.**

1. Many Washington County departments may have emergency–related functions in addition to their normal daily functions. Each department director is responsible for the development and maintenance of their respective department emergency and continuity of operations (COOP) plans and procedures for each division and section, and performing such functions as may be required to effectively cope with and recover from any emergency affecting their respective areas of responsibility. Specifically, the following common responsibilities are assigned to each department listed in this CEMP.
  - (a) Create emergency and COOP plans for their department.
  - (b) Create and maintain a department calling tree or other method for notification.
  - (c) Establish department and individual responsibilities (as indicated in these plans); identify emergency tasks.
  - (d) Work with other Washington County departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
  - (e) Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
  - (f) Develop site specific emergency plans for department facilities as necessary.
  - (g) Ensure that employee job descriptions reflect their emergency duties.
  - (h) Train personnel to perform emergency duties/tasks as outlined in the CEMP or individual department plans.
  - (i) Identify, categorize and inventory all available department resources.
  - (j) Develop procedures for mobilizing and employing additional resources.
  - (k) Establish uninterrupted communication capabilities with the EOC.
  - (l) Prepare to fill positions in the emergency organization as requested by the County Executive or EOC Coordinator acting in accordance with this CEMP.
  - (m) Prepare to provide internal logistical support to department operations during the initial emergency response phase.

**C. GENERAL RESPONSE RESPONSIBILITIES.**

1. Implement department emergency and COOP plans when necessary:
  - (a) Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
  - (b) Be responsible for the safety of vital records, files and equipment assigned to their respective department/ divisions.
  - (c) Ensure that vital records are protected and maintained.
  - (d) Ensure that activity logs are initiated as a matter of record.
  - (e) Coordinate, where appropriate, to ensure that each of their facilities and buildings are secure before an emergency strikes.

**D. SPECIFIC RESPONSIBILITIES BY DEPARTMENT.**

1. The general emergency preparedness responsibilities of all County government organizations and non-government organizations are outlined in the previous sections and in the letter of agreement to this plan.
2. Essential response and support agencies will be arranged according to the following organizational structure, as needed, when the EOC is activated.
3. This structure will effectively facilitate the interface between the on-scene, incident command organization and the coordination/management responsibilities of the EOC.

**THE DUTIES AND ASSIGNED RESPONSIBILITIES FOR EMERGENCY OPERATIONS MAY VARY DEPENDING ON THE TYPE AND SCOPE OF THE INCIDENT. THE ORGANIZATION OF PARTICIPATING AGENCIES IS DISCUSSED IN MORE DETAIL IN ANNEX III OF THIS DOCUMENT.**

**E. CITY, TOWN, VILLAGE RESPONSIBILITIES.**

1. Each jurisdiction should appoint a local emergency manager to participate in mitigation and prevention, preparedness, response and recovery activities as requested by Washington County Emergency Management.
  - In absence of an appointed local emergency manager and if requested by the Washington County Emergency Management, the local chief elected official must designate a point of contact, and also upon request send a representative to the County EOC.

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**V. FINANCIAL MANAGEMENT**

**V. FINANCIAL MANAGEMENT.**

**A. GENERAL.**

1. During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.
2. Washington County emergency response and recovery costs must be properly documented so that eligible reimbursements from state and federal sources may be possible.

**B. POLICIES.**

1. All departments will make every effort possible to assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing County emergency purchasing procedures.
3. During the emergency operations, non–essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
4. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

**C. ADMINISTRATION.**

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Emergency services officers have independent authority to react to emergency situations.

2. Normal procedures that do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from “business-as-usual” will be described in detail in department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.
3. Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
4. Preservation of Records.
  - (a) In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records shall be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOGs.
  - (b) If records are damaged during an emergency situation, Washington County will seek professional assistance to preserve and restore them.
5. Post-Incident and Exercise Review.
  - The County Executive and Emergency Management Coordinator are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and due date shall be established for that action.

**D. FISCAL.**

1. Finance Department and Purchasing Division personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of County departments.
2. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the Finance Director. A record of all purchases shall be reported to the Purchasing Division in accordance with County purchasing policies. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Department Directors will be held responsible for deviations from the emergency purchasing procedures.



4. A separate Emergency Operations Center (EOC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters. See the County EOC Manual for details.
5. The County may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. The County may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that the County and its citizens will receive. All County departments and agencies are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.

**E. LOGISTICS.**

1. Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s).
2. Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims.
3. All departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in County inventory as an asset will not be eligible for reimbursement.

**F. REFERENCES.**

1. Emergency Purchasing Guidelines, Rules.
2. Emergency or disaster expenditures-restrictions.
3. Levying emergency tax-disposition of surplus.
4. Finance and Budget Department Control Activities Procedures.

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**VI. ATTACHMENTS**

**VI. ATTACHMENTS.**

- A. PRIMARY / SUPPORT MATRIX.
- B. GLOSSARY OF TERMS, ACRONYMS.

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A. PRIMARY / SUPPORT MATRIX.

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (ADA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Aging & Disability Resource Center						S								S					S						
Air Operations									S																
Airport, Airfields (Commercial, Private)	S																								
Ambulance Services, Public & Private	S												S			S				S					
American Red Cross				S		S		S			S			S	S		S		S	S	S	S			
Area Manufactures & Commerce																						S			
ARES/RACES		S				S		S					S				S					S	S		
Assessor														S											
Assessors/Real Property Lister																					S				
Attending Emergency Room Physicians																S									
Building Department									S					S											
Buildings and Facilities		S																							
Bus Companies																S									
Caterers/Grocery Stores/ Restaurants						S																			
Chamber of Commerce					S																				
Chief Elected Official(s)														S								S			

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Civic & Community Center(s)						S																		
Civil Air Patrol									S															
Clergy																				S				
Clinics																S								
Code Enforcement/ Building Inspector						S															S			
Commercial and Private Sector Transportation Companies	S																							
Commercial Phone Companies		S																						
Commercial Print Media															S									
Commercial Radio & Television Stations															S									
Community / Faith Based Organizations																				S				
Community Development Agency (and/or Planning and Zoning)														S										
Community Health Systems													S											
Community Leaders																	S							
Corporation																	S							

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Counsel																								
County Administrative Coordinator														S										
County Attorney					S		S							S	P							S		
County Board														S										
County Board Chair					S		S				S				S							S		
County Clerk					S																	S		
County Clerk/ Treasurer											S													
County Engineer			P									P										P		
County Fire Chief's Association				P					P	P														
County Highway Department			S																					
County Jail																						S		
County Radio Systems Administrator		P																						
County Sheriff's Department																							P	
Debris Management Contractors																								S
Departments, All		S					S							S	S		S					S	S	
Departments, All and Involved Municipalities					S																			
Economic Development												S		S										
Emergency Medical Services								S								P								

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Environmental Clean Up Contractors										S														
Facilities Management						S															S			
Faith Based Organizations						S											S							
Finance					S		S							S								S		
Fire Departments	S	S	S	S		S	S	S	S	S			S		S	S	S	S	S	S	S	S	S	S
Fire Rehab				S																				
Fire/EMS											S		S											
Funeral Directors																					S			
GIS						S																		
Highway Department	P										S												S	P
Historical Society														S										
Home Builders & Contractor's Associations																								S
Hospitals						S		S		S							P				S			
Hotels						S																		
Human Resources							S										S							
Human Services Department						P		S						S				P	P					
Human Services, EMS and NGOs																						S		
Information Systems		P				S	S								S		S					S		
Information Systems, GIS					S									S										
Law Enforcement Agencies	S	S	S	S		S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S



Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Law Enforcement Reserves/ Explorers													S											
Local Bus Companies																						S		
Local Contractors			S																					
Local Cooperative Extension Service											S													
Local Food Producer/ Processors											S													
Local Housing Authority														S										
Local Long Term Recovery Committee(s)														P										
Local Municipalities																						S	S	
LTR Committee														S										
LTR Committee Chair														S										
Media: Broadcast & Print																						S		
Medical Examiner								S								S					P			
Medical Helicopter Services																S								
Medical Reserve Corps																	S							
Medical Services										S														
Military – National Guard																S								

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
National Weather Service															S									
NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)	S					S	S						S						S					
Office of Emergency Management		S			P	S	P		S	S	S			P	S	S	P		S		S	P	S	
Parks and Recreation																	S				S			
Pipeline Companies	S																							
Planning and Development																								S
Planning and Parks Department	S		S		S	S						S												S
Planning & Parks Department & Cultural Resources														S										
Private Sector Fuel Suppliers												S												
Procurement (Purchasing)														S										
Public Health			S		S	S	S	P		S	P	S		S	S	S	S	P	S	S		S		S
Public Information Officer					S									S			S						S	
Public Service Answering Point (PSAP)		S											S			S							S	
Public Works	S	S		S		S	S		S	S			S	S			S				S	S	S	S
Public Works, Municipal			S																					

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Purchasing		S			S							S					S							
Reporting/ Planning/Exempt Facilities										S														
Salvation Army						S											S							
School Districts (and their transportation Contractors)	S																							
Schools						S	S	S							S	S								
Search and Rescue Units									S															
Sheriff's Department									P		S		P											
Specialists (As situation requires.)																					S			
Tele- communications Providers		S																						
Transit Companies																	S							
Utilities				S										S								S		S
Utilities: Electric, Telephone, Gas			S									S												
Utilities: Landfill																								S
Utilities: Natural Gas												S												
Utilities: Private																						S		
Utilities: Public												S												
Utilities: Public Works, Water								S																
Utilities: Solid Waste																								S
Utilities: Water & Wastewater			S									S												S

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer & Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Evacuation Traffic Management	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Veterans Services																			S					
Voluntary Organizations Active in Disaster (VOAD)														S			S							
Volunteer Center of Washington County																	S							
Water Rescue Teams									S															
WI National Guard Civil Support Team		S																						
Wisconsin Veterinary Corps/ Humane Society											S													

**B. GLOSSARY OF TERMS, ACRONYMS.**

<b>– A –</b>	
<b>Access/Accessible</b>	The suitability or adaptability of programs, services, activities, goods, facilities, privileges, advantages or accommodations provided by a public or private (for-profit or not-for-profit) entity, or by any entity to which it contracts for all members of the population, including individuals with disabilities.
<b>Access and Functional Needs</b>	Persons who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutionalized settings; are seniors; are children; are from diverse cultures; have limited English proficiency or are non-English speaking; or are transportation disadvantaged.
<b>Activation</b>	A process by which a facility is brought up to emergency mode from a normal mode of operation. Activation is completed when the facility is ready to carry out full emergency operations.
<b>Agency</b>	A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
<b>Agency Representative</b>	A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
<b>Aid Agreements, Mutual (Pacts)</b>	Written or unwritten understandings among jurisdictions, which cover methods and types of assistance available during an emergency.
<b>Alternate EOC</b>	A site located away from the primary EOC from which civil government officials exercise direction and control in an emergency or disaster.
<b>Area Command (Unified Area Command)</b>	An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.
<b>Available Resources</b>	Resources assigned to an incident, checked in, and available for use, normally

	located in a Staging Area.
<b>– B –</b>	
<b>Base Camp</b>	A resource staging area for personnel and equipment.
<b>– C –</b>	
<b>Catastrophic Incident</b>	Any natural or man-made incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and / or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.
<b>Chain of Command</b>	A series of command, control, executive, or management positions in hierarchical order of authority.
<b>CHEMTREC</b>	“Chemical Transportation Emergency Center,” a public service of the Chemical Manufacturers Association located in Washington, D. C. CHEMTREC provides immediate advice for emergency personnel at the scene of an accident or spill. A telephone hotline for emergencies is 1–800–424–9300.
<b>Civil Disturbance</b>	Any incident intended to disrupt community affairs and requiring law enforcement intervention and emergency management assistance to maintain public safety. These include, but are not limited to, terrorist attacks, riots, and strikes which result in violence, and demonstrations requiring police intervention and arrests.
<b>Clean Sweep Program</b>	An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paints, etc.)
<b>Command Staff</b>	In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
<b>Community Recovery</b>	In the context of the NRF and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action restore and revitalize the socioeconomic and physical structure of a community.
<b>Comprehensive Emergency Management (CEM)</b>	An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government (local, state, and Federal) and the private sector.

<b>Comprehensive Emergency Management Plan (CEMP)</b>	Contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder SOGs, and specific incident action plans are developed from this strategic document.
<b>Congregate Care</b>	Refers to the provision of temporary housing and basic necessities for evacuees.
<b>Consequence Management</b>	Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRF. See also Crisis Management.
<b>Continuity of Operations Plan (COOP) and Continuity of Government (COG)</b>	All measures that may be taken to ensure the continuity of essential functions of the three branches of government—executive, legislative and judicial—in the event of an emergency or disaster.
<b>Credible Threat</b>	A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.
<b>Crisis Action Team (CAT)</b>	A flexible, supporting / coordinating service that could be One person at home facilitating the coordination of personnel and resources to an incident scene; Several people convening in the Emergency Operations Center (EOC) or on-scene to assist the “Incident Manager” as needed.
<b>Crisis Counseling Grants</b>	Funded by FEMA under the Stafford Act to address the counseling needs of a community following a presidentially declared disaster in which individual assistance is authorized.
<b>Critical Facilities</b>	Specific structures or facilities that support the delivery of essential services. Critical facilities can also be defined as locations having large concentrations of people either temporarily or permanently such as high occupancy structures, special population facilities, or special community events.
<b>Critical Infrastructures</b>	Systems and assets, whether physical or virtual, so vital to the United States that incapacity or destruction of such systems and assets would have a debilitating impact on security, nation economic security, national public health or safety, or any combination of those matters.
<b>Cultural Resources</b>	Cultural resources include historic and prehistoric structures, archeological sites, cultural, landscapes, and museum collections.
<b>Cyber</b>	Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.
<b>– D –</b>	
<b>Damage Assessment</b>	Damage assessment is the systematic process of describing in general terms the location, nature, and severity of damage sustained by the public and private

	sectors in an emergency or disaster and estimating the cost of repair and restoration or replacement; Estimation of damages made after a disaster has occurred which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.
<b>Decontamination</b>	The reduction or removal of contaminating chemical or radioactive material from a structure, area, object or person.
<b>Defense Support of Civil Authorities (DSCA)</b>	Refers to <i>DOD</i> support, including Federal military forces, <i>DOD</i> civilians and <i>DOD</i> contractor personnel, and <i>DOD</i> agencies and components, for domestic emergencies and for designated law enforcement and other activities.
<b>Deputy</b>	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
<b>Direction and Control</b>	The assignment of missions, tasks and procedures to operate government during emergency operations; The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization, whether it be direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.
<b>Disaster</b>	Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a Natural, Technological, and / or National Security incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters.
<b>Disaster Analysis</b>	The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.
<b>Disaster Assessment</b>	Quick, initial assessment of disaster impacts on people, property, and environment.
<b>Disaster Field Office (DFO)</b>	The primary federal field location in or near the disaster area for the coordination of the federal response and recovery operations; a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations. It houses the Federal Coordinating Officer (FCO), Emergency Support Function (ESF) staff and other staff comprising the Emergency Response Team (ERT). It will operate 24 hours a day, as needed, or with a schedule sufficient to sustain the federal response operations. Except where facilities do not permit, the FCO will be co-located with the state Coordinating Officer (SCO) at the DFO. A DFO will be established in each affected State.
<b>Disaster Recovery Center (DRC)</b>	A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.



<b>Distribution</b>	The process of delivering a commodity from convenient points to the customers.
<b>– E –</b>	
<b>Emergency</b>	Any incident which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster. (PL 93–288); Any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.
<b>Emergency Alert System (EAS)</b>	Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.
<b>Emergency Communication Vehicle</b>	An emergency management vehicle providing the capabilities to communicate and exercise direction and control over an emergency.
<b>Emergency Information</b>	Material designed to improve public knowledge or understanding of an emergency.
<b>Emergency Instructions</b>	Information provided to the general public during an emergency pertaining to recommendations for actions such as evacuation and sheltering.
<b>Emergency Management</b>	The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress; Organized analysis, planning, decision–making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community–wide emergencies. Refer to local and state emergency legislation.
<b>Emergency Management Plans</b>	Those plans prepared by federal, state and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.
<b>Emergency Operations Center (EOC)</b>	A protected site from which public officials issue warnings and exercise direction and control during an emergency / disaster. It is equipped and staffed to provide support in coordinating and guiding emergency / disaster operations.
<b>Emergency Protective Measures</b>	Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.
<b>Emergency Public Information</b>	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public,

	it also frequently provides directive actions required to be taken by the general public.
<b>Emergency Public Information (EPI)</b>	Information disseminated to the public by official sources during an emergency, using broadcast and print media, in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes.
<b>Emergency Response Plan (ERP)</b>	The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.
<b>Emergency Response Provider</b>	Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel. Agencies and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as "emergency responder."
<b>Emergency Response Team (ERT)</b>	An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal Departments and agencies as needed.
<b>Emergency Support Function (ESF)</b>	A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.
<b>Emergency Support Team (EST)</b>	An interagency group operating from the Federal Emergency Management Agency (FEMA) headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies in supporting Federal response requirements in the field.
<b>Emerging Infectious Diseases</b>	New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.
<b>Energy Management</b>	The technology involving the analysis of energy use resulting in appropriate techniques and methods to ensure more efficient utilization of energy resources.
<b>Environment</b>	Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

<b>Environmental Response Team</b>	Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and release of oil and hazardous substances into the environment.
<b>Essential Services</b>	Services which local government must at a minimum strive to provide at all times.
<b>Evacuation</b>	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
<b>Exercise</b>	Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and / or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of the CEMP.
<b>- F -</b>	
<b>Facility Management</b>	Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.
<b>Federal / State Agreement</b>	The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.
<b>Federal Assistance</b>	Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.
<b>Federal Coordinating Officer (FCO)</b>	The person appointed by Federal Emergency Management Agency to coordinate all federal disaster assistance programs to ensure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled.
<b>Federal Disaster Assistance</b>	Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288) as amended.
<b>Federal Hazard Mitigation Officer (FHMO)</b>	Person appointed by the FCO responsible for managing federal hazard mitigation programs and activities.
<b>Federal Interagency Hazard Mitigation Team (I-Team)</b>	Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate federal, state, and local government representatives to identify opportunities for hazard mitigation.

<b>Federal On-Scene Coordinator (FOSC or OSC)</b>	The Federal official predesignated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.
<b>FEMA</b>	Federal Emergency Management Agency.
<b>First Responder</b>	Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as described in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.
<b>Functional Needs</b>	The needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence is challenged.
<b>– G –</b>	
<b>Governor’s Authorized Representative (GAR)</b>	That person named by the Governor in the Federal / State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.
<b>Grantee</b>	The state agency that is eligible to receive federal dollars in a Presidential Disaster.
<b>– H –</b>	
<b>Hazard</b>	Any situation that has the potential for causing damage to life, property, and / or the environment.
<b>Hazard Mitigation</b>	Any cost-effective measure which will reduce the potential for damage to a facility from disaster event.
<b>Hazard Mitigation Grant Program</b>	Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster. (Stafford Act, Sec. 404)
<b>Hazard Mitigation Plan</b>	Section 409 of the Stafford Act requires the state and affected local governments to prepare a hazard mitigation plan that evaluates the natural hazards within the disaster area(s) and recommends appropriate measures to reduce the risks from future disasters.
<b>Hazardous Materials (HazMat)</b>	A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment.

<b>Hazardous Substance</b>	As described by the NCP, any substance designated pursuant to section 311 (b)(2) (A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; hazardous air pollutant listed under section 112 of Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mix with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).
<b>Hazards, Natural</b>	“Acts of God” such as earthquakes, tornadoes, floods, hurricanes, wildfires, landslides, or avalanches.
<b>Hazards, Technological</b>	Man-made incidents such as toxic chemical releases, nuclear power plant accidents, dam failures or bridge collapses.
<b>Historic Property</b>	Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w) (5)].
<b>Host Area</b>	A specified area relatively unlikely to experience direct effects of a hazard or an area designated for evacuees following a major event.
—   —	
<b>Incident Command System (ICS)</b>	A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.
<b>In-Kind Donations</b>	Donations other than cash (usually materials or professional services) for disaster survivors.
<b>Incident</b>	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public

	health and medical emergencies, and other occurrences requiring an emergency response.
<b>Incident Action Plan (IAP)</b>	Contains objectives reflecting the overall incident strategy(ies) for the next operational period. Specific actions and assignments are indicated. Supporting information is included as appropriate.
<b>Incident Command Post (ICP)</b>	The field location at which the primary tactical-level, on-scene incident command functions is performed.
<b>Incident Commander</b>	The individual responsible for the management of all incident operations at the incident site.
<b>Incident Management Team (IMT)</b>	The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.
<b>Incident Mitigation</b>	Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.
<b>Incident of National Significance</b>	Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/ or private sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.
<b>Incident Period</b>	For Emergencies or Major Disasters declared pursuant to PL 93–288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.
<b>Individual Assistance</b>	Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.
<b>Individual Assistance Officer</b>	State Human Services officer designated to coordinate individual assistance programs.
<b>Infrastructure</b>	The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.
<b>Initial Actions</b>	The actions taken by those responders first to arrive at an incident site.
<b>Initial Response</b>	Resources initially committed to an incident.
<b>Intermediate Recovery</b>	Phase of recovery which involves returning individuals, families, critical infrastructure and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

<b>Joint Field Office (JFO)</b>	A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.
<b>Joint Information Center (JIC)</b>	Integrates incident, information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
<b>Joint Operations Center (JOC)</b>	The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRF is activated.
<b>Jurisdiction</b>	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
<b>- K - L -</b>	
<b>LEPC</b>	Local Emergency Planning Committee A committee appointed by the State emergency response commission (SERC), as required by Title II of SARA, to formulate a comprehensive emergency plan to deal with Hazardous Materials for its district. (See SARA)
<b>Liaison Officer</b>	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
<b>Local Emergency</b>	The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or his/her designee and would normally be issued concurrent with a county declaration by the board of County Commissioners prior to requesting state and / or federal assistance.
<b>Local Government</b>	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107- 296, 116 Stat.



	2135, et seq. (2002).)
<b>Long-Term Recovery</b>	Phase of recovery that may continue for months or years and addresses complete redevelopment and revitalization of the impacted area, rebuilding or relocating damaged or destroyed social, economic, natural and built environments and a move to self-sufficiency, sustainability and resilience.
<b>– M –</b>	
<b>Major Disaster</b>	As described by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
<b>Materiel Management</b>	Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.
<b>Mitigation</b>	Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
<b>Mobile Command Post</b>	A transportable command cell capable of exercising direction and control from a forward deployed location during an emergency. The emergency communications vehicle normally provides the necessary equipment to perform this role.
<b>Mobilization</b>	The process of marshaling appropriate resources.
<b>Mobilization Center</b>	An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out process following demobilization while awaiting transportation.
<b>Monitoring</b>	The procedure of locating and measuring radioactive contamination by the use of



	survey instruments capable of detecting and measuring ionizing radiations.
<b>Multiagency Coordination System (MACS)</b>	The combination of personnel, facilities, equipment and procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. (as defined by NWCG National Training Curriculum)
<b>Multijurisdictional Incident</b>	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.
<b>Mutual Aid Agreement</b>	Written agreement between agencies, organization, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.
<b>– N –</b>	
<b>National Disaster Medical System (NDMS)</b>	A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.
<b>National Incident Management System (NIMS)</b>	A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
<b>National Response Center</b>	A national communications center <i>for</i> activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.
<b>National Response System</b>	Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.
<b>National Response Team (NRT)</b>	The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and

	hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.
<b>National Security and Emergency Preparedness (NS/EP)</b>	Telecommunications. NS/EP telecommunications services are those used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.
<b>National Special Security Event (NSSE)</b>	A designated event that, by virtue of its political, economic, social, or religious significance may be the target of terrorism or other criminal activity.
<b>National Strike Force</b>	The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.
<b>National Warning System (NAWAS)</b>	A nationwide, dedicated, voice warning network. Its primary purpose is to provide the American population with information of an impending attack upon the United States.
<b>National Weather Service (NWS)</b>	Under the National Oceanic and Atmospheric Administration (NOAA), of the Department of Commerce, the NWS is responsible for providing weather service to the nation. It is charged with responsibility for observing and reporting the weather and with issuing forecasts and warnings of weather and floods in the interest of national safety and economy.
<b>Natural Resources</b>	Natural resources include land, fish, wildlife, domesticated animals, plants, biota, air, water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.
<b>Nongovernmental Organization (NGO)</b>	A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) include faith-based charity organizations and the American Red Cross.
<b>Nuclear Incident Response Team (NIRT)</b>	Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

<b>On-Scene Coordinator (OSC)</b>	See Federal On-Scene Coordinator.
<b>Operating Conditions (OPCONS)</b>	Increasing levels of preparedness (from 5 to 1) requiring performance of predetermined actions in response to a real or perceived threat.
<b>– P –</b>	
<b>Preparedness</b>	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.
<b>Prevention</b>	Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
<b>Principal Federal Official (PFO)</b>	The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
<b>Private Sector</b>	Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.
<b>Public Assistance</b>	Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.
<b>Public Assistance Officer</b>	State Infrastructure Officer designed to facilitate, manage restoration of public facilities to pre-disaster functions and capabilities.
<b>Public Assistance Program</b>	The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.
<b>Public Facility</b>	Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development,

	airport facility, non-federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.
<b>Public Health</b>	Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.
<b>Public Information Officer (PIO)</b>	An individual responsible for releasing accurate official information to the public through the news media.
<b>Public Service Announcements (PSA)</b>	Media announcements usually of ten, twenty, or thirty second duration providing timely information to the public. This is normally provided by the media as a public service.
<b>Public Works</b>	Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.
<b>- Q - R -</b>	
<b>Radiological Emergency Response Teams (RERTs)</b>	Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.
<b>Rapid Response Teams (RRT)</b>	Teams comprised of trained individuals in specific fields (law enforcement, fire, public works, building officials, etc.). RRT's are organized from local governments when activated, operates under the state as an operating unit of the State Emergency Response Team.
<b>Re-entry</b>	Return to evacuated areas by resident populations which may be constrained by time or function based on the existing situation.
<b>Recovery</b>	The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.
<b>Regional Response Teams (RRTs)</b>	Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.
<b>Resources</b>	Personnel and major items of equipment supplies, and facilities available or

	potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
<b>Response</b>	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance testing processes; immunizations, isolation, or quarantine; and specific law enforcement operation aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
<b>– S –</b>	
<b>Shelter</b>	Pre-identified sites in existing structures or temporary facilities used to house personnel displaced as a result of an emergency evacuation or the effects of a natural or man-made disaster.
<b>Shelter Management</b>	The internal organization, administration and operation of a shelter facility by either pre-trained or emergent leadership.
<b>Short-Term Recovery</b>	Phase of recovery which addresses the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery decision making.
<b>Situation Assessment</b>	The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.
<b>Situation Report</b>	Initial impact, damage assessment report.
<b>Special Populations</b>	People who feel they cannot comfortably or safely access and use standard resources offered in disaster preparedness relief and recovery. They include, but are not limited to those who are physically or mentally disabled, blind, and deaf, cognitively disabled, mobility limited, non-English speaking, geographically/culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.
<b>Stafford Act (“Robert T. Stafford Disaster Relief</b>	Provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities

<b>and Emergency Assistance Act” P.L. 93–288, as amended)</b>	and resources in support of state and local assistance efforts.
<b>Staging Area</b>	Facility located in the disaster impact area at the local jurisdictional level where arriving personnel and resources are staged pending assignment to an operational site within the affected jurisdiction.
<b>Standard Operating Guidelines (SOG)</b>	A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan; Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.
<b>State Coordinating Officer (SCO)</b>	The person appointed by the Governor for the purpose of coordinating state and local disaster assistance efforts with those of the federal government.
<b>State Emergency Plan</b>	As used in Section 201(b) of PL 93–288; that state plan which is designed specifically for state–level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. (Known as the Comprehensive Emergency Management Plan or State Emergency Operations Plan) Execution of the State Comprehensive Emergency Management Plan is a prerequisite to the provision of federal assistance authorized by PL 93–288.
<b>State Hazard Mitigation and Recovery Team (SHMART)</b>	Representatives from key state agencies, local governments, and other public and private sector organizations that influence development and hazard management policies within the state.
<b>State Hazard Mitigation Officer (SHMO)</b>	State official responsible for coordinating the preparation and implementation of the State Hazard Mitigation Plan (pursuant to Section 409 of the Stafford Act) and implementation of the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford Act).
<b>State of Emergency</b>	An emergency proclaimed as such by the Governor pursuant to state law.
<b>Strategic</b>	Strategic elements of incident management are characterized by continuous, long term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
<b>Strategic Plan</b>	A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

<b>- T -</b>	
<b>Telecommunications</b>	The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.
<b>Telecommunications Service Priority (TSP) Program</b>	The <i>NS/EP</i> TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of <i>NS/EP</i> telecommunications services. As such, it establishes the framework for <i>NS/EP</i> telecommunications service vendors to provide, restore or otherwise act on it priority basis to ensure effective <i>NS/EP</i> telecommunications services.
<b>Transportation Management</b>	Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.
<b>Tribe</b>	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
<b>- U - V - W -</b>	
<b>Unaffiliated Volunteer</b>	An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.
<b>Unified Command</b>	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.
<b>Uniform Disaster Situation Report (UDSR)</b>	The damage assessment reporting form.
<b>Unsolicited Goods</b>	Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.
<b>Urban Search and Rescue (USAR)</b>	The process of locating, extricating and providing immediate medical treatment of victims trapped in collapsed structures.
<b>Vulnerability or Risk</b>	The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.
<b>Warning</b>	The alerting of public officials, emergency support services, and the general public to the threat of extraordinary danger and the related effects of both technological and natural disasters.
<b>Watch</b>	Usually issued by the National Weather Service when some type of weather hazard



	is possible in your area, i.e. flood, tornado, thunderstorm. Means “be on the lookout for —.” A watch is upgraded to a “warning” when the hazard has been sighted or is indicated on weather radar.
<b>Wireless Priority Service (WPS)</b>	WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.
<b>- X - Y - Z -</b>	
<b>Voluntary Organizations Active in Disaster (VOAD)</b>	A VOAD coordinates planning efforts by the many voluntary organizations responding to disaster.
<b>Volunteer</b>	Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.
<b>Volunteer and Donations Coordination Center</b>	Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.



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## ACRONYMS

## — A —

AAR After Action Report.  
ARC American Red Cross

## — B — C —

CAP Civil Air Patrol  
CEMP Comprehensive Emergency Management Plan  
CIS Crisis Intervention Support  
COOP Continuity of Operations Plan

## — D —

D & C Direction and Control.  
DATCP Department of Agriculture, Trade & Consumer Protection  
DFO Disaster Field Office  
DHS Department of Health Services  
DMA Department of Military Affairs  
DNR Department of Natural Resources  
DO Duty Officer  
DOA Department of Administration  
DOC Department of Commerce  
DOC Department of Corrections  
DOJ Department of Justice  
DOT Department of Transportation  
DPI Department of Public Instruction  
DRC Disaster Recovery Center  
DSCA Defense Support of Civil Authorities  
DSP Wisconsin State Patrol  
DTSD Division of Transportation Systems Development  
DWD Department of Work Force Development

## — E —

EAD Emergency Animal Disease  
EAS Emergency Alert System

ECB Educational Communications Board  
EMAC Emergency Management Assistance Compact  
EOC Emergency Operating Center  
EPS Emergency Police Services  
ERP Emergency Response Plan  
ERT Emergency Response Team  
ESF Emergency Support Function

## — F —

FBI Federal Bureau of Investigation  
FCO Federal Coordinating Officer  
FDA Federal Drug Administration  
FEMA Federal Emergency Management Agency  
FOSC Federal On-Scene Coordinator

## — G — H — I —

GIS Geographic Information System  
HF High Frequency  
HMP Hazard Mitigation Plan  
HMT Hazard Mitigation Team  
IAP Incident Action Plan  
IAP Individual Agency Plans  
IC Incident Commander  
ICP Incident Command Post  
ICS Incident Command System  
IMT Incident Management Team

## — J — K —

JFO Joint Field Office  
JIC Joint Information Center  
JIS Joint Information System  
JOC Joint Operation Center  
JTTF Joint Terrorism Task Force

## — L — M —

LOS Line of Succession

MACS Multi-Agency Coordination System  
MCC Mobile Command Center  
MOU Memorandum of Understanding

**– N –**

NAWAS National Warning System  
NDMS National Disaster Medical System  
NGO Nongovernmental Organization  
NIMS National Incident Management System  
NIRT Nuclear Incident Response Team  
NOAA National Oceanic & Atmospheric Administration  
NRF National Response Framework  
NRT National Response Team  
NS/EP National Security and Emergency Preparedness  
NSSE National Special Security Event  
NWS National Weather Service

**– O – P –**

OIC Officer in Charge  
OSC On-Scene Coordinator  
PDA Preliminary Damage Assessment  
PFO Principal Federal Official  
PIO Public Information Officer  
POWTS Private Onsite Waste Treatment Systems  
PSC Public Service Commission

**– Q – R –**

RACES Radio Amateur Civil Emergency Services  
RERTs Radiological Emergency Response Teams  
RRCC Regional Response Coordination Center  
RRP Regional Response Plan  
RRTs Regional Response Teams

**– S – T –**

SAR Search and Rescue  
SEOC State Emergency Operations Center  
SHMT State Hazard Mitigation Team/Task Force  
SOG Standing Operating Guideline  
TIME Transaction Information for Management of Enforcement (Law Enforcement Teletype System)  
TSP Telecommunications Service Priority Program

**– U – V –**

UC Unified Command  
UDSR Uniform Disaster Situation Report  
UHF Ultra High Frequency  
USAR Urban Search and Rescue  
USCG United States Coast Guard  
USDA United States Department of Agriculture  
UW University of Wisconsin  
VHF Very High Frequency  
VMAT Veterinary Medical Assistance Team  
VOAD Volunteer Organizations Active in Disasters

**– W – X – Y – Z –**

WEM Wisconsin Emergency Management  
WERP Wisconsin Emergency Response Plan  
WHMT Wisconsin Hazard Mitigation Team  
WI NG Wisconsin National Guard  
WMD Weapon of Mass Destruction  
WPS Wireless Priority Service  
WSP Wisconsin State Patrol

Comprehensive Emergency Management Plan (CEMP)

# Annex I

# MITIGATION



**WASHINGTON**  
**COUNTY** EST 1836  
WISCONSIN

*Washington County Office of Emergency Management*

Comprehensive Emergency Management Plan CEMP

Annex

I. MITIGATION

I. MITIGATION.

A. GENERAL.

1. Hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate risk to people and property from hazards and their effects. Mitigation efforts include activities that will prevent or reduce the impact of emergency/disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures.
2. Philosophically, there are three things we can do to mitigate. We can:
  - (a) Act on the hazard (the cause of the emergency).
  - (b) Act on the people (the population affected by the emergency).
  - (c) Act on the interaction between the hazard and the people.
3. Mitigation activities may be undertaken before a hazard event or afterwards. Pre-event mitigation activities are highly desirable, since the period immediately following a hazard event is often a difficult one in which to make mitigation decisions. If put in place soon enough, mitigation activities can reduce the damage caused by the next event. Also worth noting is mitigation can break the cycle of repeated destruction resulting from hazard events.
4. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received.

B. SUMMARY OF WASHINGTON COUNTY GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES. See the Washington Co. Hazard Mitigation Plan (separate document) for details.

TABLE 9: SUMMARY OF WASHINGTON COUNTY GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES	
<p><b>1. Emergency Management and Emergency Services</b></p>	<p>a. County Board Chair and Board of Supervisors.</p> <ul style="list-style-type: none"> <li>• Responsible for all of the County departments and programs.</li> <li>• In charge of emergency/disaster (County Board Chair).</li> <li>• Serves as the EOC Policy and Executive Group.</li> <li>• Declares State of Local Emergency.</li> </ul>

**TABLE 9: SUMMARY OF WASHINGTON COUNTY GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES**

	<ul style="list-style-type: none"> <li>• Establishes project funding priorities and makes application to state and federal funding sources.</li> </ul> <p>b. Emergency Management.</p> <ul style="list-style-type: none"> <li>• Prepares and updates the County Comprehensive Emergency Management Plan (CEMP).</li> <li>• Coordinates the activities of all departments within the County organization during an emergency or disaster, serving as a conduit of information and ensuring the most efficient use of resources.</li> <li>• Establishes, equips, and maintains the County EOC; Identifies required EOC staffing; Prepares and maintains maps, displays, databases, reference materials, and other information needed to support EOC operations; Identifies and stocks supplies needed for EOC operations; Develops and maintains procedures for activating, operating, and deactivating the EOC.</li> <li>• Maintain the County's Hazard Mitigation Plan.</li> </ul> <p>c. Fire Department(s).</p> <ul style="list-style-type: none"> <li>• Provide rapid, effective, and efficient response to all resident's and visitor's requests for emergency assistance, including fire, pre-hospital emergency medical, and rescue services.</li> </ul> <p>d. County Sheriff and municipal Police Departments.</p> <ul style="list-style-type: none"> <li>• Provide law enforcement, and other duties as outlined in the CEMP.</li> </ul> <p>e. Public Health Department(s).</p> <p>(1) Provide community health and disease prevention programs. Major health problems may emerge, such as infectious diseases, environmental health, and contamination of water. Protecting the population from negative public health impacts.</p>
<p><b>2. Public Protection</b></p>	<p>a. County Communications Center (County Warning Point).</p> <ul style="list-style-type: none"> <li>• Alert key officials and activate the public warning system.</li> </ul> <p>b. Emergency Management.</p> <ul style="list-style-type: none"> <li>• Maintain warning, sheltering, evacuation plans.</li> </ul> <p>c. School District(s).</p> <ul style="list-style-type: none"> <li>• Develops district and building hazard mitigation and emergency plans in accordance with state and district guidance and policy.</li> <li>• Provides school facilities for use as shelters.</li> </ul> <p>d. Municipalities.</p> <p>(1) Maintain and activate the public warning system.</p> <p>(2) Initiate actions to warn local residents and visitors by all means available.</p> <p>(3) Develop and maintain Emergency Support Functions (ESF).</p>
<p><b>3. Public Information</b></p>	<p>a. Emergency Management.</p> <ul style="list-style-type: none"> <li>• Promotes the Community Emergency Response Team (CERT) program that provides training to citizens to enable them to provide immediate</li> </ul>

**TABLE 9: SUMMARY OF WASHINGTON COUNTY GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES**

	<p>response to their neighborhood in the event of a disaster.</p> <ul style="list-style-type: none"> <li>• Provides numerous public outreach projects, including presentations to community groups, mail-outs and seminars to encourage the citizens to prepare for a disaster.</li> <li>• Distributes emergency preparedness information through radio and TV interviews, web site, newspaper articles, cable access TV channel, brochures, and presentations to community groups.</li> <li>• Encourages businesses to develop their emergency and business continuity plans.</li> </ul> <p>b. Fire Department(s).</p> <ul style="list-style-type: none"> <li>• Provide fire safety and education outreach projects.</li> </ul> <p>c. Sheriff and Police Departments.</p> <ul style="list-style-type: none"> <li>• Provide public safety and crime prevention projects, including “citizens police academy,” neighborhood crime watch programs, etc.</li> </ul> <p>d. County Planning and Community Development.</p> <ul style="list-style-type: none"> <li>• Administers the National Flood Insurance Program and provides numerous public information activities that includes: provision of Flood Insurance Rate Map (FIRM) map information; encourages real estate agents to disclose flood hazard information; ensures that the library contains reference materials on hazard mitigation; and offers information on environmental and flood hazard issues as requested.</li> </ul> <p>e. Human Services Department and Employees Safety Committees.</p> <ul style="list-style-type: none"> <li>• Coordinates work safety/hazard mitigation activities for County employees occupying County facilities.</li> </ul>
<p><b>4. Property Protection/ Mitigation</b></p>	<p>a. Planning and Parks Department.</p> <ul style="list-style-type: none"> <li>• Prepares and administers the County Comprehensive Plan that contains zoning goals, objectives, and policies.</li> </ul> <p>b. Washington County National Flood Insurance Program Coordinator.</p> <ul style="list-style-type: none"> <li>• Advises all flood zone inquiries that federally backed mortgages require flood insurance for those properties having structures located in a “A” or a “V” Flood Zone on the National Flood Insurance Program (NFIP) Flood Insurance Rate Map (FIRM).</li> <li>• Advises that flood insurance may be obtained at a reduced rate for properties having structures located in “B” or “C” flood zones.</li> <li>• Promote building attributes such as elevations and substantial improvements.</li> </ul> <p>c. Code Enforcement and Building Inspection Departments.</p> <ul style="list-style-type: none"> <li>• Apply the state and local building codes, the County's “Use and Development Regulations”, and FEMA (flood) regulations to all building permit applications.</li> </ul> <p>d. Fire Department(s).</p> <ul style="list-style-type: none"> <li>• Administer the “International Fire and Building Codes.”</li> </ul>

**TABLE 9: SUMMARY OF WASHINGTON COUNTY GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES**

	<ul style="list-style-type: none"> <li>• Provide fire safety inspections.</li> </ul> <p>e. Public Works.</p> <ul style="list-style-type: none"> <li>• Provides public drainage system maintenance.</li> </ul> <p>f. Wisconsin Department of Natural Resources, County Planning Department, and Municipalities.</p> <ul style="list-style-type: none"> <li>• Enforce County codes forbidding littering and dumping in creeks, streams and vacant lots.</li> </ul> <p>g. All Departments.</p> <ul style="list-style-type: none"> <li>• Identify potential mitigation projects that will reduce future damage.</li> </ul> <p>h. County Mitigation Committee.</p> <ul style="list-style-type: none"> <li>• Establishes, reviews, evaluates mitigation projects and activities.</li> <li>• Identifies community mitigation personnel and resources; and roles and responsibilities.</li> <li>• Reviews the goals, policies, and objectives of the County's Comprehensive Growth Management Plan. Identifies goals that should be included that address hazard mitigation and long-term recovery.</li> </ul>
<p><b>5. Environmental Protection</b></p>	<p>a. County Land Use and Transportation Plan.</p> <ul style="list-style-type: none"> <li>• Addresses natural resource and wetlands protection. Municipal Land Use and Comprehensive Plans also address these issues.</li> </ul> <p>b. Wisconsin Department of Natural Resources and private contractors.</p> <ul style="list-style-type: none"> <li>• Provides control and cleanup of hazardous material incidents.</li> </ul> <p>c. Municipal Water Utilities.</p> <ul style="list-style-type: none"> <li>• Provides monitoring of water quality and discharging of waste.</li> </ul> <p>f. County Planning Department, and Municipalities.</p> <ul style="list-style-type: none"> <li>• Assists in wetlands protection and hazardous material contamination prevention.</li> </ul>
<p><b>6. Hazard Studies and Mapping</b></p>	<p>a. Office of Emergency Management.</p> <ul style="list-style-type: none"> <li>• Coordinates the “Emergency Planning and Right to Know” (hazardous materials) prevention program to include: identification of hazardous material sites, plotting plumes (GIS), encouraging facility emergency plans, warning, etc.</li> <li>• Maintains the County's Hazard Assessment.</li> <li>• Completes, maintains risk and threat assessments as required by state and federal.</li> </ul> <p>b. Information Systems (GIS).</p> <ul style="list-style-type: none"> <li>• Provides geographic mapping and analysis.</li> <li>• Provides a multi-hazard map of the community.</li> <li>• Establishes a GIS “critical facilities database” to be used, in part, to identify mitigation needs and opportunities.</li> </ul>



C. SUMMARY OF WASHINGTON COUNTY SPECIFIC HAZARD MITIGATION ACTIVITIES.

SUMMARY OF WASHINGTON COUNTY CURRENT AND FUTURE MITIGATION ACTIVITIES BY HAZARD	
HAZARDS	MITIGATION ACTIVITIES
<b>Agricultural/Hydrologic Drought</b>	<ol style="list-style-type: none"> <li>1. Identification of areas with potential ground water level problems and inspections of wells in those areas for adequate depth and construction.</li> <li>2. Adoption at community level water usage regulations during drought conditions.</li> <li>3. Public information campaigns.</li> </ol>
<b>Civil Disturbances</b>	<ol style="list-style-type: none"> <li>1. In a pending labor situation, the sheriff or police chief will meet with strike leaders to set up conduct guidelines for a lawful strike.</li> <li>2. Review, establish law enforcement mutual aid pacts for additional support.</li> <li>3. Development and maintenance of bomb threat policies and procedures for each school, hospital, business, and government building.</li> <li>4. Development of special event plans.</li> </ol>
<b>Dam Failures</b>	<ol style="list-style-type: none"> <li>1. Development of dam failure emergency plans.</li> <li>2. Expanding the warning system and developing evacuation procedures for those persons in areas that may flood to include road closings and re-routing of traffic to keep people out of the danger areas.</li> </ol>
<b>Explosions</b>	<ol style="list-style-type: none"> <li>1. Development and maintenance of local plans and response procedures for use in case of a serious explosion.</li> <li>2. Awareness and response training for local response agencies.</li> </ol>
<b>Fires: Wildland</b>	<ol style="list-style-type: none"> <li>1. Public information campaigns. Provide information on general fire safety measures and other mitigation strategies (e.g., protecting structures from wildfires) to the public for residential and commercial structures.</li> <li>2. State DNR fire suppression plan. The local fire departments use this plan and NIMS/ICS for operational efficiency.</li> <li>3. Participation in the Fire Wise Wisconsin Fire Control Program.</li> <li>4. Provide ongoing training to the firefighters who fight these types of fires.</li> </ol>
<b>Fires: Structural</b>	<ol style="list-style-type: none"> <li>1. Mutual aid agreements between municipalities and fire departments ensuring compatibility between responding agencies.</li> <li>2. Participation in the statewide fire mutual aid system (MABAS).</li> <li>3. Pre-fire response plans developed and maintained.</li> <li>4. Responders are trained in NIMS/ICS, tactics and unusual fire scenarios for local hazards on a regular basis.</li> </ol>
<b>Flooding</b>	<ol style="list-style-type: none"> <li>1. Short term actions: issuance of early warnings through flood advisory bulletins (NOAA weather radio), dissemination of instructions to the public through the media, preparation of congregate care facilities, and evacuation of people and property. Temporary protective measures such as sandbagging, protection of buildings and other structures, and cut-off of gas and electricity may also be implemented. Washington County maintains a limited stock of</li> </ol>

**SUMMARY OF WASHINGTON COUNTY CURRENT AND FUTURE MITIGATION ACTIVITIES BY HAZARD**

HAZARDS	MITIGATION ACTIVITIES
	<p>sandbags to assist in flood containment.</p> <ol style="list-style-type: none"> <li>2. Long-range actions: adoption of proper flood plain zoning ordinances, land use planning, and promotion of the sale of flood insurance, enforcement of county zoning ordinances related to flood plains.</li> <li>3. Dissemination of public informational materials related to flooding.</li> <li>4. Monitoring of National Weather Service flood forecasts.</li> </ol>
<b>Hazardous Materials Accidents/Incidents</b>	<ol style="list-style-type: none"> <li>1. Public information campaigns.</li> <li>2. Maintenance of a county-wide, state designated, Level B hazmat team to respond to hazardous material incidents.</li> <li>3. Participation in the WEM Regional Response Team program. (The Milwaukee Fire Dept. responds to Level A hazardous material spills in Washington County.)</li> </ol>
<b>Mass Casualties</b>	<ol style="list-style-type: none"> <li>1. Maintenance of a county medical and mass casualty plan.</li> <li>2. Maintenance of mutual aid agreements with municipal and private rescue services or ambulances.</li> <li>3. Maintenance of reciprocal hospital agreements for transferring critical patients during a disaster.</li> <li>4. Training and exercises for hospitals, city and county emergency medical technicians, ambulances, law enforcement personnel, and volunteers.</li> </ol>
<b>Power Outages</b>	<ol style="list-style-type: none"> <li>1. Emergency plans.</li> <li>2. Fuel conservation plans.</li> <li>3. Identification of shelters having emergency power.</li> <li>4. Generators to provide power for essential services.</li> <li>5. Public education and preparedness.</li> <li>6. Plans for evacuation and shelter operations in the case of a prolonged power outage.</li> </ol>
<b>Storms: Hail</b>	<ol style="list-style-type: none"> <li>1. Insurance for hail crop and property damages.</li> <li>2. Distribution of information on various hail insurance options.</li> <li>3. Public information on severe weather.</li> <li>4. Use of NOAA all hazard weather radio.</li> </ol>
<b>Storms: Lightning</b>	<ol style="list-style-type: none"> <li>1. Public information on severe weather.</li> <li>2. Use of NOAA all hazard weather radio.</li> <li>3. Use of fire resistant materials in building construction.</li> </ol>
<b>Storms: Thunderstorms</b>	<ol style="list-style-type: none"> <li>1. Public information on severe weather. Participation in Tornado Awareness Week.</li> <li>2. Use of NOAA all hazard weather radio.</li> <li>3. Tornado spotter training programs; organize local tornado spotter networks.</li> </ol>

SUMMARY OF WASHINGTON COUNTY CURRENT AND FUTURE MITIGATION ACTIVITIES BY HAZARD	
HAZARDS	MITIGATION ACTIVITIES
<b>Storms: Tornadoes and High Winds</b>	<ol style="list-style-type: none"> <li>1. Public information on severe weather.</li> <li>2. Public alert and warning systems: NOAA all hazard weather radio; use of outdoor warning siren system; pager warning system used by law enforcement, fire departments, schools, hospitals, nursing homes and industry.</li> <li>3. Identification and construction of public tornado shelters.</li> <li>4. Uniform building codes.</li> <li>5. Continuation of efforts to improve mobile home safety in windstorms and tornadoes and installation of outdoor warning sirens.</li> </ol>
<b>Storms: Winter</b>	<ol style="list-style-type: none"> <li>1. Ensure plowing and salting equipment is operational and available.</li> <li>2. Public information on winter hazards, travel safety and preparedness.</li> <li>3. Use of NOAA all hazard weather radio.</li> </ol>
<b>Terrorism</b>	<ol style="list-style-type: none"> <li>1. Terrorism awareness campaigns.</li> <li>2. Preparedness activities to include planning, training, exercises for law enforcement and other first response agencies.</li> <li>3. Planning and training to address reducing vulnerabilities in infrastructure and policies.</li> <li>4. Development of realistic threat and vulnerability assessments.</li> </ol>
<b>Transportation Accidents (Aircraft, Rail, Trucking)</b>	<ol style="list-style-type: none"> <li>1. Development and maintenance of local plans and response procedures for use in transportation accidents.</li> <li>2. Preparedness and training for first responder agencies and private sector.</li> </ol>
<b>War: Non-nuclear</b>	Efforts to reduce the probability of war or its consequences lie with the federal government.
<b>War: Nuclear</b>	Efforts to reduce the probability of war or its consequences lie with the federal government.
<b>Public Health Emergencies</b>	<ol style="list-style-type: none"> <li>1. Public health education programs in the schools and on a community level to address disease transmission and prevention.</li> <li>2. Maintain sewage and waste disposal systems.</li> <li>3. Promote and fund both childhood and adult immunization programs.</li> <li>4. Target the mechanism of transmission of individual diseases, such as drug usage for diseases like HIV infection and Hepatitis B.</li> <li>5. Maintain strict health standards for food service employees and eating establishments.</li> <li>6. Maintain strict health standards for food products.</li> <li>7. Utilize accepted and recommended infection control practices in medical facilities.</li> <li>8. Maintain active and passive surveillance methods.</li> </ol>
<b>Reception of Evacuees</b>	<ol style="list-style-type: none"> <li>1. Development and maintenance of sheltering and reception center operations</li> </ol>

**SUMMARY OF WASHINGTON COUNTY CURRENT AND FUTURE MITIGATION ACTIVITIES BY HAZARD**

HAZARDS	MITIGATION ACTIVITIES
	plans. 2. Striving to improve the surge capacity of the medical, human services and public safety systems within the county. 3. Continuation of regional cooperation, planning and resource sharing.

**D. REFERENCES.**

1. Federal.
  - a. The Disaster Mitigation Act of 2000.
  - b. Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-228, as amended).
  - c. 44 CFR Part 206 Subpart M for implementing Section 409.
  - d. FEMA Mitigation Assistance Unified Guidance (Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, Flood Mitigation Assistance Program, Repetitive Flood Claims Program, Severe Repetitive Loss Program) June 1, 2010.
  
2. State.
  - a. Hazard Analysis for the State of Wisconsin.
  - b. State of Wisconsin Hazard Mitigation Plan.
  
3. County.
  - a. Washington County Hazard Mitigation Plan.
  - b. Washington County Comprehensive Plan.
  - c. County Codes: Fire Prevention, Land Use, Zoning, Building.
  - d. Municipal Codes: Fire Prevention, Land Use, Zoning, Building.

Comprehensive Emergency Management Plan (CEMP)

# Annex II

# PREPAREDNESS



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

*Washington County Office of Emergency Management*



Comprehensive Emergency Management Plan CEMP

Annex

**II. PREPAREDNESS**

**II. PREPAREDNESS.**

**A. GENERAL.**

The Washington County Comprehensive Emergency Management Plan (CEMP) contains departmental emergency responsibilities and tasks that translate to actions found within the ESF schedule, and within each department's emergency plans and standing operational procedures. County departments having emergency/disaster responsibilities will need to educate, train, and equip their personnel to insure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self reliant.

**B. POLICIES.**

1. Each department will budget for adequate training on such topics as necessary to ensure that they and their personnel are prepared to carry out their stated responsibilities and tasks.
2. Washington County Emergency Management formalizes and maintains the majority of applicable emergency plans and standard operating guidelines. Additionally, the Office of Emergency Management maintains various supportive documents applicable to diverse county agencies and departments for their utilization.
3. Washington County Emergency Management offers annual training for all relevant agencies and personnel which includes, but is not limited to EOC operations, divisional/departmental and personnel preparedness.
4. Review of departmental plans and procedures are to be conducted annually. Agencies who have emergency support functions will provide the Office of Emergency Management with their operation procedures and applicable revisions.
5. Each division/department Head is responsible for the preservation of vital records and documents deemed essential for continuing government functions and conducting post-disaster operations.

**C. GENERAL PREPAREDNESS ACTIVITIES.**

1. The Washington County Office of Emergency Management undertakes a constant year-round approach in preparing a response, recovery, and mitigation effort.

2. On-going community emergency preparedness activities coordinated by the Washington County Office of Emergency Management include:
  - (a) Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.
  - (b) Response resource development (developing enhanced capability).
  - (c) Equipment, supply acquisition for emergency response to include terrorism.
  - (d) Disaster drills and exercises.
  - (e) Warning system tests.
  - (f) Emergency communications system tests.
  - (g) Emergency public information system tests.
  - (h) Emergency power tests.
  - (i) Public information and education.
  - (j) Emergency Operations Center readiness.
  - (k) Development and maintenance of plans and procedures.
3. The Emergency Management Coordinator facilitates numerous public outreach projects that may include presentations to community groups, mail-outs, cable TV presentations, and seminars to encourage the citizens to prepare for a disaster.

**D. SPECIFIC HAZARD PREPAREDNESS ACTIVITIES.**

1. The Washington County Office of Emergency Management engages in numerous training sessions dealing with all hazards. See WEM training portal for specific training classes.
2. Terrorism/WMD Preparedness Programs.
  - The County is participating in state and federal terrorism preparedness programs as they become available.
3. Washington County Office of Emergency Management actively promotes specific hazard preparedness programs to include: tornado, flood, hazardous materials, winter storms, and heat emergency.

**E. TRAINING.**

1. It is the responsibility of the Washington County Emergency Management to work with all department heads, elected officials, and municipalities to insure that all emergency response agencies and members of the Emergency Management Organization receive sufficient training in the County's Comprehensive Emergency Management Plan (CEMP), and other specific disaster contingency plans to insure their proper response when required.
2. National Incident Management System (NIMS).
  - Washington County's response to emergencies follows the concepts of NIMS and County personnel are trained to current NIMS Training Guidelines.



3. State and federal agencies offer a variety of training and education programs available to local government. Training opportunities are provided and coordinated by the Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA), and include:
  - a. Emergency management training and education programs for first responders, emergency workers, emergency managers, public/private officials, and others.
  - b. Preparedness information/programs for the general public.
4. Washington County Office of Emergency Management will:
  - a. Encourage departments to provide personnel training in specific emergency management skills and related professional development.
  - b. Encourage training for Emergency Operations Center (EOC) staff.
  - c. Encourage public education efforts for schools, community groups, businesses, County and municipal employees, and the general public.
  - d. Prepare and coordinate drills and exercises.
  - e. Promote and conduct Community Emergency Response Training (CERT) Training.
5. County departments are expected to:
  - a. Ensure that their employees are trained in the concepts of the County's Comprehensive Emergency Management Plan (CEMP), and in their particular department/agency emergency plans and standing operational procedures.
  - b. Encourage their employees to develop personal preparedness plans and supplies.
  - c. Encourage department public education programs to include emergency preparedness and emergency management information.
  - d. Participate in preparedness activities.
6. Other on-going training programs include:
  - a. The Office of Emergency Management encourages business and industry emergency preparedness and planning.
  - b. The American Red Cross and local fire departments provides public information on first aid, Cardio Pulmonary Resuscitation (CPR), emergency prevention, and disaster preparedness.
  - c. Annual hazardous materials response refresher training for local responders and industry.
  - d. Annual severe weather training for responders and the public.

**F. EXERCISES.**

1. Washington County will adhere to the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.

2. The County's Emergency Management will coordinate involvement of the County and municipal staff in situational drills, table top or functional exercise to test the Comprehensive Emergency Management Plan (CEMP), and the County's capability to respond to emergencies. City/County departments and agencies that participate in these programs vary by type of exercise.
3. The County Office of Emergency Management is also responsible to insure that all state and federally mandated exercises are carried out on schedule including the following:
  - a. One full scale exercise and one functional exercise during the four-year period. In addition, at least two tabletop exercises are required each year of the four-year cycle.
  - b. To comply with EPCRA requirements, Washington County is required at a minimum to conduct two tabletop and one full-scale or functional exercise per four-year cycle.
4. The Office of Emergency Management conducts annual hazard specific drills and exercises for tornadoes. These exercises are usually scheduled in conjunction with the Wisconsin Emergency Management, and other various county, state, and federal agencies.
5. Other exercises will be attempted and coordinated by the Emergency Management as time, resources and conditions permit.

**G. PUBLIC AWARENESS AND EDUCATION.**

1. The Emergency Management Coordinator works closely with other local agencies to promote public awareness and education.
2. Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and Washington County and municipal employees.
3. Public awareness programs conducted throughout the year include:
  - a. Winter Awareness.
  - b. Heat Awareness.
  - c. Tornado/Severe Weather Awareness.
  - d. Hazardous Materials Awareness.
  - e. Family Preparedness.
  - f. Flood Awareness.

**Comprehensive Emergency Management Plan (CEMP)**

**Annex III**  
**RESPONSE FUNCTIONS –**  
**EMERGENCY SUPPORT**  
**FUNCTIONS (ESFs)**



*Washington County Office of Emergency Management*



Comprehensive Emergency Management Plan CEMP

Annex

**III. RESPONSE FUNCTIONS – EMERGENCY SUPPORT FUNCTIONS (ESFs)**

**III. RESPONSE FUNCTIONS – EMERGENCY SUPPORT FUNCTIONS  
(ESFs)**

- ESF # 1     Transportation
- ESF # 2     Communications and Information Technology (IT)
- ESF # 3     Public Works
- ESF # 4     Fire Fighting
- ESF # 5     Information, Analysis & Planning
- ESF # 6     Mass Care, Emergency Assistance, Housing & Human Services
- ESF # 7     Resource Support
- ESF # 8     Public Health
- ESF # 9     Search and Rescue
- ESF # 10    Hazardous Materials
- ESF # 11    Agriculture and Natural Resources
- ESF # 12    Energy & Utilities
- ESF # 13    Law Enforcement & Security
- ESF # 14    Long-Term Community Recovery
- ESF # 15    Public Information
- ESF # 16    Hospital & Medical Services
- ESF # 17    Volunteer and Donation Management
- ESF # 18    Animal and Veterinary Services
- ESF # 19    Functional and Access Needs
- ESF # 20    Fatality Management
- ESF # 21    Damage Assessment
- ESF # 22    Public Protection (Warning, Evacuation, Shelter)
- ESF # 23    Evacuation Traffic Management
- ESF # 24    Debris Management

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# Emergency Support Function (ESF) # 1

## Transportation



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

During emergencies the disruption of normal transportation services is likely. Roadway, rail, maritime and air and pipeline infrastructure and the vehicles that use them can be impaired, damaged or destroyed. Coordinating the restoration of transportation infrastructure and resources is vital to emergency response.

Primary Agency

**Highway Department, Washington County**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 1 – Transportation**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>                      Highway Department, Washington County</p> <p><b>Support</b>                      Airport, Airfields (Commercial, Private)                      Ambulance Services, Public &amp; Private                      Commercial and Private Sector Transportation Companies                      Fire Departments                      Law Enforcement Agencies                      NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)                      Pipeline Companies                      Planning and Parks Department                      Public Works                      School Districts (and their transportation Contractors)</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WI DOT – WI Department of Transportation</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DOA – WI Department of Administration</li> </ul>

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Transportation</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Energy</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Department of Justice</li> <li>• Department of State</li> <li>• General Services Administration</li> <li>• U.S. Postal Service</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Monitor and report status of and damage to the transportation system and infrastructure.</li> </ul>	<p><i>(Likely Agency Activities Continued)</i></p> <ul style="list-style-type: none"> <li>• Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.</li> <li>• Perform activities conducted under the direct authority of DOT elements as these relate to aviation, maritime, surface, railroad, and pipeline transportation.</li> <li>• Coordinate the restoration and recovery of the transportation systems and infrastructure.</li> <li>• Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF # 1 agencies.</li> <li>• NOTE: ESF # 1 is not responsible for movement of goods, equipment, animals, or people.</li> </ul>



Emergency Support Function (ESF) # 1

**Transportation**

**A. PURPOSE.**

1. The purpose of Emergency Support Function # 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of participating agencies to support emergency transportation needs and service restoration activities during emergency or disaster situations.
2. Enables agencies, and emergency support functions requiring use of the transportation systems to perform their missions following an emergency. In the context of this plan, transportation refers to the resources and assets necessary to move goods and people.

**B. POLICIES.**

1. All transportation resources will be utilized on a priority basis to protect lives, property and environment.
2. Transportation planning will be directed toward satisfying the needs of responding agencies requiring transportation routes to perform their assigned emergency missions.
3. Transportation planning will include the utilization of available primary and support agency capabilities.
4. In a major emergency, the relaxation of certain restrictions (waive weight, height, and load requirements for vehicles transporting critical items) is essential to allow rescue and relief equipment into affected areas.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>HIGHWAY DEPARTMENT, WASHINGTON COUNTY</b>	
<b>Pre-Emergency</b>	Work with the Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Identify and prioritize critical transportation infrastructure..</li> <li>3. Develop inventory and sources of transportation resources, staffing resources and equipment to include supplies and maintenance.</li> <li>4. Secure contracts for emergency supply of combustible fuel, from outside of the immediate area, for use in vehicles.</li> <li>5. Develop emergency action checklists and Standard Operating Guidelines (SOGs).</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When requested report to the EOC.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**HIGHWAY DEPARTMENT, WASHINGTON COUNTY**

	<ol style="list-style-type: none"> <li>2. Provide coordination of transportation assistance to other Emergency Support Functions (ESFs), departments and community based organizations requiring transportation capacity to perform emergency response missions.</li> <li>3. Pre-order fuel and top off storage tanks.</li> <li>4. Coordinate availability of motor fuels and vehicles involved in emergency operations. (Coordinate with Purchasing.)</li> <li>5. Coordinate storage of equipment and vehicles in a safe place.</li> <li>6. Ensure that support agencies are on alert as appropriate and that their transportation resources, equipment supplies and staff are placed in the appropriate readiness status.</li> <li>7. Coordinate fuel for vehicles.</li> <li>8. Coordinate maintenance and repairs to vehicles.</li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 1 position in the EOC.</li> <li>2. Determine condition, status of transportation resources.             <ul style="list-style-type: none"> <li>• Develop comprehensive list of available vehicles and equipment.</li> </ul> </li> <li>3. Coordinate with support agencies in providing sufficient fuel supplies to agencies, emergency response organizations, and areas along evacuation routes.</li> <li>4. Maintain liaison with all support departments and communication with field personnel.</li> <li>5. Determine present and future need for transportation resources.</li> <li>6. Continually assess the situation to address the most critical transportation needs and develop strategies.</li> <li>7. Receive, prioritize and coordinate requests for transportation resources from field incident commanders. Sources can include:             <ol style="list-style-type: none"> <li>a. Departments.</li> <li>b. Private companies: bus, taxi, trucking, car/truck rentals.</li> <li>c. NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)</li> <li>d. Commercial carriers.</li> <li>e. Ambulance companies.</li> </ol> </li> <li>8. Coordinate procurement of rental vehicles and other needed equipment with operators and independent maintenance locations as required.</li> <li>9. Ensure field maintenance support, to include, but not limited to, fuel, lubricants, tires and vehicles parts.</li> <li>10. Ensure a continuous source and supply of food, water and ice for ESF # 1 personnel.</li> <li>11. Provide transportation services to assist in damage assessment operations.</li> <li>12. Coordinate needs with other regional EOCs and the State EOC, as necessary.</li> <li>13. Coordinate with other regional EOCs and the State EOC to provide evacuation transportation assistance where necessary.</li> <li>14. Determine condition, status of transportation systems and routes. Develop and maintain status map showing:             <ol style="list-style-type: none"> <li>a. Routes that are open unconditionally,</li> </ol> </li> </ol>
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<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>HIGHWAY DEPARTMENT, WASHINGTON COUNTY</b>	
	<ul style="list-style-type: none"> <li>b. Routes that are closed,</li> <li>c. Routes that have not yet been inspected,</li> <li>d. Bridges that are open without restriction,</li> <li>e. Bridges that are open with restrictions,</li> <li>f. Bridges that are closed until replaced,</li> <li>g. Bridges that have yet to be inspected, and</li> <li>h. Bridges that have been visually inspected but require engineering tests to make further determinations.</li> </ul> <ol style="list-style-type: none"> <li>15. Close infrastructure determined to be unsafe in consultation with the County Engineer and/or other subject matter experts.</li> <li>16. Post signing and barricades.</li> <li>17. Prioritize and/or allocate the resources necessary to maintain and restore the transportation infrastructure and services to support other ESFs.</li> <li>18. Provide traffic control assistance and damage assessment of the transportation infrastructure.</li> <li>19. Determine the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.</li> <li>20. Identify, prioritize, procure, and allocate available resources to maintain and restore the use of the transportation infrastructure.</li> <li>21. Make available personnel, equipment and other assets to assist in the restoration and maintenance of the transportation infrastructure.</li> <li>22. Provide frequent updates to the EOC Logistics Section Chief as to the status of the transportation infrastructure.</li> <li>23. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>24. Participate with the Joint Information Center operations as assigned.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Ensure arrangements are made with the Finance Section for issuance of emergency fuel credit cards to be used at private fuel stations outside of damage area in case that the fueling facilities are damaged.</li> <li>2. Upon request, provide transportation resources to assist recovery activities.</li> <li>3. Develop recovery actions and strategies.</li> <li>4. Prepare and submit emergency requisition for goods and services necessary to restore operations. Contact the Purchasing Division for assistance.</li> <li>5. Long Term: Restore critical transportation routes, facilities, and services.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Airport, Airfields (Commercial, Private)</b>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of air transportation capabilities.</li> <li>2. Identify alternate emergency air transportation facilities and resources.</li> <li>3. Manage emergency medical air transportation logistics at airport.</li> <li>4. Record costs and expenditures – submit as requested.</li> </ol>
<b>Ambulance Services, Public &amp; Private</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel for emergency use.</li> <li>2. Provide medical transport.</li> <li>3. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Commercial and Private Sector Transportation Companies</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Provide maintenance mechanics and fuel for vehicles.</li> <li>3. Provide damage assessment information.</li> <li>4. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel for emergency use.</li> <li>2. Provide medical transport.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide traffic control assistance.</li> <li>2. Assist with determining the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.</li> <li>3. Provide situational information to the ESF primary department when a significant change in the transportation infrastructure is found.</li> <li>4. Provide frequent updates to the Operations Section Chief at the EOC as to the status of the transportation infrastructure.</li> <li>5. Record costs and expenditures. Submit as requested.</li> </ol>
<b>NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Pipeline Companies</b>	<ol style="list-style-type: none"> <li>1. Provide an assessment report on the status of pipeline systems and the impact of pipeline outages.</li> <li>2. Provide personnel, equipment, supplies, and other resources needed to restore pipeline systems critical to saving lives, protecting health, safety and property.</li> <li>3. Provide personnel, equipment, supplies, and other resources needed to restore pipeline systems critical to saving lives, protecting health, safety and property.</li> <li>4. Upon request and when possible, provide an agency representative to the</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	Emergency Operations Center.
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Provide maintenance mechanics and fuel for vehicles and equipment.</li> <li>3. Provide road repair equipment.</li> <li>4. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of land transportation routes.</li> <li>2. Deploy Public Works units to areas in need of debris removal or road restoration operations.</li> <li>3. Identify alternate emergency land transportation routes.</li> <li>4. Provide vehicles and drivers to assist.</li> <li>5. Provide maintenance mechanics and fuel for vehicles and equipment.</li> <li>6. Record costs and expenditures. Submit as requested.</li> </ol>
<b>School Districts</b> <i>(and their transportation Contractors)</i>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist with transportation requirements as available.</li> <li>2. Provide maintenance mechanics and fuel for vehicles.</li> <li>3. Record costs and expenditures. Submit as requested.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Transportation Resource and Contact List.</li> <li>2. SE Region Evacuation Planning Guidance Document.</li> </ol>

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# Emergency Support Function (ESF) # 2

## Communications & Information Technology



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Voice and data communications infrastructure may be severely compromised during a catastrophic emergency. This infrastructure is vital for communications to/from emergency responders in the field, between incident sites and the Emergency Operations Center (EOC), and for the County government to maintain linkages to the general public, NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) and other levels of government.

**Primary Agency**

**County Radio Systems Administrator  
County Information Technology**

**Emergency Operations Center ESF # 2 – Communications & Information Technology**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>                      County Radio Systems Administrator                      County Information Technology</p> <p><b>Support</b>                      ARES/RACES                      Buildings and Facilities                      Commercial Phone Companies                      Departments, All                      Fire Departments                      Information Systems                      Law Enforcement Agencies                      Office of Emergency Management                      Public Service Answering Points                      Public Works                      Purchasing                      Telecommunications Providers                      WI National Guard Civil Support Team                      WI Cyber Response Team Program</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• NWS – National Weather Service</li> <li>• WI ARES/RACES – WI Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services</li> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DHS – WI Department of Human Services</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOA – WI Department of Administration</li> <li>• WI DOJ – WI Department of Justice</li> <li>• WI DOT – WI Department of Transportation</li> <li>• WI ECB – WI Education Communications Board</li> <li>• WI State Capitol Police</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Homeland Security/National Protection and Programs/Cybersecurity and Communications/ National Communications System</li> <li>• Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Federal Communications Commission</li> <li>• General Services Administration</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Coordinate federal actions to assist industry in restoring the public communications infrastructure.</li> <li>• Assist state, tribal, and local governments with emergency communications and restoration of public safety communications systems and first responder networks.</li> <li>• Provide communications support to the JFO and any JFO field teams.</li> <li>• Address cyber security issues that result from or occur in conjunction with incidents. (See NRF Cyber Incident Annex.)</li> </ul>



Emergency Support Function (ESF) # 2

# Communications & Information Technology

**A. PURPOSE.**

1. Support public safety and the operation of government agencies by maintaining continuity of information and telecommunication infrastructure equipment and other technical resources. The emergency communications, notification and warning system is described in the Alert & Warning Emergency Support Function ESF # 22: Public Protection.

**B. POLICIES.**

1. Normal communications systems will be utilized as much as possible during an emergency. Some communications needs will be met by utilizing back-up systems such as mutual aid channels.
2. Priority will be given to restoration of communications systems in the event of an emergency.
3. In the event of an emergency, all departments will ensure the security of computer equipment and printers located in their areas.
4. Information Technology and other departments will have regularly scheduled computer back up programs in effect for critical computer applications and data.
5. Information Technology will ensure that all network data is adequately backed up and secured in an offsite location.
6. Facilities Management will coordinate with Information Technology and other departments to ensure the necessary emergency power systems are in place to keep the voice and data communications infrastructure operating when there is a commercial power outage. Harris Corp. and/or General Communications will do the same for the county-wide radio system tower sites and infrastructure.

## PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

### COUNTY RADIO SYSTEMS ADMINISTRATOR & COUNTY INFORMATION TECHNOLOGY

**Pre-Emergency**

Work with the Office of Emergency Management to:

1. Maintain this Emergency Support Function (ESF).
2. Identify information technology facilities and resources available for use.
3. Ensure that the EOC is equipped with the appropriate voice and data equipment.
4. Identify communication facilities and resources available for use (800 Mhz.,

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY RADIO SYSTEMS ADMINISTRATOR & COUNTY INFORMATION TECHNOLOGY	
	<p>VHF Radios, Cell Phones, etc.).</p> <ol style="list-style-type: none"> <li>5. Develop inventories of equipment.</li> <li>6. Ensure redundant communications between Washington County EOC, other local EOCs and State EOC.</li> <li>7. Ensure that backup power generation is in place or planned for.</li> <li>8. Maintain list of radio frequencies.</li> <li>9. Develop frequency use procedures and protocols.</li> <li>10. Develop a data recovery plan.</li> <li>11. Ensure back up routines are in place and in effect for all applications and data.</li> <li>12. Copy mission critical databases to offsite location every evening</li> <li>13. Schedule tests, exercises.</li> <li>14. When notified, make contact with Emergency Management staff and report to the EOC.</li> <li>15. Develop a prioritized list of networks to be restored in the event of failure.</li> <li>16. Develop emergency action checklists.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified report to Washington County EOC.</li> <li>2. Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.</li> <li>3. Coordinate activities of support agencies.</li> <li>4. Upon activation, set up and check the EOC network (computers and VoIP telephone) system for use by the EOC staff.</li> <li>5. Contact cyber response team(s) as needed.</li> <li>6. Increase availability of GETS/WPS program access as needed/requested.</li> <li>7. Provide videoconferencing capability to the EOC.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 2 and CommL and/or CommT positions in the EOC.</li> <li>2. Determine condition, status of the communication and technology systems.                         <ul style="list-style-type: none"> <li>• Contact dispatch centers and request operational status.</li> </ul> </li> <li>3. Ensure EOC internal communications and technology systems are adequate.                         <ul style="list-style-type: none"> <li>• Support the communications unit in the EOC Logistics Section.</li> </ul> </li> <li>4. Support Joint Information Center communications operations, as requested.</li> <li>5. Prioritize and coordinate restoration of communications and technology systems with public utility communication providers.</li> <li>6. Assess damages to communication and technology systems.                         <ol style="list-style-type: none"> <li>a. Provide installation/restoration and repairs.</li> </ol> </li> <li>7. Provide voice and data support to recovery operations.</li> <li>8. Coordinate with Facilities Management and/or Harris/Gen. Comm. to restore power to the networks and systems.</li> <li>9. Establish and maintain communications links with operational units and field incident commanders.</li> <li>10. Establish and maintain communications to local EOCs, regional EOCs and the</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY RADIO SYSTEMS ADMINISTRATOR & COUNTY INFORMATION TECHNOLOGY	
	<p>State EOC.</p> <ol style="list-style-type: none"> <li>11. Coordinate, acquire and deploy additional resources (normal or backup such as amateur radio), equipment and personnel technicians to establish point-to-point communications as required.</li> <li>12. Obtain, and coordinate communication resources as requested by field incident commanders.</li> <li>13. Sources for resources can include:               <ol style="list-style-type: none"> <li>a. All departments.</li> <li>b. State EOC.</li> <li>c. Amateur Radio.</li> <li>d. Commercial vendors.</li> </ol> </li> <li>14. Establish, maintain contact with State EOC.               <ol style="list-style-type: none"> <li>a. Provide information on status of communications systems.</li> <li>b. Request additional communications and technology resources, as requested.</li> </ol> </li> <li>15. Ensure communication links to/from shelters.</li> <li>16. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>17. Provide computer, telephones, and data support to disaster operations and recovery.               <ol style="list-style-type: none"> <li>a. Assess damages to data system.</li> <li>b. Provide installation/restoration and repairs.</li> </ol> </li> <li>18. Secure off site storage for back-up of County computer system.</li> <li>19. Provide voice and data support to disaster recovery operations.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Personnel will establish communications with IT and Communications Recovery Team.</li> <li>2. IT and Communications Recovery Team evaluates initial condition of the network infrastructure and equipment and reports status to IT Director.</li> <li>3. IT and Communications Recovery Team reports status of systems to EOC Coordinator.</li> <li>4. Conduct a safety inspection and document damages (including photos).</li> <li>5. IT Recovery Team establishes communications with network, application and workstation Recovery Teams to begin network infrastructure recovery.</li> <li>6. Contact power company to restore power if necessary.</li> <li>7. Contact telephone company to re-connect data circuits.</li> <li>8. Contact necessary vendors to assist in recovery efforts.</li> <li>9. Accumulate damage information obtained from assessment teams, the local emergency operations center and other departments specific to:               <ol style="list-style-type: none"> <li>a. Damaged or missing antenna structures.</li> <li>b. Damaged or missing radio transmission systems.</li> <li>c. Damaged or inoperable power generation sources at radio transmitter sites.</li> </ol> </li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY RADIO SYSTEMS ADMINISTRATOR &amp; COUNTY INFORMATION TECHNOLOGY</b>	
	<p>d. Damaged telephone systems, critical cellular telephones and pagers.</p> <p>10. Other local agencies with communications assets may be requested to contribute assets to the response efforts. Availability, operational condition and duration of need must be considered.</p> <p>11. Restore systems in accordance with predefined priorities.</p> <p>12. Begin setup of departmental computer equipment based on priorities set by Administration and/or the Washington Co. COOP Plan.</p>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Coordinate with designated communication systems to provide communications support.</li> <li>2. Provide assistance to enhance emergency communications capabilities when requested.</li> <li>3. Augment emergency communications in the EOC as requested.</li> <li>4. Support JIC/JIS operations, as requested.</li> <li>5. Provide communications links to areas outside local area for transmission of critical information.</li> <li>6. Provide backup communications to critical areas within Washington County as requested.</li> </ol>
<b>Buildings and Facilities</b>	<ol style="list-style-type: none"> <li>1. Ensure necessary backup power generation to building and facilities.</li> </ol>
<b>Commercial Phone Companies</b>	<ol style="list-style-type: none"> <li>1. Provide cell phones.</li> <li>2. Provide phone service in EOC (VOIP and landlines).</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Coordinate dispatch operations for their respective personnel by identifying who goes where and when.</li> <li>2. Source for phones (VoIP and cell), computers, mobile and portable radios.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Source for mobile and portable radios.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Source for mobile and portable radios.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Ensure that the emergency communications section in the EOC is equipped with the appropriate voice and data equipment.</li> <li>2. Maintain inventories of EOC equipment, including telephone, radio and data.</li> <li>3. Ensure necessary backup power generation to building and facilities.</li> <li>4. Provide satellite phone capability to the EOC.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Public Service Answering Points</b>	<ol style="list-style-type: none"> <li>1. Responsible for all public safety communications, to include 911 dispatch center and Police and Fire Dispatch.</li> <li>2. Receives emergency calls for service and directs police, fire, and public works (when necessary) units to scene locations.</li> <li>3. Maintain list of radios.</li> <li>4. Maintain list of radio frequencies.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Source for 2–way radios and cell phones.</li> </ol>
<b>Purchasing</b>	<ol style="list-style-type: none"> <li>1. Source for cell phones and computers.</li> </ol>
<b>Telecommunications Providers</b>	<ol style="list-style-type: none"> <li>1. Assist in finding, obtaining, managing or distribution of telecommunication resources.</li> <li>2. Assist with the coordination of telecommunication companies on the restoration of essential utility services within the County.</li> <li>3. Restore telecommunications system.</li> <li>4. Source for temporary mobile and specialized telecommunications equipment.</li> </ol>
<b>WI National Guard Civil Support Team</b>	<ol style="list-style-type: none"> <li>1. Source for data support, radio systems and satellite capabilities.</li> <li>2. Source for mobile communications on VHF and UHF frequencies, cross band repeaters, VHF hand held radios and cellular capabilities.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<p>Washington Co. TICP.            Washington Co. 217 Form.            Washington Co. Cyber Security Plan            County IT Equipment Plan/Inventory            WI Cybersecurity Strategy</p>

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# Emergency Support Function (ESF) # 3

## Public Works



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Critical public works infrastructure such as roads, waste management and sewer systems can be damaged or destroyed during catastrophic emergency events. This infrastructure is vital to support the health, safety and welfare of the public during emergency response.

Primary Agency

County Engineer

Washington County, Wisconsin  
**Emergency Operations Center ESF # 3 – Public Works**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>County Engineer</b></p> <p><b>Support</b>  <b>County Highway Department</b>  <b>Fire Departments</b>  <b>Health Department</b>  <b>Law Enforcement Agencies</b>  <b>Local Contractors</b>  <b>Planning and Parks Department</b>  <b>Public Works, Municipal</b>  <b>Utilities: Electric, Telephone, Gas</b>  <b>Utilities: Water &amp; Wastewater</b></p>	<p><b>Primary Agency)</b></p> <ul style="list-style-type: none"> <li>• WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies)</b></p> <ul style="list-style-type: none"> <li>• WEDC – WI Economic Development Corporation</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOA – WI Department of Administration</li> <li>• WI DOT – WI Department of Transportation</li> <li>• WI PSC – WI Public Service Commission</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Defense/U.S. Army Corps of Engineers</li> <li>• Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Energy</li> <li>• Department of Health and Human Services</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Department of Labor Department of State</li> <li>• Department of Transportation</li> <li>• Department of Veterans Affairs</li> <li>• Environmental Protection Agency</li> <li>• General Services Administration</li> </ul>	<p><b>(Support Agencies Continued)</b></p> <ul style="list-style-type: none"> <li>• Nuclear Regulatory Commission</li> <li>• Tennessee Valley Authority</li> <li>• American Red Cross</li> <li>• Corporation for National and Community Service</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Provide public works and engineering-related support to include: conducting pre-incident and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged public infrastructure and critical facilities; and implementing and managing the DHS/ FEMA Public Assistance Program and other recovery programs.</li> </ul>



Emergency Support Function (ESF) # 3

**Public Works**

**A. PURPOSE.**

1. To facilitate protection, repair and restoration of local government owned physical infrastructure for roads, waste management, storm-water management systems, water distribution systems and sewer systems.
2. Assure that privately owned/operated water and wastewater systems are safe and functioning properly.

**B. POLICIES.**

1. The first priority of Public Works operations will be to assist Public Safety personnel in life safety activities.
2. Coordinate public works services to lands and facilities under local jurisdiction. Emergency public works response to private property shall be done only when authorized, or when life or public health is threatened.
3. Clear/repair/maintain transportation routes as per public safety priorities.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY ENGINEER	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Knowledge of resources and equipment.</li> <li>3. Participate in tests, exercises.</li> <li>4. Assist partner agencies with emergency action checklists.</li> <li>5. Maintain pre-event contacts to support Public Works needs in an emergency.</li> <li>6. Assist ESF # 24 with the development of a Debris Management Plan.</li> <li>7. Maintain mutual aid agreements.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Pre-position resources and verify resource inventory in advance of an impending emergency.                             <ul style="list-style-type: none"> <li>• Stage equipment resources to a safe location.</li> </ul> </li> <li>2. When notified of an emergency situation, send response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.</li> <li>3. Assist Law Enforcement Agencies and fire services personnel in life safety activities to include: heavy rescue of people in collapsed buildings; clearing of</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**COUNTY ENGINEER**

	<p>roads and traffic control; construction of emergency access roads; communication support; use of vehicles for transportation, sheltering, and rescue personnel support; provide technical support for the inspection of critical facilities within Washington County.</p> <ol style="list-style-type: none"> <li>4. Public Works field emergency operations may include:             <ol style="list-style-type: none"> <li>a. Flood control.</li> <li>b. Assisting in the evacuation of people at risk in and around the emergency scene.</li> <li>c. Assisting in urban search and rescue (USAR) efforts.</li> <li>d. Assisting damage assessment activities.</li> <li>e. Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.</li> <li>f. Assisting sanitation services (i.e., delivery of portable toilets) in determining the needs in the field.</li> <li>g. Emergency clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.</li> <li>h. Temporary construction of emergency access routes that include damaged streets, roads, bridges, waterways and any other facilities necessary for passage of rescue personnel.</li> <li>i. Provide emergency traffic signs and signal service at pre-designated intersections.</li> <li>j. Determination of the structural safety of emergency operations facilities.</li> <li>k. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations.</li> <li>l. Assist in the restoration of public utilities and services.</li> <li>m. Assist in security measures and traffic control by providing traffic barricades.</li> <li>n. Debris removal operations in areas affected by emergencies or disasters.</li> </ol> </li> <li>5. Send a representative to the EOC if requested</li> <li>6. Administer and manage contracted services.</li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 3 position in the EOC.</li> <li>2. Ensure operation of Public Works dispatch and reporting systems.</li> <li>3. Determine condition, status of Public Works resources.</li> <li>4. Identify incident sites requiring Public Works services.</li> <li>5. Determine present and future need for Public Works resources to support:             <ol style="list-style-type: none"> <li>a. Search and rescue.</li> <li>b. Heavy rescue.</li> <li>c. Damage assessment.</li> <li>d. Road, bridge repair.</li> <li>e. Debris clearance.</li> </ol> </li> </ol>
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**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

<b>COUNTY ENGINEER</b>	
	<ul style="list-style-type: none"> <li>f. Road clearance.</li> <li>g. Flood control.</li> <li>h. Traffic control.</li> <li>i. Sanitation services.</li> <li>j. Repair to utility systems.</li> </ul> <ul style="list-style-type: none"> <li>6. Obtain and coordinate public works response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location(s), as appropriate.</li> <li>7. Sources for additional resources can include:                             <ul style="list-style-type: none"> <li>a. Mutual aid.</li> <li>b. State EOC.</li> <li>c. State and federal resources.</li> <li>d. Private companies, contractors.</li> </ul> </li> <li>8. Track resources deployed for disaster response.</li> <li>9. If possible, provide mutual aid as requested by State EOC.</li> <li>10. Develop priorities and coordinate with utility companies the restoration of utilities to critical and essential facilities.</li> <li>11. Recommend disposal sites for debris, coordinate with ESF # 24.</li> <li>12. Provide logistical support for demolition operations.</li> <li>13. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ul>
<b>Recovery Actions</b>	<ul style="list-style-type: none"> <li>1. Coordinate appropriate engineers, skilled personnel, construction workers, etc., with construction equipment and materials to assist in recovery activities.</li> <li>2. Review recovery actions and develop strategies.</li> <li>3. Coordinate with state or federal agencies as requested to accomplish damage assessments and repairs.</li> <li>4. Maintain access to current County maps and plans for use in the EOC in cooperation with County GIS and IS departments.</li> </ul>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>County Highway Department</b>	<ul style="list-style-type: none"> <li>1. Assist with engineering services and advice.</li> <li>2. Assist with damage assessment.</li> <li>3. Assist with flood control activities.</li> <li>4. Maintain contact with EOC.</li> <li>5. Repair roads and bridges.</li> </ul>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
	<ol style="list-style-type: none"> <li>6. Assist with debris removal.</li> <li>8. Provide diking material for protection of sewer and water systems/ supplies.</li> <li>9. Store and provide fuel for emergency vehicles.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Assist in debris clearance and removal of hazards.</li> <li>2. Provide security to hazardous areas.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide security to hazardous areas.</li> </ol>
<b>Local Contractors</b>	<ol style="list-style-type: none"> <li>1. Source for equipment and manpower.</li> </ol>
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Inspect and evaluate the operation of Privately Operated Water Treatment Systems (POWTS) for safety and proper function.</li> <li>2. Enforce sanitation and pollution code violations.</li> <li>3. Assist with any spill/release containment and/or mitigation efforts.</li> </ol>
<b>Public Works, Municipal</b>	<ol style="list-style-type: none"> <li>1. Provide engineering services and advice.</li> <li>2. Assist in damage assessment.</li> <li>3. Oversee flood control activities.</li> <li>4. Maintain contact with EOC.</li> <li>5. Repair roads and bridges.</li> <li>6. Maintain storm sewers.</li> <li>7. Maintain debris and garbage operations.</li> <li>8. Provide diking material for protection of sewer and water systems/ supplies.</li> <li>9. Assist in decontamination.</li> <li>10. Assist in search and rescue operations.</li> <li>11. Store and provide fuel for emergency vehicles.</li> <li>12. Inspect, designate and demolish hazardous structures.</li> </ol>
<b>Utilities: Electric, Telephone, Gas</b>	<ol style="list-style-type: none"> <li>1. Assess all damage.</li> <li>2. Restore all services to essential facilities and EOC.</li> <li>3. Provide electric, telephone and gas service to all patrons.</li> <li>4. Maintain all lines in good order.</li> <li>5. Lock out damaged facilities until reported.</li> </ol>
<b>Utilities: Water &amp; Wastewater</b>	<ol style="list-style-type: none"> <li>1. Maintain water and sewer systems.</li> <li>2. Provide potable water.</li> <li>3. Provide diking and plugging material for sewer and water system.</li> <li>4. Provide temporary sanitary facilities, as requested.</li> <li>5. Coordinate with Public Health Departments on water testing.</li> <li>6. Decontaminate water system.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	7. Assist in damage assessment. 8. Maintain contact with EOC.
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	None.

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# Emergency Support Function (ESF) # 4

## Fire Fighting



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Large scale incidents involving fire service response will place extraordinary demands on available resources and logistical support systems.

Primary Agency

**County Fire Chiefs Association**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 4 – Fire Fighting**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>County Fire Chiefs Association</b></p> <p><b>Support</b>  <b>American Red Cross</b>  <b>Fire Departments</b>  <b>Fire Rehab</b>  <b>Law Enforcement Agencies</b>  <b>Public Works</b>  <b>Utilities</b></p>	<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>• WEM – WI Emergency Management</li> <li>• WI DNR – WI Department of Natural Resources</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• ARC – American Red Cross</li> <li>• MABAS – Mutual Aid Box Alarm System</li> <li>• SA – Salvation Army</li> <li>• WEDC – WI Economic Development Corporation</li> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DOJ – WI Department of Justice</li> <li>• WI DOT – WI Department of Transportation</li> <li>• WI OCI – WI Office of Commissioner of Insurance</li> <li>• WSFCA – WI State Fire Chiefs Association</li> </ul>

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture/Forest Service</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Department of State</li> <li>• Environmental Protection Agency</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Manage and coordinate firefighting activities, including the detection and suppression of fires on federal lands, and provides personnel, equipment, and supplies in support of state, tribal, and local agencies involved in wildland, rural, and urban firefighting operations.</li> </ul>



Emergency Support Function (ESF) # 4

# Fire Fighting

**A. PURPOSE.**

1. The purpose of Emergency Support Function # 4 is to facilitate countywide coordinated use of fire department resources in fire prevention, suppression and control of urban, rural, and wildland fires and other hazardous emergencies.
2. Search and Rescue is addressed in ESF # 9, Hazardous Materials is addressed in ESF # 10 and Medical Service is addressed in ESF # 16.

**B. POLICIES.**

1. Provide County wide support services in the prevention, preparedness, detection and suppression of fires, emergency medical services, technical rescue operations, other hazardous conditions; and in mobilizing and providing personnel, equipment, and other supplies.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY FIRE CHIEFS ASSOCIATION	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Maintain inventories of resources and equipment.</li> <li>3. Participate in drills, exercises and other ongoing training.</li> <li>4. Develop emergency action plans and checklists.</li> <li>5. Maintain mutual aid agreements, including MABAS.</li> <li>6. Provide fire prevention and other outreach programs.</li> <li>7. Provide facility life safety code enforcement inspections.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When mobilized for emergency situations, send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.</li> <li>2. Manage fire/rescue resources, direct fire operations, rescue injured people during emergency operations, and determine the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.</li> <li>3. Report initial damage assessment to EOC when activated.                             <ol style="list-style-type: none"> <li>a. Report the need for rescue, the numbers of dead or injured, damage to buildings, public facilities such as roads and bridges, and utilities. (Compiled by dispatch and communicated to the EOC.)</li> </ol> </li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**COUNTY FIRE CHIEFS ASSOCIATION**

	<ul style="list-style-type: none"> <li>b. Advise if an event exceeds local capabilities and advise if an event requires notification of the State EOC.</li> <li>4. Implement evacuation orders due to unsafe buildings, fire danger, hazardous materials, or any other reason identified by competent authority.</li> <li>5. Coordinate with Incident Commander, the Washington County EOC and the State EOC, as appropriate in the evacuation of people at risk in the evacuation area.</li> <li>6. Alert all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.</li> <li>7. When requested, Fire Chief or designee reports to the Washington County EOC, when the EOC has been activated during an emergency.</li> <li>8. The Incident Commander will activate mutual aid support through MABAS as required.</li> </ul>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ul style="list-style-type: none"> <li>1. Staff ESF # 4 position in the EOC.</li> <li>2. Identify incident sites requiring firefighting services.</li> <li>3. Ensure operation of fire dispatch and reporting systems. <ul style="list-style-type: none"> <li>• Provide alternate communication links if necessary.</li> </ul> </li> <li>4. Determine condition, status of Washington County firefighting resources. <ul style="list-style-type: none"> <li>a. Make routine contact with fire stations/departments.</li> <li>b. Request damage report from each affected fire station.</li> <li>c. Assess condition, status of affected water distribution system(s) and consider alternate sources/delivery systems as needed. Coordinate with ESF 12 Energy &amp; Utilities and ESF 3 Public Works.</li> </ul> </li> <li>5. Determine present and project future need for firefighting and other on-scene resources: <ul style="list-style-type: none"> <li>a. Communications.</li> <li>b. Emergency Medical.</li> <li>c. Search and rescue.</li> <li>d. Heavy rescue.</li> <li>e. Evacuation.</li> <li>f. Mobile shelter.</li> <li>g. Transport of emergency responders and resources.</li> <li>h. Other logistics: food; water; emergency power; lighting; etc.</li> </ul> </li> <li>6. Assure incident commanders receive needed resources when available.</li> <li>7. Coordinate acquisition of needed mutual aid firefighting resources as necessary.</li> <li>8. Sources for resources can include: <ul style="list-style-type: none"> <li>a. Local, state, federal mutual aid.</li> <li>b. State EOC.</li> <li>c. Mutual Aid Box Alarm System (MABAS).</li> </ul> </li> <li>9. Establish, maintain contact with other EOCs through the EOC Coordinator as appropriate:</li> </ul>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY FIRE CHIEFS ASSOCIATION	
	<ul style="list-style-type: none"> <li>a. Provide information on damages, status of Washington County fire-fighting systems.</li> <li>b. Request additional firefighting resources, as requested.</li> </ul> <p>10. Determine if support is required to other jurisdictions:</p> <ul style="list-style-type: none"> <li>a. Do not dispatch mutual aid resources until it is determined those resources are not needed in the Washington County.</li> <li>b. Assess Washington County 's ability to respond based on existing resources and possible threat to our community.</li> </ul> <p>11. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</p>
<b>Recovery Actions</b>	<ul style="list-style-type: none"> <li>1. Conduct post-incident reviews to evaluate cause and performance.</li> <li>2. Provide estimates for damages, repairs, and other costs for FD resources and facilities.</li> <li>3. Participate as member of Recovery Team as requested.</li> <li>4. Recommend prevention, protection, and mitigation and redevelopment projects.</li> </ul>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>American Red Cross</b>	<ul style="list-style-type: none"> <li>1. Provide mass care for major fire scenes.</li> <li>2. Support Fire Department actions by providing individual assistance, and shelter staffing.</li> <li>3. Provide support to firefighting personnel during large incidents (food, drink, etc.).</li> </ul>
<b>Fire Departments</b>	<ul style="list-style-type: none"> <li>1. Coordinate all fire service activities within their fire protection district.</li> <li>2. Prevention of fire.</li> <li>3. Control of fire.</li> <li>4. Enforce fire codes.</li> <li>5. Conduct search and rescue operations.</li> <li>6. Provide fire protection.</li> <li>7. Support radiological and/or hazardous materials operations.</li> <li>8. Support other public safety operations.</li> <li>9. Staff the EOC on 24-hour basis, as appropriate.</li> <li>10. Assist with public information program.</li> <li>11. Maintain current standard operating guidelines and resource information.</li> <li>12. Augment communications to emergency.</li> </ul>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Fire Rehab</b>	<ol style="list-style-type: none"> <li>1. Provide support to fire fighting personnel during large incidents.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Communicate with Fire Department on reports of fires.</li> <li>2. Enforce orders of fire officers and implement/enforce evacuation orders, when necessary.</li> <li>3. Provide Law Enforcement Agencies and traffic control in support of Fire Department actions.</li> <li>4. Order/conduct evacuations when necessary to save lives and protect property.</li> <li>5. Provide security for essential facilities.</li> <li>6. Assist Fire Department in restricting access to unsafe buildings or areas.</li> <li>7. Manage re-entry process into affected area(s).</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Position traffic control devices (i.e., barricades, covers, etc.) as per Fire Department instructions.</li> <li>2. Clear roads for emergency vehicles.</li> <li>3. Support firefighters with general manpower, earthmovers, and like equipment.</li> <li>4. Shut-off utilities as requested.</li> <li>5. Perform building demolitions.</li> <li>6. Assist with maintaining water flow as requested.</li> </ol>
<b>Utilities</b>	<ol style="list-style-type: none"> <li>1. Provide logistical support and specialized resources to support fire operations.</li> <li>2. Shut-off utilities in support of firefighting operations.</li> <li>3. Restore utilities as soon as possible.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	None.

# Emergency Support Function (ESF) # 5

## Information Analysis & Planning



**WASHINGTON**  
EST **COUNTY** 1838  
WISCONSIN

### *Preface*

During large scale emergencies and disasters the EOC (if activated) is the single point where all information is received and analyzed; where decisions are made, priorities established, and resources allocated. EOC information management consists of three interrelated functions:

- The Information Collection function entails the gathering, consolidation, and retention of raw data and information from sources that include human sources, observation and technical sources;
- The Information Analysis and Planning function provides the ability to merge data and information for the purpose of analyzing, linking, and disseminating timely and actionable information with an emphasis on the larger public safety threat picture (situation reports) and needed future actions (incident action plans);
- The Information Sharing and Dissemination function is the multi-jurisdictional, multidisciplinary exchange and dissemination of information among local layers of government, the private sector and citizens.

Primary Agency

Office of Emergency Management

Washington County, Wisconsin  
**Emergency Operations Center ESF # 5 – Information Analysis & Planning**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Office of Emergency Management</b></p> <p><b>Support</b>  <b>Chambers of Commerce</b>  <b>County Attorney</b>  <b>County Board Chair</b>  <b>County Clerk</b>  <b>Departments, All and Involved Municipalities</b>  <b>Finance</b>  <b>Health Department</b>  <b>Information Technology and GIS</b>  <b>Planning and Parks Department</b>  <b>Public Information Officer</b>  <b>Purchasing</b></p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DNR – WI Department of Natural Resources</li> <li>WI DOT – WI Department of Transportation</li> </ul>

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Education</li> <li>Department of Energy</li> <li>Department of Health and Human Services</li> <li>Department of Homeland Security</li> <li>Department of Housing and Urban Development</li> <li>Department of the Interior</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of State</li> <li>Department of Transportation</li> <li>Department of the Treasury</li> <li>Department of Veterans Affairs</li> <li>Environmental Protection Agency</li> <li>Federal Communications Commission</li> <li>General Services Administration</li> <li>National Aeronautics and Space Administration</li> <li>Nuclear Regulatory Commission</li> <li>Office of Personnel Management</li> </ul>	<p><i>(Support Agencies Continued)</i></p> <ul style="list-style-type: none"> <li>Small Business Administration</li> <li>Tennessee Valley Authority</li> <li>U.S. Postal Service</li> <li>American Red Cross</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Coordination for all federal departments; identify resources for alert, activation, and subsequent deployment for quick and effective response.</li> <li>During the post incident response phase, ESF # 5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring federal coordination to include: alert and notification; staffing and deployment of DHS and DHS/FEMA response teams, as well as response teams from other federal departments and agencies; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of requests for federal assistance; resource acquisition and management; federal worker safety and health; facilities management; financial management; and other support as required.</li> </ul>

Emergency Support Function (ESF) # 5

## Information Analysis & Planning

**A. PURPOSE.**

1. To describe how Washington County will collect, analyze, and disseminate information about a potential or actual emergency or disaster to enhance response and recovery activities.
2. ESF # 5 delineates the EOC planning framework and process.

**B. POLICIES.**

1. ESF # 5 will be coordinated from the Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.
2. The EOC will be managed by the Washington County Emergency Management Coordinator or designee.
3. Participating departments and agencies will collaborate and contribute to the incident action planning process coordinated by ESF # 5.
4. The EOC will assist in coordinating the activities of all departments and other organizations in support of the response and recovery from a major emergency in a timely manner.
5. The EOC will strive to maximize the use of the available resources.
6. All affected County departments, participating organizations and ESFs are to provide continuous information to the EOC Planning Section related to their department's current and planned response and recovery activities.
7. The Planning Section will produce periodic situation reports and/or conduct briefings that will be disseminated to EOC staff and Field incident commanders.
8. All affected County departments and participating organizations and ESFs are to be actively involved in the development and implementation of the EOC Incident Action Plan (a specific action plan for the Washington County EOC based on impacts of the emergency and resources available.)
9. All affected County departments and participating organizations and ESFs are to consider the goals, objectives, and tasks stated in the EOC Incident Action Plan as official priorities and policy for the period covered by the EOC Incident Action Plan.

10. All affected County departments and participating organizations and ESFs shall develop action plan components for implementing their assigned tasks within the EOC Incident Action Plan.
11. All departments will participate in the development of a County after action review of the event.
12. All departments and ESFs will continually report operational information updates to the EOC.
13. Information will be shared with response and relief organizations in the EOC.
14. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations for the sole purpose of providing assistance.
15. Law Enforcement Agencies sensitive information will be kept confidential by the EOC staff until such time as the Law Enforcement Agencies deems it appropriate for release to the public.
16. Organization:
  - The EOC is organized under the basic concepts of the National Incident Management System (NIMS) and consists of several functional areas: Policy Group, EOC Coordinator, Public Information, Liaison, Operations, Planning, Logistics, and Finance/ Administration.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	
<b>Pre-Emergency</b>	Emergency Management works with partner agencies to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Prepare a standard template for the Declaration of Emergency with Chief Elected Official.</li> <li>3. Prepare standardized reporting formats and forms, and establish reporting procedures.</li> <li>4. Maintain EOC supplies, and data displays.</li> <li>5. Participate in drills, exercises.</li> <li>6. Develop emergency action checklists.</li> <li>7. Develop procedures for After Action review, critique and debriefing.</li> <li>8. Maintain situational awareness by monitoring activity in the County as well as regionally.</li> <li>9. Monitor severe weather systems for their potential impact on the Washington County.</li> <li>10. Advise County staff of changes in National Terrorism Advisory System status and of any announcements of credible threats from the Joint Terrorism Task Force (JTTF).</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC.</li> <li>2. Request and receive situation reports from field responders.</li> <li>3. Develop reporting procedures and determine schedule with the field representatives.</li> </ol>



PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
	<ol style="list-style-type: none"> <li>4. Share the information received by posting status boards, making announcements, routing messages to other EOC staff, and preparing periodic situation reports (SITREPS).</li> </ol>
<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 5 position in the EOC.</li> <li>2. Compile information from weather, media and other relevant sources.</li> <li>3. As a part of the Situation Unit, deploy or coordinate damage assessment teams to compile damage assessment reports.</li> <li>4. Ensure daily reconnaissance of all impacted areas.               <ul style="list-style-type: none"> <li>• Compile status report to assist ongoing incident action planning.</li> </ul> </li> <li>5. Plan for future emergency operational periods. Work with the IC and Planning Section Chief to prepare the Incident Action Plan. Make appropriate recommendations.               <ol style="list-style-type: none"> <li>a. Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans.</li> <li>b. Consolidate information into reports and other materials that describe and document overall response activities.</li> <li>c. Keep the Washington County EOC and other Emergency Support Functions apprised of overall operations.</li> <li>d. Maintain displays of pertinent information for use in briefings.</li> <li>e. Research technical information.</li> <li>f. Collect and manage information from all sources.</li> <li>g. Liaison with state and federal agencies as needed.</li> <li>h. Work with the IC and Planning Section Chief to provide for a written incident action plan which identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what's to be done next, and what will it take to do it). IAP elements include:                   <ul style="list-style-type: none"> <li>– Summary/Briefing Document.</li> <li>– Objectives: specific and measurable.</li> <li>– Organization: Washington County EOC staff, Incident Commanders, etc.</li> <li>– Tasks and Assignments: who's doing what, where, resources required.</li> <li>– Supporting Materials (as requested): maps, traffic plan, security plan, medical plan, communications plan, etc., as well as weather data, special precautions, and safety messages.</li> </ul> </li> </ol> </li> <li>6. Establish, maintain contact with State and Regional EOC's through the EOC Coordinator.               <ol style="list-style-type: none"> <li>a. Provide situation status and damage information.</li> <li>b. Receive County, state situation information.</li> </ol> </li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

7. Establish, maintain EOC message center.
  - Monitor flow of information to/from EOC and field forces.
8. Conduct regular EOC and County staff briefings.
9. Assure the preparation of the Chief Elected Official’s Declaration of Emergency and any amendments.
10. Process requests for specific state and federal emergency and disaster related assets and services.
11. Coordinate staffing the Planning Section of the EOC, and identify resources, personnel, and types of assistance required for emergency operations; develop an initial situation assessment, and anticipate the needs that the recovery effort may demand.
12. Provide information and planning, collect information essential for the briefing of appropriate personnel. Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.
13. Collect information from state, federal, and local organizations and other ESFs, and analyze the data for operational purposes. Collect critical information from other ESFs and help develop Incident Action Plans, reports, briefings, and displays, in order to provide information to the general staff of the EOC, field Incident Commanders, affected jurisdictional officials and other appropriate users and agencies.
14. Provide and maintain pertinent information to local response agencies; dissemination of information will be by regular briefings, as well as maps, charts, and other visual media such as status reports within the EOC. The Planning Section will disseminate information throughout the EOC and to the support agencies’ personnel outside the EOC utilizing radios, telephones, computer networks, electronic mail, and any other means that may become available.
15. Display charts, maps, and other information appropriately so all EOC participants can readily access them. Information updates are passed via telephone and radio lines, as well as by hard copy reports, in accordance with the Emergency Operations Center SOG.
16. Coordinate the location and provision of resources with other ESFs to support their mission. Allocate available resources to each assignment based upon identified priorities. Identify, through the Resource Unit Leader, the status of all primary and support resources and maintain a master list of such resources. Request additional resources from the State EOC or Disaster Field Office if the resources are not available within the County.
17. Receive and disseminate information and requests to appropriate agencies, as well as preparing reports, briefings, charts, and action plans. Essential elements of information are received from Federal, State, and local governments, other ESFs, and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.).
18. Assess the information provided. Develop and recommend action strategies.
19. Coordinate and prepare periodic SITREPS, and distribute as required.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
	<ul style="list-style-type: none"> <li>20. Document incident information (Documentation Unit)</li> <li>21. Request additional or special information from the field through the EOC ESF structure as necessary.</li> <li>22. Review PIO statements for accuracy.</li> <li>22. Maintain records of cost and expenditures to accomplish this ESF, and forward them to the EOC Finance/Administration Section Chief.</li> </ul>
<p><b>Recovery Actions</b> <i>(Specific Details are included in the RSFs in Annex IV Recovery)</i></p>	<ul style="list-style-type: none"> <li>1. Staff a Demobilization Unit to develop a specific recovery component in the EOC IAP based on the event and impacts. This event specific Recovery Transitional Plan (RTP), in part, will specify which recovery functions need to be activated, when and how they are coordinated with response activities and integrated into the EOC Management structure.</li> <li>2. Once it is determined that recovery activities should occur they need to be included as a component of the Operations Section as either a recovery group or recovery branch, depending on the number of resources devoted to the task at that particular time (see Annex IV Recovery Plan for further guidance).</li> <li>3. The EOC IAP should contain objectives tasks, activities and resources devoted to them just like they are for response activities. These elements will eventually transition into a Recovery Action Plan (RAP).</li> <li>4. The recovery portion of the EOC IAP defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:               <ul style="list-style-type: none"> <li>a. Eliminate life-threatening conditions.</li> <li>b. Restore utility and transportation services.</li> <li>c. Provide and restore suitable housing conditions.</li> <li>d. Resume normal economic activity.</li> <li>e. Attempt to expedite the securing of financial assistance from both the public and private sectors as sources become available.</li> <li>f. Restore other important County services to normal levels.</li> <li>g. Restore the community’s physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.</li> <li>h. Return of all essential services (e.g. water, sewage, electricity, gas, refuse pickup, etc.) to normal operations.</li> <li>i. Return personnel to normal work schedules and assignments.</li> </ul> </li> <li>5. The recovery portion of the EOC IAP should:               <ul style="list-style-type: none"> <li>a. Outline the County recovery management structure and management process and how it interfaces with the emergency response phase, and how that transition will take place.</li> <li>b. Describe the organizational networks and structures appropriate to recovery.</li> <li>c. Formalize arrangements for the effective management of the recovery process.</li> <li>d. Facilitate the recovery of affected individuals, businesses, infrastructure</li> </ul> </li> </ul>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

	<p>and municipal government as quickly and practicably as possible.</p> <ul style="list-style-type: none"> <li>e. Involve all agencies with a role to play in the recovery process.</li> <li>f. Ensure community participation in the recovery process.</li> <li>g. Identify responsibilities and tasks of key agencies.</li> <li>h. Describe appropriate resource arrangements.</li> </ul> <p>6. Recovery elements in the EOC IAP include:</p> <ul style="list-style-type: none"> <li>a. Recovery Action Team (RAT) Composition.</li> <li>b. Priority of efforts.                             <ul style="list-style-type: none"> <li>(1) Activities that reestablish services that meet the physical and safety needs of the community: to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.</li> <li>(2) Reestablishing infrastructure necessary for community reconstruction: e.g., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.</li> <li>(3) Restoring the economic base.</li> <li>(4) Improving the ability to withstand the effects of future major or catastrophic emergencies.</li> </ul> </li> <li>c. Establish milestones for recovery tasks.</li> <li>d. Support requirements.</li> <li>e. Coordination requirements.</li> <li>f. Methodologies.</li> <li>g. Reporting requirements.</li> </ul> <p>7. Develop and distribute after action reviews.</p>
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**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>Chambers of Commerce</b>	<ul style="list-style-type: none"> <li>1. Support the documenting of incident information and damage assessment.</li> <li>2. Coordinate information stream to local business and industry.</li> </ul>
<b>County Attorney</b>	<ul style="list-style-type: none"> <li>1. Prepare emergency ordinances, resolutions and executive orders.</li> <li>2. Provide legal assistance as required to County Departments.</li> <li>3. Support the documenting of incident information and damage assessment.</li> <li>4. Participate in the development of the Incident Plan and make appropriate recommendations.</li> </ul>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>County Board Chair</b>	<ol style="list-style-type: none"> <li>1. Advisor to Board of Supervisors during emergencies/disasters.</li> <li>2. Establish policy concerning the response and recovery priorities and tasking activities to appropriate departments.</li> <li>3. Provide overall direction and control and for the continuance of effective and orderly governmental control required for emergency operations.</li> <li>4. Ensure participation of all necessary County departments.</li> <li>5. Ensure that the County continues to function administratively.</li> <li>6. Proclaim a "State of Emergency" when necessary.</li> <li>7. Declare the County a disaster area and request state and federal assistance.</li> <li>8. Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.</li> </ol>
<b>County Clerk</b>	<ol style="list-style-type: none"> <li>1. Provide for the securing of County records.</li> </ol>
<b>Departments, All and In- volved Municipalities</b>	<ol style="list-style-type: none"> <li>1. Provide situation reports from field forces to EOC.</li> <li>2. Participate in the incident planning process as required.</li> <li>3. Support the documenting of incident information and damage assessment.</li> <li>4. Provide EOC with information relative to their departmental needs, priorities and planned activities during the next designated incident period.</li> <li>5. Provide information as to potential or expected events that could affect future Incident Plans.</li> <li>6. As requested, identify resource needs both from within departmental resources and any external resources needed to accomplish stated goals, objectives and tasks.</li> <li>7. Apply departmental resources to implement the Incident Plan.</li> <li>8. Maintain documentation of incident related expenses and assist in the procurement of emergency supplies and equipment.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Support the documentation of incident related expenses and assist in the procurement of emergency supplies and equipment.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide information and planning for 1) Emergencies caused by public health events including pandemic influenza, other emerging infectious diseases or acts of bioterrorism and 2) Other emergencies that have the potential to threaten the public's health.</li> </ol>
<b>Information Technology and GIS</b>	<ol style="list-style-type: none"> <li>1. Provide computer/data system, display and communications support.</li> <li>2. Support the documenting of incident information and damage assessment.</li> <li>3. Advise EOC staff on data solutions, and available/obtainable maps, report and/or display formats, technical solutions, etc.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Support the documenting of incident information and damage assessment.</li> <li>2. Provide Land Use, demographic and economic data as requested.</li> </ol>
<b>Public Information Officer</b>	<ol style="list-style-type: none"> <li>1. Responsible for assimilating, coordinating and disseminating all public information on behalf of the County (see ESF # 21).</li> <li>2. Provide call takers to inform public of emergency information as needed.</li> <li>3. Provide call takers to receive and record requested information from the public as needed.</li> </ol>
<b>Purchasing</b>	<ol style="list-style-type: none"> <li>1. Support the documentation of incident related expenses and assist in the procurement of emergency supplies and equipment.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. EOC Operations Plan.</li> <li>2. EOC Staff Position Desk Books.</li> <li>3. EOC “Quick Start” Guides.</li> <li>4. EOC Software User’s Manual.</li> <li>5. EOC Forms.</li> <li>6. EOC Incident Action Plan.</li> <li>7. Washington Co. Recovery Support Functions (RSFs) – CEMP Annex IV</li> </ol>

# Emergency Support Function (ESF) # 6

## Mass Care, Emergency Assistance, Housing & Human Services



### *Preface*

The damage created by emergencies often disrupts the ability for citizens to provide their own basic human needs such as food, water, sanitation and housing/sheltering. Government must be prepared to temporarily provide those services when they are needed.

Primary Agency

Human Services Department

Emergency Operations Center ESF # 6 – Mass Care, Emergency Assistance, Housing & Human Services

Washington County Emergency Operations Center		State of Wisconsin
<b>AGENCIES</b>		<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WI DHS – WI Department of Health Services</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>WEDC – WI Economic Development Corporation</li> <li>WEM – WI Emergency Management</li> <li>WHEDA – WI Housing &amp; Economic Development Authority</li> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>WI DCF – WI Department of Children &amp; Families</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DOA – WI Department of Administration</li> <li>WI DPI – WI Department of Public Instruction</li> <li>WI DWD – WI Department of Workforce Development</li> <li>WI VOAD – WI Volunteer Organizations Active in Disaster</li> </ul>
<p><b>Primary</b> Human Services Department</p>	<p><b>Support</b></p> <p>Aging &amp; Disability Resource Center</p> <p>American Red Cross</p> <p>ARES/RACES</p> <p>Caterers/Grocery Stores/ Restaurants</p> <p>Civic &amp; Community Center(s)</p> <p>Code Enforcement/ Building Inspector</p> <p>Facilities Management</p> <p>Faith Based Organizations (FBO)</p> <p>Office of Emergency Management</p>	
	<p>Fire Departments</p> <p>GIS</p> <p>Hospitals</p> <p>Information Systems</p> <p>Law Enforcement Agencies</p> <p>Managed Care Organizations</p> <p>NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)</p> <p>Office of Emergency Management</p> <p>Planning and Parks Department</p> <p>Public Health</p> <p>Public Works</p> <p>Salvation Army</p> <p>Schools</p>	

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Defense</li> <li>Department of Health and Human Services</li> <li>Department of Homeland Security</li> <li>Department of Housing and Urban Development</li> <li>Department of the Interior</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of Transportation</li> <li>Department of the Treasury</li> <li>Department of Veterans Affairs</li> <li>General Services Administration</li> <li>Small Business Administration</li> <li>Social Security Administration</li> <li>U.S. Postal Service</li> <li>American Red Cross</li> <li>Corporation for National and Community Service</li> <li>National Voluntary Organizations Active in Disaster</li> <li>Other voluntary agency and nongovernmental support organizations</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Coordinate and lead federal resources, as required, to support local, tribal, and state governments and voluntary agencies (VOLAGs) in the performance of mass care, emergency assistance, housing, and human services missions.</li> <li>When directed by the President, ESF # 6 services and programs are implemented to assist individuals and households through four primary functions:             <ul style="list-style-type: none"> <li>Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.</li> <li>Emergency Assistance: Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.</li> <li>Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.</li> <li>Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.</li> </ul> </li> </ul>



Emergency Support Function (ESF) # 6

# Mass Care, Emergency Assistance, Housing & Human Services

**A. PURPOSE.**

1. The purpose of this Emergency Support Function is to describe a coordination framework and serve as a guide to provide sheltering, mass care, emergency assistance, housing, and human services following an emergency or disaster. Identify key participants and resources to meet access and functional needs populations in mass care and sheltering operations.

**B. POLICIES.**

1. The provision of Mass Care, Housing & Human Services as a consequence of disasters is a fundamental responsibility of Washington County government. Washington County and Human Services will provide coordination management of all mass care, housing and human services operations in the County through the EOC to ensure the population is effectively served. The primary coordination department for this ESF is Human Services.
2. The County's responsibility for mass care operations is to support the American Red Cross (ARC) in opening and maintaining shelter operations and provide coordination oversight. However, if ARC is unable to open and staff a shelter, it then becomes local government's responsibility to provide care and shelter functions.
3. All government/NGOs/private resources will be utilized as necessary to coordinate effective public/private partnerships during an emergency.
4. Washington County will coordinate mass care, housing and human services efforts with local, state, and other non government organizations (NGOs such as VOAD, Citizen Corps, Civic Groups, etc.) and other agencies.
5. County designated shelters may be managed by the local government, ARC, or a combination of both entities.
6. Mass care, housing and human services operations will begin as soon as possible following an emergency. Public and private facilities that will provide the best available protection for displaced people will be used as shelters and/or mass feeding facilities. The basic essential life support to be provided for the displaced population includes food, water, clothing, medical services, sanitation, lodging and communications. The Washington County EOC determines which shelters, (generally community centers and public school buildings) will be opened for shelter use.
7. Washington County will coordinate with state and federal agencies to facilitate the delivery of assistance

programs to individuals, including the identification of appropriate site(s) for Disaster Assistance Center(s). (See Annex IV: Recovery and Recovery Mitigation Actions, in this CEMP, for information on Individual Disaster Assistance Programs.)

8. The care of pets and other animal needs will be managed in accordance with ESF 19 and the County's Pet Shelter Plan (currently under development).
9. NONDISCRIMINATION. No services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency over and above what normally would be expected in the way of government services. The County's activities pursuant to the Federal /State Agreement for major emergency recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16. —Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.
10. It is the policy of Washington County to comply with the American Disabilities Act and its standards set forth in Title 41. CFR Section 101.19–6, to the extent permitted by fiscal constraints.
11. Washington County has embraced the model of general shelters for all residents except incarcerated populations and those with extremely fragile medical conditions (i.e., separate shelters are not designated for those with access and functional needs).
12. Washington County will secure cooperation of building owners for use of their property for shelter space.
13. Appropriate levels of health and emergency medical care services at shelters will be assessed at each shelter. Persons with access and functional needs or other special medical needs that exceed the capability of normal shelters will be sheltered in an appropriate medical facility.
14. Information about persons identified on shelter lists, casualty lists, hospital admission, etc, will be made available to family members to the extent allowable under confidentiality regulations and/or ARC policies.
15. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.
16. In the interest of public health and safety, the County will identify and attempt to meet the care and emergency needs of animals following emergencies.
17. Priorities will be directed toward animal care functions after human needs are met.
18. Personnel designated as on–scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry–free response and subsequent duty.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>HUMAN SERVICES DEPARTMENT</b>	
<b>Pre-Emergency</b>	<p>Work with Office of Emergency Management and the ARC to:</p> <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Analyze Mass Care, Housing &amp; Human Services requirements.</li> <li>3. Identify current Mass Care, Housing &amp; Human Services resources.</li> <li>4. Establish Mass Care, Housing &amp; Human Services inventory, control, and delivery systems.</li> <li>5. Develop agreements with Mass Care, Housing &amp; Human Services providers as necessary.</li> <li>6. Identify County assistance Mass Care, Housing &amp; Human Services locations and resources needed.</li> <li>7. Maintain inventories of resources and facilities.</li> <li>8. Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.</li> <li>9. Obtain cooperation of facility owners for use as mass care facilities and protective shelters.</li> <li>10. Develop facility setup plans for potential shelters.</li> <li>11. Identify emergency feeding supplies.</li> <li>12. Recruit and train volunteers for mass care operations.</li> <li>13. Develop a liaison with other community service organizations for providing mass care to the public.</li> <li>14. Identify population groups requiring special assistance during an emergency (i.e., senior citizens, functional needs, etc.) and ensure that preparations are made to provide assistance.</li> <li>15. Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.</li> <li>16. Develop and test emergency plans and procedures.</li> <li>17. Participate in emergency management training and exercises.</li> <li>18. Develop emergency action checklists.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the EOC.</li> <li>2. Mass Care, Housing &amp; Human Services emergency actions may include:               <ol style="list-style-type: none"> <li>a. Provide feeding for victims and emergency workers.</li> <li>b. Identify facilities that are appropriate for feeding facilities.</li> <li>c. Medical and nursing aid.</li> <li>d. Provide potable water.</li> <li>e. Provide temporary sanitation facilities.</li> <li>f. Identify distribution service centers.</li> <li>g. Distribute food, clothing, medicine, commodities.</li> <li>h. Operate Family Assistance Centers to provide information services.</li> <li>i. Assess social service needs of victims.</li> <li>j. Provide counseling services.</li> <li>k. Provide access and functional needs coordination services.</li> </ol> </li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**HUMAN SERVICES DEPARTMENT**

**Emergency  
Operations Center  
(EOC)**

1. Staff ESF # 6 position in the EOC.
2. Verify current and needed resources. Sources for resources can include:
  - a. County agencies.
  - b. Municipal Agencies
  - c. American Red Cross.
  - d. Salvation Army.
  - e. VOAD – local/state
  - f. State EOC.
3. Establish, maintain contact with State EOC through the EOC Coordinator
  - a. Provide information on Mass Care, Housing & Human Services needs.
  - b. Coordinate receipt, distribution of bulk items and donated goods.
4. Establish, staff, and maintain supply distribution points within the County.
5. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.

**Mass Care, Housing & Human Services Duties Include:**

1. Identify incident sites requiring Mass Care, Housing & Human Services resources.
2. Determine present and future need for Mass Care, Housing & Human Services resources.
3. Obtain and coordinate Mass Care, Housing & Human Services resources as requested by field incident commanders.

**Mass Feeding duties include:**

1. Identifying incident sites requiring mass feeding services.
2. Determining present and future need for mass feeding resources:
  - a. Communications
  - b. Feeding facilities.
  - c. Feeding for victims and emergency workers.
  - d. Potable water.
  - e. Temporary sanitation facilities.
3. Obtaining and coordinating deployment of mass feeding resources for emergency responders as requested by field incident commanders.

**Sheltering and temporary housing emergency actions include:**

1. Determining requirement for shelters for emergency victims and temporary sheltering for emergency responders.
2. Establishing shelter sites and ensuring communications to each site.
3. Ensuring a registration system is activated at each site.
4. Establish alternative temporary housing facilities to provide short-term group housing until suitable transition housing can be arranged.
5. Providing heating and cooling centers.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
HUMAN SERVICES DEPARTMENT	
	<ol style="list-style-type: none"> <li>6. Providing temporary shelter from hazards.</li> <li>7. Providing temporary group housing.</li> <li>8. Providing feeding for victims and emergency workers at shelters or at feeding facilities.</li> <li>9. Identifying facilities that are appropriate for feeding facilities.</li> <li>10. Providing first aid, medical and nursing aid at facilities as appropriate.</li> <li>11. Providing potable water.</li> <li>12. Providing temporary sanitation facilities.</li> </ol> <p><b><u>Access and Functional Needs (AFN) emergency actions include:</u></b></p> <ol style="list-style-type: none"> <li>1. Identifying locations of functional needs populations and individuals.</li> <li>2. Identifying sources and costs for providing for the needs of functional needs populations and individuals.</li> <li>3. Coordinating programs and resources for functional needs populations and individuals.</li> <li>4. Making contact with AFN populations and individuals.</li> <li>5. Identifying specific needs of AFN populations and individuals.</li> </ol> <p><b><u>Family Assistance Centers/Disaster Welfare Inquiries (DWI) include:</u></b></p> <ol style="list-style-type: none"> <li>1. Providing information services.</li> <li>2. Assessing social service needs of victims.</li> <li>3. Providing counseling services.</li> <li>4. Coordinate with the American Red Cross Family Assistance/ Reunification Center System.</li> </ol> <p><b><u>Bulk Disaster Relief Commodity Distribution include:</u></b></p> <ol style="list-style-type: none"> <li>1. Determine the commodities (i.e. food, water, ice, clothing, fuel) needing distribution.</li> <li>2. Determine the locations of those needing the commodities.</li> <li>3. Determine locations for distribution facilities.</li> <li>4. Determine resource needs for accomplishing the distribution (security, transport, storage, dispensing).</li> <li>5. Schedule and inform target groups of the plans for commodity distribution.</li> <li>6. Distributing food, water, ice, clothing, medicine and other commodities.</li> <li>7. Management of donated goods.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Activate family reunification systems.</li> <li>2. Continue to utilize multiple means of communicating public information and education.</li> <li>3. Ensure the availability of mental and behavioral health professionals.</li> <li>4. Continue EOC operations until it is determined that EOC coordination is no longer necessary.</li> <li>5. Provide public information regarding safe re-entry to damaged areas.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**HUMAN SERVICES DEPARTMENT**

	<ol style="list-style-type: none"> <li>6. Assist evacuees in returning to their homes if necessary.</li> <li>7. Assist those who cannot return to their homes with temporary housing.</li> <li>8. Deactivate shelters and mass care facilities and return them to normal use.</li> <li>9. Clean and return shelters to original condition; keep detailed records of any damages.</li> <li>10. Consolidate mass care shelter(s) costs, and submit these statements to the appropriate authorities for possible reimbursement.</li> <li>11. Inform public of any follow-on recovery programs that may be available.</li> <li>12. Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.</li> <li>13. Return staff, clients, and equipment to regularly assigned locations.</li> <li>14. Provide critical payroll and other financial information for cost recovery through appropriate channels.</li> <li>15. Participate in after action critiques and reviews.</li> <li>16. Updates plans and procedures based on critiques and lessons learned during an actual event.</li> <li>17. Provide behavioral health services.</li> <li>18. Assess behavioral health needs following an emergency considering both the immediate and cumulative stress resulting from the emergency.</li> <li>19. Provide State licensed mental health support personnel as requested.</li> <li>20. Coordinate through the EOC Public Information Officer the dissemination of public education on critical incident stress and stress management techniques.</li> <li>21. Provide outreach to serve identified behavioral health needs.</li> <li>22. Coordinate counseling and crisis intervention to emergency victims.</li> </ol>
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**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>Aging &amp; Disability Resource Center</b>	<ol style="list-style-type: none"> <li>1. Advise on physical needs for persons with access and functional needs in mass care, housing and human services environment.</li> <li>2. Provide disability-support resources.</li> <li>3. Provide vehicles, personnel, supplies and other resources needed to assist in shelter operations for victims of the effected emergency area.</li> </ol>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Support the County in the management and coordination of sheltering, feeding, emergency first aid services, and DWI services to the disaster-affected</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<p>population.</p> <ol style="list-style-type: none"> <li>2. Provide facilities, personnel, equipment, supplies and other resources needed to assist in shelter operations or mass feeding for victims of the affected emergency area(s).</li> <li>3. Facilitate the opening and operation of emergency shelter and mass feeding sites upon request by the EOC Coordinator or EOC ESF # 6.</li> <li>4. Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites.</li> <li>5. Assist in the development and maintenance of a shelter operations plan.</li> </ol>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Assist with primary or alternate emergency radio communications support.</li> <li>2. Provide radio communications at shelters or feeding stations, as requested.</li> </ol>
<b>Caterers/Grocery Stores/Restaurants</b>	<ol style="list-style-type: none"> <li>1. Assist with mass feeding.</li> </ol>
<b>Civic &amp; Community Center(s)</b>	<ol style="list-style-type: none"> <li>1. Provide support for shelter selection, Disaster Recovery Centers, and other facilities established to support mass care, housing and human assistance.</li> <li>2. Provide assistance with site logistics, transportation, and resources at shelter sites.</li> <li>3. Prepare facilities to support mass care operations at Civic &amp; Community Center(s).</li> </ol>
<b>Code Enforcement/ Building Inspector</b>	<ol style="list-style-type: none"> <li>1. Provide engineering and safety inspections of shelter facilities to assure suitability for occupancy.</li> </ol>
<b>Facilities Management</b>	<ol style="list-style-type: none"> <li>1. Provide support for shelter selection, Disaster Recovery Centers, and other facilities established to support mass care, housing and human assistance.</li> <li>2. Provide assistance with site logistics, transportation, and resources at shelter sites.</li> <li>3. Provide assistance with site logistics, transportation, and resources at mass care sites.</li> </ol>
<b>Faith Based Organizations (FBO)</b>	<ol style="list-style-type: none"> <li>1. Provide facilities for emergency shelter, feeding, food, and water distribution points, child care facilities, as requested.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide emergency medical care as requested to assist in shelter operations for victims of the effected emergency area.</li> <li>2. Provide emergency medical care staff to assist in shelter operations when possible.</li> </ol>
<b>GIS</b>	<ol style="list-style-type: none"> <li>1. Provide computer support.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

	<ol style="list-style-type: none"> <li>2. Support the documenting of mass care and shelter information.</li> </ol>
<b>Hospitals</b>	<ol style="list-style-type: none"> <li>1. May support shelter operations by coordinating medical care and resources for shelters.</li> <li>2. Help by coordinating for nursing staff for triage and medical care and monitoring.</li> <li>3. Coordinate other professional medical staff as necessary for effective medical screening and care, including physicians, as necessary.</li> <li>4. Assist in procurement of pharmacy needs.</li> <li>5. May identify the need for, and request, professional mental health assistance.</li> <li>6. Makes notifications to residents' primary care physicians to advise status and location of residents.</li> <li>7. Identify and request resources, as requested, for effective medical care.</li> </ol>
<b>Hotels</b>	<ol style="list-style-type: none"> <li>1. Provide emergency shelter.</li> <li>2. Assist with mass feeding.</li> </ol>
<b>Information Systems</b>	<ol style="list-style-type: none"> <li>1. Provide computer support.</li> <li>2. Support the documenting of mass care and shelter information.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide security at mass care and shelter facilities.</li> <li>2. Provide traffic control during evacuee movement to mass care and shelter facilities.</li> <li>3. If necessary, provide an alternative communications link between the mass care and shelter facility and the EOC.</li> </ol>
<b>NGOs</b> (such as VOAD, Citizen Corps, Civic Groups, etc.)	<ol style="list-style-type: none"> <li>1. Provide staff and unmet needs services at shelters or feeding stations, as requested.</li> <li>2. Assist with meeting the needs of functional needs populations and individuals.</li> <li>3. Provide personnel to mass care facilities if requested and available.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Ensure that mass care operations in Washington County are serving the population.</li> </ol>
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, supplies and other resources necessary to assist shelter operations for victims of the affected emergency/disaster area.</li> <li>2. Provide assistance with site logistics, transportation, and resources at shelter sites.</li> <li>3. Determine status of Planning and Parks Department facilities for shelter use.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Ensure health standards of food, sanitation and water, are maintained at all service sites.</li> <li>2. Assist with, and coordinate with, needed health services such as nursing and other health care professionals, medical surveillance and prophylaxis.</li> <li>3. Provide technical assistance for shelter operations related to food/ nutrition vectors, water supply, and waste disposal.</li> <li>4. Provide Public Health personnel to augment staff assigned to shelters if requested.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide personnel and vehicles to obtain and distribute food, clothing, supplies, water, shelter, etc.</li> <li>2. Assist with structure/damage assessments of potential congregate care facilities (shelter/mass feeding) to ensure habitability.</li> <li>3. Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding).</li> <li>4. According to disaster circumstances, provide for the maintenance, repair and construction of roads and facilities required in support of congregate care facilities (shelter/mass feeding) operations.</li> </ol>
<b>Salvation Army</b>	<ol style="list-style-type: none"> <li>1. Provide fixed and mobile feeding sites.</li> <li>2. Provide various comprehensive emergency services to include case work services, financial counseling, and a wide variety of emergency aid to people in need, e.g. food boxes, clothing, bedding, cash grants for emergency lodging, clean up kits and many other specific assistance needs.</li> <li>3. Provide counseling to disaster victims.</li> </ol>
<b>Schools</b>	<ol style="list-style-type: none"> <li>1. Provide facilities/properties, if available, for emergency shelter, food, and water distribution points, child care facilities, as requested.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Washington Co. Functional Needs Operations Plan</li> <li>2. Washington Co. Human Services Agencies Disaster Response Plan</li> </ol>

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# Emergency Support Function (ESF) # 7

## Resource Support



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies have the potential to disrupt the availability of resources needed to effectively respond. The County may find it necessary to use its personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and/or state and federal agencies to aid in the County's emergency operations.

Primary Agency

Office of Emergency Management

Washington County, Wisconsin  
**Emergency Operations Center ESF # 7 – Resource Support**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Office of Emergency Management</b></p> <p><b>Support</b>  <b>County Attorney</b>  <b>County Board Chair</b>  <b>Departments, All</b>  <b>Finance</b>  <b>Fire Departments</b>  <b>Human Resources</b>  <b>Information Systems</b>  <b>Law Enforcement Agencies</b>  <b>NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)</b>  <b>Public Health</b>  <b>Public Works</b>  <b>Schools</b></p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WEM – WI Emergency Management</li> </ul> <p><b>Support Agency</b></p> <ul style="list-style-type: none"> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DHS – WI Department of Health Services</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOA – WI Department of Administration</li> <li>• WI DOT – WI Department of Transportation</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>• General Services Administration</li> <li>• Department of Homeland Security/ Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Energy</li> <li>• Department of Health and Human Services</li> <li>• Department of the Interior</li> <li>• Department of Labor</li> <li>• Department of Transportation</li> <li>• Department of Veterans Affairs</li> <li>• National Aeronautics and Space Administration</li> <li>• Office of Personnel Management</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Provide centralized management for the role of the National Logistics Coordinator and management of resource support requirements in support of federal, state, tribal, and local governments.</li> <li>• Provide Logistics Management and Resource Support to federal, state, tribal, and local governments. Consists of: GSA providing: Emergency relief supplies.; Facility space; Office equipment; Office supplies; Telecommunications; Contracting services; Transportation services; Personnel required to support immediate response activities; Support for requirements not specifically identified in other ESFs, including excess and surplus property.</li> <li>• Coordinate logistics management and resource support with other federal agencies; state, tribal, and local governments; and the private sector for incidents requiring federal coordination.</li> </ul>

Emergency Support Function (ESF) # 7

## Resource Support

**A. PURPOSE.**

1. Provide resources and logistical support for emergency response and recovery efforts.
2. Provide for the effective procurement, utilization, prioritization, and conservation of available local resources (equipment and supplies) during emergencies.
3. Provide for acquisition of resources from the state or federal government when local resources are depleted.

**B. POLICIES.**

1. Resources will be inventoried, prioritized or will be utilized in the most efficient manner possible, and will be applied to functions and areas of greatest need.
2. Additional resources will be requested from State Emergency Operations Center (EOC) after all available Washington County resources have, or will be, utilized.
3. The Washington County EOC is responsible for securing resources from outside the County. Agencies that obtain resources from the public or private sector by any other means may not be reimbursed for their expenses
4. The County Board Chair and County Board of Supervisors may invoke temporary controls on local resources and establish priorities for use. (Washington Co. Code 9.11)
5. Each Washington County Department is responsible for arranging the movement of Department assets to points where they are needed during emergencies and disasters. If the department does not have suitable transportation capabilities, it may request assistance through the EOC.
6. Washington County Emergency Management is the preferred conduit for securing state and federal resources.
7. The County Purchasing Ordinance may be suspended by the Chief Elected Official during declared emergencies.
8. The jurisdictional CEO, in extraordinary circumstances, may convene advisory groups of public and private sector representatives to coordinate and manage the emergency use of community resources.

9. The EOC will coordinate dissemination of information concerning any emergency measures, and voluntary controls or rationing.
10. Citizens are advised to prepare their own emergency kit to meet family needs so they are self-sufficient for a minimum of 72 hours.
11. Washington County will coordinate with the State EOC to establish an emergency distribution system if an emergency disrupts the normal distribution process.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	
<b>Pre-Emergency</b>	Emergency Management works with partner agencies to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Analyze resource requirements.</li> <li>3. Identify and maintain access to current resource inventories.</li> <li>4. Establish inventory, control, and delivery systems where applicable.</li> <li>5. Utilize a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations.</li> <li>6. Develop agreements with resource providers as necessary with assistance from Purchasing.</li> <li>7. Identify potential staging area locations and requirements.</li> <li>8. Identify and establish agreements with local and regional suppliers as needed/requested.</li> <li>9. Identify and establish agreements with storage facilities, both refrigerated and non-refrigerated for the warehousing of food, water and ice as needed/requested.</li> <li>10. Assist partner agencies with development of emergency action checklists.</li> <li>11. Participate in drills, exercises.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the Washington County EOC.</li> <li>2. Coordinate implementation of resource support activities with the appropriate tasked organizations.</li> <li>3. Negotiate contracts for support of emergency actions as required.                             <ul style="list-style-type: none"> <li>• Assure that emergency procurement procedures and documentation is followed.</li> </ul> </li> <li>4. Determine the needs in terms of number of people, their location and usable food preparation facilities for feeding.</li> <li>5. Identify, locate and catalog available resources of food, transportation, equipment, storage and distribution facilities.</li> <li>6. Ensure foods are safe for human consumption (Public Health).</li> <li>7. Coordinate shipment of food to designated areas.</li> <li>8. Establish logistical links with organizations involved in mass feeding.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 7 position in the EOC.</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
<b>Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>2. Coordinate with the EOC Management and General Staff to determine resource needs. Essential information includes:               <ol style="list-style-type: none"> <li>a. Size.</li> <li>b. Amount.</li> <li>c. Location.</li> <li>d. Type of resource.</li> <li>e. Time frame in which it is needed.</li> </ol> </li> <li>3. Advise, assist the EOC Management and General Staff with determining priorities.</li> <li>4. In general:               <ol style="list-style-type: none"> <li>a. Receive, document, prioritize, and track requests for resources.</li> <li>b. Use resource inventory/lists to match and meet needs.</li> <li>c. Coordinate with Transportation ESF # 1 as necessary.</li> <li>d. Assist in establishing EOC staging areas in coordination with the Operations Section Chief.</li> <li>e. Coordinate supply distribution points, reception, storage, and deployment.</li> <li>f. Coordinate with other ESF's within the EOC.</li> <li>g. Notify resource requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity en-route, etc.</li> <li>h. Maintain financial and legal accountability.</li> </ol> </li> <li>5. Sources for resources can include:               <ol style="list-style-type: none"> <li>a. All Washington County personnel, equipment, supplies and facilities.</li> <li>b. Regional agencies and organizations</li> <li>c. State, federal agencies and organizations.</li> <li>d. NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.).</li> <li>e. General public.</li> <li>f. Businesses, industry.</li> <li>g. AidMatrix.</li> </ol> </li> <li>6. Establish, maintain contact with State EOC through the Washington County EOC.               <ul style="list-style-type: none"> <li>• Coordinate additional resource needs.</li> </ul> </li> <li>7. Finance/Purchasing:               <ul style="list-style-type: none"> <li>• Secure goods and services.</li> <li>• Document all transactions</li> </ul> </li> <li>8. Determine present and future need for food, water, and ice resources.               <ul style="list-style-type: none"> <li>• Notify vendors of present and future needs.</li> </ul> </li> <li>9. Develop a plan that will ensure timely distribution of food, water, ice supplies to the affected areas.</li> <li>10. Procure storage facilities, both refrigerated and non- refrigerated for the warehousing of ice and perishable food items outside of affected area.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

	<ol style="list-style-type: none"> <li>11. Coordinate food, water, and ice supply activities with the appropriate tasked organizations.             <ul style="list-style-type: none"> <li>• Coordinate assistance in preparation and segregation of food stuffs for mass bulk distribution.</li> </ul> </li> <li>12. Make emergency food supplies available to residents for take-home consumption.</li> <li>13. Coordinate the procurement and delivery of food, water and ice to County employees working in Washington County.</li> <li>14. Coordinate with ESF # 1 for transportation of food, water, and ice supplies to designated distribution or mass feeding sites.</li> <li>15. Deploy water to locations identified by the EOC.</li> <li>16. Obtain, coordinate food, water, and ice resources as requested by field incident commanders.</li> <li>17. Provide water, food, ice information to the appropriate EOC Emergency Support Functions on a regular basis.</li> <li>18. Sources for resources can include:             <ol style="list-style-type: none"> <li>a. Local and regional suppliers.</li> <li>b. State EOC.</li> <li>c. State and federal agencies.</li> </ol> </li> <li>19. Maintain records of the cost of supplies, resources and staff-hours needed to complete the resource support ESF.</li> <li>20. Continue to assess the situation and priorities to address the most critical needs and develop strategies.</li> <li>21. Coordinate with Finance/Purchasing in preparing and submitting emergency requisitions for goods and services necessary to support operations as requested.</li> <li>22. Identify the number of people without food within the affected area.</li> <li>23. Inventory warehoused food products/quantities and identify additional sources to obtain supplies.</li> <li>24. Coordinate the transportation of food shipments to warehouses, feeding sites and pantry locations.</li> <li>25. Assist with other duties as requested.</li> <li>26. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<p><b>Recovery Actions</b></p>	<ol style="list-style-type: none"> <li>1. Continue to provide food, water, ice for related recovery activities as required.</li> <li>2. Coordinate with the EOC Management and General Staff to determine recovery resource needs.</li> </ol>



SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>County Attorney</b>	<ol style="list-style-type: none"> <li>1. Approve contracts in a timely manner.</li> <li>2. Negotiate contracts for support of emergency actions as required.</li> <li>3. Process claims.</li> <li>4. Notify insurance carriers.</li> </ol>
<b>County Board Chair</b>	<ol style="list-style-type: none"> <li>1. May invoke temporary controls on local resources and establish priorities for use.</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and facilities as available and appropriate.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Assist with finding, obtaining, allocating, and distributing resources.</li> <li>2. Receive data from Emergency Management concerning resources obtained from private vendors and arrange for timely reimbursement.</li> <li>3. Establish separate “cost center” for entire disaster.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Deploy fire resources to staging areas (as required) and dispatch same to assignments from these locations.</li> <li>2. Allocates fire–rescue equipment and resources to support other departments.</li> <li>3. Obtains resources through mutual aid agreements.</li> <li>4. Assist with distribution.</li> <li>5. Assist with procurement and purchasing.</li> <li>6. Provide rehab type resources.</li> <li>7. Coordinate rehab type services.</li> </ol>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1. Contact County employees.</li> <li>2. Establish and staff a personnel recruiting center for temporary labor if requested.</li> </ol>
<b>Information Systems</b>	<ol style="list-style-type: none"> <li>1. Provide computer system, phone and data support.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide communication equipment, transportation equipment, personnel, limited first aid equipment.</li> <li>2. Deploy police resources to staging areas (as required) and dispatch same to assignments from these locations.</li> <li>3. Allocates police equipment and resources to support other departments.</li> <li>4. Obtains resources through mutual aid agreements.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>NGOs</b> (such as VOAD, Citizen Corps, Civic Groups, etc.)	1. Provide personnel, equipment, supplies and other resources.
<b>Public Health</b>	1. Provide personnel, equipment, supplies and other available resources necessary to maintain public health including food and water.
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide staging area for relief and clean up efforts.</li> <li>2. Provide physical space, manpower, equipment.</li> <li>3. Assist with identifying, negotiating, obtaining, allocating, and distributing resources.</li> </ol>
<b>Schools</b>	1. Provide personnel, equipment, supplies and other resources necessary to aid the resource support needs utilizing existing staff and facilities as requested.
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	1. Washington Co. 2006 Resolution 33 – Utilization of County Employees in Declared Emergencies

# Emergency Support Function (ESF) # 8

## Public Health



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies have the potential to create widespread public health problems while resources and facilities may be in short supply. Major health problems may emerge, such as infectious diseases, sanitation problems, environmental health, and contamination of food and water. Protecting the population from negative public health impacts.

Primary Agency

**Washington Ozaukee Public Health Department**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 8 – Public Health**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Washington Ozaukee Public Health Department</b></p> <p><b>Support</b>  <b>American Red Cross</b>  <b>Emergency Medical Services</b>  <b>Fire Departments</b>  <b>Hospitals</b>  <b>Human Services Department</b>  <b>Law Enforcement Agencies</b>  <b>Medical Examiner</b>  <b>Schools</b>  <b>Utilities: Public Works, Water</b></p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WI DHS – WI Department of Health Services</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• ARC – American Red Cross</li> <li>• WEM – WI Emergency Management</li> <li>• WI 2-1-1 – WI Alliance of Information &amp; Referral Systems</li> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOT – WI Department of Transportation</li> <li>• WSLH – WI State Hygiene Lab</li> </ul>

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Health and Human Services</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Energy</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Department of Justice</li> <li>• Department of Labor</li> <li>• Department of State</li> <li>• Department of Transportation</li> <li>• Department of Veterans Affairs</li> <li>• Environmental Protection Agency</li> <li>• General Services Administration</li> <li>• U.S. Agency for International Development</li> <li>• U.S. Postal Service</li> <li>• American Red Cross</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Provide supplemental assistance to state, tribal, and local governments in the following core functional areas: <ul style="list-style-type: none"> <li>– Assessment of public health/medical needs</li> <li>– Health surveillance</li> <li>– Medical care personnel</li> <li>– Health/medical/veterinary equipment and supplies</li> <li>– Patient evacuation</li> <li>– Patient care</li> <li>– Safety and security of drugs, biologics, and medical devices</li> <li>– Blood and blood products</li> <li>– Food safety and security</li> <li>– Agriculture safety and security</li> <li>– All-hazard public health and medical consultation, technical assistance, and support</li> <li>– Behavioral health care</li> <li>– Public health and medical information</li> <li>– Vector control</li> <li>– Potable water/wastewater and solid waste disposal</li> <li>– Mass fatality management, victim identification, and decontaminating remains</li> <li>– Veterinary medical support</li> </ul> </li> </ul>

Emergency Support Function (ESF) # 8

**Public Health**

**A. PURPOSE.**

1. Coordinate comprehensive public health services during an emergency, excluding mental health services (ESF # 6), hospital and medical services (ESF # 16) and fatality management (ESF # 20).
2. Provide measures and resources for communicable disease prevention and control (disease surveillance, investigation, containment and communication), including environmental health to first responders and the impacted community.

**B. POLICIES.**

1. Continuation of public health functions and control of environmental factors related to public health is essential following an emergency to prevent the outbreak of disease and to monitor the spread of vectors associated with the emergency and its aftermath.
2. Expedient health services are coordinated by public health and provided by private health care facilities and EMS.
3. It is desired to provide the highest quality of care possible. In all likelihood, emergency measures to protect life and health during emergencies will be exclusively dependent upon those resources available at the local level during the first critical hours post event. Austere conditions may limit the amount and quality of care it is possible to deliver.
4. Emergency public health services are the responsibility of local public health agencies and this ESF does not supplant the local public health system operations.
5. During a state of emergency local health departments may use the State of Wisconsin Department of Health Services (DHS) as a resource and/or may give over public health authority to the DHS.
6. If the Governor declares a state of emergency related to public health and designates DHS as the lead state agency, local health departments may give over the public health authority to DHS.
7. Local public health agencies are responsible for coordinating their response to a public health emergency with local and state-level partners.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>WASHINGTON OZAUKEE PUBLIC HEALTH DEPARTMENT</b>	
<b>Pre-Emergency</b>	<p>Work with Office of Emergency Management to:</p> <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Maintain inventories of resources and equipment.</li> <li>3. Provide evidenced based public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following emergencies.</li> <li>4. Develop format for preparing health-related public information for distribution to the EOC PIO for release to the general public.</li> <li>5. Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major emergencies.</li> <li>6. Participate in trainings and exercises.</li> <li>7. Develop emergency action checklists.</li> <li>8. Maintain mutual aid agreements.</li> <li>9. Develop and test methods for providing large scale prophylaxis.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the Washington County EOC.</li> <li>2. Ascertain need for public health surveillance and monitor as needed.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 8 position in the EOC.</li> <li>2. Determine condition, status of Washington County health resources.</li> <li>3. Determine present and future need for health resources.</li> <li>4. Obtain, coordinate Public Health resources as requested by field incident commanders.</li> <li>5. Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities.</li> <li>6. Coordinate with State to inspect and advise on general food handling and sanitation matters.</li> <li>7. Coordinate through the EOC Public Information Officer the dissemination of emergency-related public health information to the public.</li> <li>8. Provide preventive health services.</li> <li>9. Coordinate with hospitals and other health providers on response to health needs.</li> <li>10. Provide investigation, surveillance, and take measures for containment of harmful health effects.</li> <li>11. Provide coordination of laboratory services.</li> <li>12. Coordinate and support with ESF # 6 to identify shelter occupants that may require assistance.</li> <li>13. Provide frequent updates to the EOC Operations Section Chief as to the status of the Public Health function.</li> <li>14. Provide health guidance to the private medical community.</li> <li>15. Coordinate assessment of general public health needs of the affected population, including:             <ol style="list-style-type: none"> <li>a. Providing for dissemination of emergency public health information.</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
WASHINGTON OZAUKEE PUBLIC HEALTH DEPARTMENT	
	<ul style="list-style-type: none"> <li>b. Surveillance and monitoring of conditions that could impact general health.</li> <li>c. Evaluation of food, drug or medical safety.</li> <li>d. Assessment of worker health and safety.</li> <li>e. Identification of biological, chemical, radiological or physiological hazards.</li> <li>f. Advice on potability of water sources and disposition of solid waste and wastewater.</li> </ul> <p>16. Establish, maintain contact with State EOC through the EOC Coordinator, as appropriate:</p> <ul style="list-style-type: none"> <li>a. Provide information on damages, status of Washington County Public Health agencies.</li> <li>b. Request additional Public Health resources, as requested.</li> </ul> <p>17. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</p> <p>18. Provide mutual aid if requested:</p> <ul style="list-style-type: none"> <li>• Do not commit mutual aid until it is determined that the County does not need the requested resources.</li> </ul>
<b>Recovery Actions</b>	<ul style="list-style-type: none"> <li>1. Continue to monitor the public and environment for short and long term adverse public health impacts.</li> <li>2. Identify and implement appropriate protective actions to adverse public health impacts.</li> <li>3. Coordinate with and assist local, state and federal public health agencies as needed.</li> <li>4. Participate in re-entry planning for evacuees as it relates to public health impacts.</li> <li>5. Make public health recommendations for the disposal of dead animals and contaminated food items.</li> <li>6. Assure quality and safety of septic systems and well water.</li> <li>7. Assure follow-up on health status and release of isolated or quarantined individuals.</li> <li>8. Communication of lab results.</li> <li>9. Provide follow-up emergency information on health issues to affected individuals.</li> </ul>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Provide State licensed medical and health support personnel as requested.</li> </ol>
<b>Emergency Medical Services</b>	<ol style="list-style-type: none"> <li>1. Provide transportation to designated medical facilities.</li> <li>2. Maintain a patient casualty tracking system.</li> <li>3. Perform triage and appropriate on-scene medical care to victims and responding personnel.</li> <li>4. Coordinate the location, procurement, screening and allocation of health and medical supplies and resources.</li> <li>5. Assist with evacuation efforts.</li> <li>6. Assist hospitals with transfer of patients under the Region 7 Plan.</li> <li>7. Maintain communications with the ICS, EOC, hospitals and other health care facilities to provide for and/or seek support and assistance.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Assist with immunizations and medicine distribution.</li> <li>2. Provide assistance with public health related assessments.</li> <li>3. Participate in re-entry planning.</li> </ol>
<b>Hospitals</b>	<ol style="list-style-type: none"> <li>1. Communicate morbidity and mortality data to the health departments.</li> <li>2. Assist public health with community health issues.</li> </ol>
<b>Human Services Department</b>	<ol style="list-style-type: none"> <li>1. Provide for emergency and crisis counseling on a 24-hour outreach basis to those individuals impacted by the disaster.</li> <li>2. Assist with Mass Immunization Point of Dispensing.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide security at vulnerable sites and help to maintain order at distribution sites.</li> <li>2. Work with the health departments regarding isolation and quarantines.</li> <li>3. Participate in re-entry planning.</li> </ol>
<b>Medical Examiner</b>	<ol style="list-style-type: none"> <li>1. Coordinate mortuary services.</li> <li>2. Assist with next of kin notifications.</li> </ol>
<b>Schools</b>	<ol style="list-style-type: none"> <li>1. Provide nursing personnel, equipment, supplies and other resources needed to assist in health care for victims of the effected emergency area.</li> </ol>
<b>Utilities: Public Works, Water</b>	<ol style="list-style-type: none"> <li>1. Assist with water quality control.</li> <li>2. Monitor sewerage treatment capabilities.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	3. Provide perimeter security resources, i.e.; barricades, fencing, etc.
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Public Health Department Emergency Operations Plan.</li><li>2. Public Health Emergency Response Plan.</li></ol>

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# Emergency Support Function (ESF) # 9

## Search & Rescue



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies can cause rescue situations where people become lost, entrapped and endangered. The emergency response to these situations may require the use of organized, highly technical methods and specially trained responders.

Primary Agency

County Fire Chief's Association  
Sheriff's Department

Washington County, Wisconsin  
**Emergency Operations Center ESF # 9 – Search & Rescue**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>            County Fire Chief's Association            Sheriff's Department</p> <p><b>Support</b>            Air Operations            ARES/RACES            Building Department            Civil Air Patrol            Fire Departments            Law Enforcement Agencies            Office of Emergency Management            Public Works            Search and Rescue Units            Water Rescue Teams</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>CAP – Civil Air Patrol</li> <li>WEDC – WI Economic Development Corporation</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DNR – WI Department of Natural Resources</li> <li>WI DOC – WI Department of Corrections</li> <li>WI DOJ – WI Department of Justice</li> <li>WI DOT – WI Department of Transportation</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Homeland Security/Federal Emergency Management Agency</li> <li>Department of Homeland Security/U.S. Coast Guard</li> <li>Department of the Interior/National Park Service</li> <li>Department of Defense/U.S. Air Force</li> </ul> <p><b>Support Agencies)</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Health and Human Services</li> <li>Department of Homeland Security</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>National Aeronautics and Space Administration</li> <li>U.S. Agency for International Development</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Structural Collapse (Urban) Search and Rescue (US&amp;R): Deployment of DHS/FEMA US&amp;R task forces, specialized expertise and equipment, Incident Support Teams (ISTs), and technical specialists.</li> </ul>	<p><i>(Likely Agency Activities Continued)</i></p> <ul style="list-style-type: none"> <li>Waterborne Search and Rescue: SAR operations for hurricane, dam/levee failure, and other disasters that primarily require DHS/USCG air, ship, and boat force operations; response to maritime distress situations.</li> <li>Inland/Wilderness Search and Rescue: Support for SAR operations conducted in backcountry, remote, or undeveloped or rural or roadless areas that primarily require operations necessitating the use of specialized equipment to access these areas and may require responders traveling over land by alternate methods or by aircraft.</li> <li>Aeronautical Search and Rescue: Coordination and support of SAR operations conducted in aviation-related incidents and aeronautical search and rescue.</li> <li>SAR services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.</li> </ul>

Emergency Support Function (ESF) # 9

**Search & Rescue**

**A. PURPOSE.**

1. The purpose of this support function is to provide a coordinated process of locating, extricating, and providing initial medical treatment to victims trapped, threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves.

**B. POLICIES.**

1. Search and rescue operations will be a team effort of Fire, Rescue Services, Police, Public Works, trained volunteer organizations, the private sector and volunteers at large.
2. The Fire and Law Enforcement Agencies shall coordinate and may establish resources that are qualified in emergency response as a member of a local search and rescue organization. Existing local team personnel shall be assigned team positions and offered training to meet specific position requirements.
3. If activated, regional, state and national USAR Teams are under the control of local incident commanders. The USAR Leaders are responsible for planning, coordinating and managing a USAR response when requested and authorized to mobilize.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY FIRE CHIEF'S ASSOCIATION & SHERIFF'S DEPARTMENT	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Develop a system to quickly identify and establish countywide search and rescue grids.</li> <li>3. Identify high occupancy structures, critical facilities and other places of public assembly having potential for mass casualty.</li> <li>4. Maintain standard operating guidelines, inventories of resources and equipment for local SAR teams.</li> <li>5. Maintain contact info for regional, state and federal Technical Rescue Teams (TRT) and Urban Search and Rescue Teams (USAR).</li> <li>6. Coordinate and participate in sponsored training and exercises.</li> <li>7. Develop emergency action checklists.</li> <li>8. Maintain mutual aid agreements/MOUs.</li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY FIRE CHIEF’S ASSOCIATION &amp; SHERIFF’S DEPARTMENT</b>	
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When requested, report to the Washington County EOC.</li> <li>2. Initiate search for victims throughout the impacted area.</li> <li>3. Coordinate search and rescue activities with the appropriate tasked organizations.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 9 position in the EOC.</li> <li>2. Identify incident sites or situations requiring search and rescue services to include:               <ol style="list-style-type: none"> <li>a. Search and rescue activities following flood, severe weather, and/or building collapses (i.e., Technical Rescue Teams (TRT) and Hazardous Materials).</li> <li>b. Water recovery searches for persons presumed to be deceased (Washington Co. Dive Team).</li> <li>c. Searches for missing persons (Public Safety).</li> </ol> </li> <li>3. Determine condition, status of Washington County search and rescue resources.</li> <li>4. Determine present and future need for search and rescue and other on-scene resources.</li> <li>5. Obtain, coordinate search and rescue resources as requested by field incident commanders.</li> <li>6. Provide strategic command and control of search and rescue teams not assigned to specific incidents.               <ul style="list-style-type: none"> <li>• Mobilize and manage search and rescue teams by pre-designated County grids.</li> </ul> </li> <li>7. Determine need for USAR Task Force.               <ol style="list-style-type: none"> <li>a. Coordinate response with USAR Coordinator.</li> <li>b. Assist with implementation of an appropriate mobilization plan in coordination with the assigned Task Force Leader and/or Incident Commander.</li> </ol> </li> <li>8. Direct SAR activities according to the National Incident Management System, the Incident Command System, and team policies and procedures.</li> <li>9. Provide personnel, equipment, supplies and other resources necessary to locate, extricate and treat the injured/trapped victims.</li> <li>10. Coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations.</li> <li>11. Sources for search and rescue resources can include:               <ol style="list-style-type: none"> <li>a. Mutual aid.</li> <li>b. State EOC (Federal USAR Task Forces.)</li> <li>c. State, and federal agencies (State SAR Teams).</li> <li>d. NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.).</li> </ol> </li> <li>12. Establish, maintain contact with State EOC:               <ol style="list-style-type: none"> <li>a. Provide information on damages, status of Washington County search and rescue systems.</li> </ol> </li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY FIRE CHIEF'S ASSOCIATION &amp; SHERIFF'S DEPARTMENT</b>	
	<p>b. Request additional Search &amp; Rescue resources, as requested.</p> <p>13. Provide mutual aid to other jurisdictions if requested:</p> <ul style="list-style-type: none"> <li>• Do not commit mutual aid until it is determined no threat exists in Washington County.</li> </ul> <p>14. Specialty Teams include Technical Rescue Teams (TRT), Urban Search and Rescue Teams (USAR), Hazardous Materials, and Water Rescue Operations Team.</p> <p>15. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</p>
<b>Recovery Actions</b>	<p>1. Participate in after-action briefings and develop after-action reports.</p> <p>2. Return SAR organization and personnel to a state of operational preparedness.</p> <p>3. Support personnel with Critical Incident Stress Management as necessary.</p>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Air Operations</b>	<p>1. Provide support as requested.</p>
<b>ARES/RACES</b>	<p>1. Provides primary and/or supplemental local area, point-to-point, and long distance communications if requested.</p> <p>2. Provides staff, resources, and equipment as requested to support EOC and emergency operations.</p>
<b>Building Department</b>	<p>1. Provide building and safety inspections.</p>
<b>Civil Air Patrol</b>	<p>1. Directly support agencies by providing such services as airborne search, airborne disaster assessment, airborne and ground Electronic Locator Transmitter (ELT) tracking, transportation of officials, and assistance in a variety of ground operations</p>
<b>Fire Departments</b>	<p>1. Provide search and rescue services to extent of training within their jurisdiction.</p> <p>2. Coordinate search and rescue activities with the appropriate tasked organizations.</p> <p>3. Provide urban search and rescue services following flood, tornado, and/or building collapses.</p> <p>4. Provide special teams resources as requested.</p> <p>5. Provide mass casualty support, equipment and supplies.</p>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
	6. Provide rehab and communications equipment.
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide search and rescue assistance, equipment allocation, security, crowd control and traffic direction.</li> <li>2. Provide specialized equipment including vehicles, lights, night vision and other items to assist in search and rescue.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Provide resources for SAR activities.</li> <li>2. Locate specialized rescue equipment and/or personnel if required.</li> <li>3. Support the development of SAR capabilities.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Assist with manpower and equipment as requested.</li> <li>2. Provide personnel and heavy equipment/operators to assist with heavy rescue activities.</li> <li>3. Assist with building and safety inspections.</li> <li>4. Provide specialized equipment including vehicles, lights, portable power, and other items to assist in search and rescue.</li> </ol>
<b>Search and Rescue Units</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources necessary to locate, extricate and treat the injured/trapped victims.</li> </ol>
<b>Water Rescue Teams</b>	<ol style="list-style-type: none"> <li>1. Provide support as requested.</li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. National USAR Response System.</li> </ol>
<b>REFERENCES</b>	None.



Attachment 1

**NATIONAL URBAN SEARCH AND RESCUE (USAR) RESPONSE SYSTEM**

The National Urban Search & Rescue (USAR) Response System is a framework for organizing federal, state and local partner emergency response teams as integrated federal search and rescue task forces. The 28 National USAR Task Forces, complete with the necessary tools, equipment, skills and techniques, can be deployed by FEMA to assist state and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions.

The 28 task forces are located throughout the continental United States. Any task force can be activated and deployed by FEMA to a disaster area to provide assistance in structural collapse rescue, or, they may be prepositioned when a major disaster threatens a community. Each task force must have all its personnel and equipment at the embarkation point within six hours of activation so that it can be dispatched and en route to its destination.

A FEMA Type I Task Force is made up of 70 multi-faceted, cross-trained personnel who serve in six major functional areas, including search, rescue, medical, hazardous materials, logistics and planning. These elements are supported by canines that are trained and able to conduct physical search and heavy rescue operations in damaged or collapsed reinforced concrete buildings. Each task force can be divided into two 35-member, Type III, Light Task Force. What the task force can do:

- Conduct physical search and rescue in collapsed buildings.
- Emergency medical care to trapped victims.
- Search-and-rescue dogs.
- Assessment and control of gas, electric service and hazardous materials.
- Evaluation and stabilization of damaged structures.

**US&R Response System Task Forces**



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# Emergency Support Function (ESF) # 10

## Hazardous Materials



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies can cause the release of hazardous materials into the environment. The County's response to these situations requires use of highly technical methods and equipment and specially trained responders.

Primary Agency

**County Fire Chief's Association**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 10 – Hazardous Materials**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>            County Fire Chief’s Association</p> <p><b>Support</b>            Environmental Clean Up Contractors            Fire Departments            Hospitals            Law Enforcement Agencies            Medical Services            Office of Emergency Management &amp; the LEPC            Public Health            Public Works            Reporting/Planning/Exempt</p> <p style="text-align: right;"><b>Facilities</b></p> <p>Reporting/Planning/Exempt Facilities</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WI DNR – WI Department of Natural Resources</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>WEM – WI Emergency Management</li> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DOT – WI Department of Transportation</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>Environmental Protection Agency</li> <li>Department of Homeland Security/U.S. Coast Guard</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Energy</li> <li>Department of Health and Human Services</li> <li>Department of Homeland Security</li> <li>Department of the Interior</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of State</li> <li>Department of Transportation</li> <li>General Services Administration</li> <li>Nuclear Regulatory Commission</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Provide for a coordinated federal response to actual or potential oil and hazardous materials incidents.</li> </ul>	<p><i>(Likely Agency Activities Continued)</i></p> <ul style="list-style-type: none"> <li>General actions can include, but are not limited to: actions to prevent, minimize, or mitigate a release; efforts to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring); actions to stabilize the release and prevent the spread of contamination; analysis of options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials.</li> <li>Specific actions may include: sampling a drinking water supply to determine if there has been intentional contamination; stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects; decontaminating buildings and structures; using drainage controls, fences, warning signs, or other security or site-control precautions; removing highly contaminated soils from drainage areas; removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.</li> </ul>

Emergency Support Function (ESF) # 10

**Hazardous Materials**

**A. PURPOSE.**

1. Coordinate response to an actual or potential discharge or release of hazardous materials.

**B. POLICIES.**

1. For the purpose of this plan, a hazardous material is defined as “Any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment.
2. Washington County Fire Departments and municipal agencies will exercise broad lawful authority, within existing capabilities, to protect life, property and the environment threatened by hazardous materials incidents, to include ordering evacuations, in-place sheltering, and necessary actions to contain the spill or release.
3. The municipal fire department will retain the role of Incident Commander (IC) until the immediate threat to public safety is abated. Thereupon, the on-scene IC will normally be turned over to the responsible party (spiller) who has primary responsibility for cleanup of the spill/release (under the direction of the Wisconsin Department of Natural Resources).

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY FIRE CHIEF’S ASSOCIATION</b>	
<b>Pre-Emergency</b>	Work with Office of Emergency Management and the Local Emergency Planning Committee (LEPC) to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Schedule trainings, drills and exercises.</li> <li>3. Develop emergency action checklists/forms.</li> <li>4. Maintain information on facilities with extremely hazardous substances.</li> <li>5. Maintain a hazardous materials response team capability.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Receive notice of hazardous materials incident(s).</li> <li>2. Identify, locate hazardous materials incident site(s).</li> <li>3. Activate essential ESF services.</li> <li>4. Activate Washington County EOC, if appropriate.                             <ul style="list-style-type: none"> <li>• Send a representative to the EOC if activated.</li> </ul> </li> <li>5. Assess incident to determine level of response required.</li> <li>6. Issue warnings and/or notifications to populations at-risk.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**COUNTY FIRE CHIEF’S ASSOCIATION**

	<ol style="list-style-type: none"> <li>7. Notify emergency personnel, including medical facilities, of dangers and anticipated casualties and proper measures to be followed.</li> <li>8. Manage contaminated casualties.</li> <li>9. Address environmental impacts.</li> <li>10. On–Scene Response Activities:             <ol style="list-style-type: none"> <li>a. Dispatch hazardous materials response team.</li> <li>b. Establish on–scene command post.</li> <li>c. Determine and assess type(s) of hazard, impacts and site boundaries.</li> <li>d. Apply countermeasures, i.e. control ignition sources, stop releases, contain spills, control vapors, to limit spread of hazardous materials. Establish control zones and decontamination measures.</li> <li>e. Perform emergency rescue.</li> <li>f. Provide medical treatment as necessary.</li> <li>g. Fight fires.</li> <li>h. Protect the lives and safety of the citizens and first responders.</li> <li>i. Identify the most appropriate decontamination and/or treatment for victims.</li> <li>j. Ensure emergency responders properly follow protocol and have appropriate protective gear.</li> <li>k. Determine and implement public safety measures, e.g. warning, evacuation, shelter–in–place.</li> <li>l. Notify appropriate local law enforcement and make contact with regional and/or state intelligence fusion center if CBRNE/WMD event is suspected to be resulting from intentional act.</li> <li>m. Preserve as much evidence as possible to aid in the investigation process.</li> </ol> </li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 10 position in the EOC.</li> <li>2. Identify incident sites requiring HazMat response services.</li> <li>3. Determine present and future need for on–scene resources:             <ol style="list-style-type: none"> <li>a. Communications.</li> <li>b. Warning.</li> <li>c. Search and rescue.</li> <li>d. Emergency medical.</li> <li>e. Heavy rescue.</li> <li>f. Evacuation.</li> <li>g. Mass casualty transportation.</li> <li>h. Decontamination.</li> <li>i. Transport of emergency responders and resources.</li> <li>j. Other Logistics, such as food, water, emergency power, lighting, etc.</li> </ol> </li> <li>4. Obtain, coordinate HazMat response resources as requested by field incident commanders.</li> <li>5. Coordinate the acquisition of personnel, supplies and administrative support</li> </ol>
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<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY FIRE CHIEF'S ASSOCIATION</b>	
	<p>necessary to conduct hazardous materials operations including protective actions, such as evacuation and/or sheltering-in-place.</p> <ol style="list-style-type: none"> <li>6. Notify WEM Duty Officer:               <ol style="list-style-type: none"> <li>a. Provide information on damages, status of Washington County HAZMAT response systems.</li> <li>b. Request additional HAZMAT response resources, as needed.</li> </ol> </li> <li>7. Establish contact/coordinate with appropriate State and Federal agencies.</li> <li>8. Request mutual aid, as needed.</li> <li>9. Sources for resources can include:               <ol style="list-style-type: none"> <li>a. Mutual aid.</li> <li>b. State and federal agencies.</li> <li>c. Private contractors.</li> </ol> </li> <li>10. Coordinate hazardous materials cleanup activities with the appropriate tasked organizations including WI DNR and US EPA.</li> <li>11. Assist with coordinating the activities of private cleanup companies.</li> <li>12. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>13. Work with the DNR and/or private contractors to ensure on-scene recovery activities are completed to include:               <ol style="list-style-type: none"> <li>a. Transfer of product.</li> <li>b. Clear wreckage.</li> <li>c. Cleanup environment.</li> <li>d. Identification of a disposal site.</li> <li>e. Dispose of waste.</li> <li>f. Move contaminated materials.</li> <li>g. Decontaminate response equipment.</li> <li>h. Provide medical monitoring of personnel.</li> </ol> </li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Provide information to support agencies on existing level of contaminants and other safety issues for population relocation.</li> <li>2. Coordinate with DNR to ensure proper completion of clean up and disposal of contaminated materials.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>Environmental Clean Up Contractors</b>	<ol style="list-style-type: none"> <li>1. Provide environmental clean up, transportation, disposal and remediation services.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide initial response and assessment (to level of training) of HazMat incidents and coordination with local and regional HazMat Teams.</li> <li>2. Provide rehab, communications, water supply and other support.</li> </ol>
<b>Hospitals</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources necessary to aid in the decontamination and treatment of the injured or contaminated victims.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide support to Incident Commander as requested. Actions can include:             <ol style="list-style-type: none"> <li>a. Enforce the warm zone perimeter established by the Fire IC.</li> <li>b. Implement evacuation as requested by the Fire IC.</li> <li>c. Provide security of evacuated area, traffic rerouting, and re-entry.</li> <li>d. Upon request, provide security for command post, media areas, etc.</li> </ol> </li> </ol>
<b>Medical Services</b>	<ol style="list-style-type: none"> <li>1. Provide emergency medical care resources as requested.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Make required notifications to state and federal authorities.</li> <li>2. Document actions/events.</li> <li>3. Provide a resource management system to ensure appropriate resources are provided to the Incident Commander at the scene of an emergency (specialists, containment materials, etc.).</li> <li>4. Provide emergency information (through PIO) regarding public protective actions.</li> <li>5. Maintain community right-to-know data base.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Identify needed public health resources and facilitate their receipt/ deployment.</li> <li>2. Conduct surveillance on exposed individuals.</li> <li>3. Provide public health information.</li> <li>4. Provide personnel, equipment, supplies and other resources necessary to aid the hazardous materials response with information regarding public health issues arising from the release of the hazardous materials.</li> <li>5. Provide expertise and guidance in remediation of the affected sites.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Support on-scene operations with personnel, equipment, supplies as requested.</li> <li>2. Assist Fire Department with containment and diking.</li> <li>3. Provide traffic control devices and advice on evacuation routing.</li> </ol>
<b>Reporting/Planning/ Exempt Facilities</b>	<ol style="list-style-type: none"> <li>1. Submit chemical inventories, reports, plans, etc. to the Local Emergency Planning Committee (LEPC) and the local Fire Departments.</li> <li>2. Cooperate with local officials in developing and reviewing emergency plans.</li> <li>3. Report any actual or potential releases immediately.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"><li>4. Provide immediate response to the scene with trained personnel and equipment to contain, clean up and decontaminate the affected area as requested.</li><li>5. Establish contact with the Fire Incident Commander with information pertinent to the emergency.</li></ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Countywide Hazardous Materials Plan.</li><li>2. Washington County Hazardous Materials Response Guidelines</li><li>3. State Hazmat Response Map</li><li>4. Pipeline Map.</li></ol>

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# Emergency Support Function (ESF) # 11

## Agriculture & Natural Resources



### *Preface*

When incidents involve or impact food, agricultural, cultural or natural resources local government must be ready to:

- a. Control and eradicate or manage foreign animal diseases (including infectious, non-infectious and zoonotic diseases);
- b. Control and eradicate or manage exotic plant diseases;
- c. Control and eradicate or manage exotic pest infestations;
- d. Assurance of food safety and nutrition assistance;
- e. Protect natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after a disaster.

Primary Agency

**County Conservationist**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 11 – Agriculture & Natural Resources**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>            County Conservationist</p> <p><b>Support</b>            American Red Cross            County Board Chair            Emergency Management            Fire/EMS            Highway Department            Local Cooperative Extension Service            Local Food Producer/ Processors            Public Health            Sheriff's Department            Wisconsin Veterinary Corps/Humane Society</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>UW VDL – University of Wisconsin Veterinary Diagnostic Lab</li> <li>UW-EXT – University of Wisconsin – Extension</li> <li>WEM – WI Emergency Management</li> <li>WHS – WI Historical Society</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DNR – WI Department of Natural Resources</li> <li>WI DOA – WI Department of Administration</li> <li>WI DOT – WI Department of Transportation</li> <li>WI DPI – WI Department of Public Instruction</li> <li>WI SLH – WI State Hygiene Lab</li> <li>WI SP – WI State Patrol</li> <li>WI Veterinary Corps</li> </ul>

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of the Interior</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Energy</li> <li>Department of Health and Human Services</li> <li>Department of Homeland Security</li> <li>Department of the Interior</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of State</li> <li>Department of Transportation</li> <li>Environmental Protection Agency</li> <li>General Services Administration</li> <li>National Archives and Records Administration</li> <li>U.S. Postal Service</li> <li>Advisory Council on Historic Preservation</li> <li>American Red Cross</li> <li>Heritage Emergency National Task Force</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Ensure, in coordination with ESF # 8, that animal/ veterinary issues in natural disasters are supported.</li> </ul>	<p><b>(Likely Agency Activities Continued)</b></p> <ul style="list-style-type: none"> <li>Provide nutrition assistance to include working with state agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program.</li> <li>Respond to animal and plant diseases and pests. Includes implementing an integrated federal, state, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease.</li> <li>Ensure the safety and security of the commercial food supply to include: food safety inspections to ensure the safety of food products; inspection of slaughter and processing plants; products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.</li> <li>Protect Natural &amp; Cultural Resources and Historic Properties (NCH) resources. Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources.</li> <li>Supports federal ESF #6, ESF #8; ESF #9 ESF #14 to provide for the safety and well-being of household pets.</li> </ul>

Emergency Support Function (ESF) # 11

## Agriculture & Natural Resources

**A. PURPOSE.**

1. To coordinate and support efforts to respond effectively to an incident involving agriculture, food, natural or cultural resources and provide a process to integrate State and federal ESF # 11 response/recovery actions.

**B. POLICIES.**

1. Washington County ESF # 11 coordinates the response and recovery activities of Washington County with local, state, federal and private agencies during an incident that involves agricultural and/or natural or cultural resources.

***State Agency Policies As Related To ESF # 11:***

2. The Department of Agriculture, Trade and Consumer Protection has broad authority to investigate and control animal diseases, investigate and eradicate plant infestations, and exotic pest species, and to ensure the safety of our food supplies through inspections and other activities. These authorities are found in chapters 93, 94, 95, and 97, WI Stats. Among other things, the department may test animals, regulate imports and movement of animals and plants and impose quarantines on diseased plants and animals. Detailed authorities are listed in Appendix 1.
3. The Wisconsin Department of Natural Resources has authority for natural resources, wildlife that may be affected by a foreign animal disease, and environmental regulations for activities conducted as part of ESF 11, including carcass management and incineration. The authorities are found in Chapters 1, 23, 29, 95, 254, 283, 285, 289 and 291 of the Wisconsin Statutes.
4. The Wisconsin Historical Society duties and responsibilities include serving as the principal historic preservation agency of the state, identification of historic and archeological sites, review of federal and state funded, licensed, and permitted activities that affect cultural and historic properties. Their general responsibilities related to cultural and historic resources are listed in s.44.34, Wis. Stats. 44.34. Cooperation with other state agencies is found in s. 44.39 and 44.40, Wis Stats. Protection of human burials from disturbance is found in s. 157.70, Wis. Stats.
5. The Department of Public Instruction duties and responsibilities include: maintaining liaison with the American Red Cross to coordinate resources in a presidentially declared disaster to provide relief through release of USDA commodities for congregate feeding. DPI may determine that a situation warrants the use of USDA commodities for congregate or household distribution, without a presidential declaration. The DPI may co-

ordinate with the Red Cross to the extent funds are available for replacement of the commodities. The general powers and duties of the Wisconsin Department of Health and Family Services are listed in Wisconsin State Statute 250.04. The department may require isolation of patients, quarantine of contacts, concurrent and terminal disinfection or modified forms of these procedures as provided by Wisconsin State Statute 252.06. Additional authority to protect public safety in the case of communicable disease can be found in Wisconsin State Statutes 252.18, 252.19 and 252.21.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY CONSERVATIONIST</b>	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Develop, revise and/or maintain standard operating guidelines and other plans and procedures as necessary for the ESF 11 operations.</li> <li>3. Facilitate training and exercise programs involving ESF 11 functions as needed/requested.</li> <li>4. Develop and maintain a contact list of agencies and organizations involved with ESF # 11 operations, including staff and staff support rosters.</li> <li>5. Develop and maintain ESF # 11 resource lists, including a contact notification list with essential information included, such as resources location address, telephone, cellular and facsimile numbers, and email addresses.</li> <li>6. Ensure that copies of all necessary ESF # 11-specific emergency manuals, plans and procedures, and other reference materials are located in the County Emergency Operations Center.</li> <li>7. Coordinate with local NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) to identify and activate trained professionals and volunteers throughout the county who can be called on to help with emergencies involving food, agriculture, natural and cultural resources.</li> <li>8. Coordinate with support agencies to assist municipalities, as requested, in the preparation and development of food and agriculture response plans, as well as plans for natural and cultural resources.</li> <li>9. Plan, conduct and evaluate public education programs for prevention, preparedness, response and recovery.</li> <li>10. Coordinate with NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.), the state and training agencies to assist in the maintenance and expansion of programs such as the Wisconsin Veterinary Corps at the county/local level to prepare volunteers for terrorism incident support for food and agriculture incidents.</li> <li>11. Support coordination and cooperation between governmental, private sector and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) to facilitate response efforts.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the EOC.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 11 position in the EOC.</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY CONSERVATIONIST	
<b>Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>2. County ESF # 11 staff will support response activities for the control and eradication of a foreign animal disease in Washington County and the State of Wisconsin through coordination with DATCP and the USDA – Animal and Plant Health Inspection Service – Veterinary Services (APHIS – VS), and the Department of Natural Resources (DNR).</li> <li>3. Provide technical advice to the County EOC Officer in Charge on matters related to the containment and eradication of any foreign animal disease. Provide support and technical assistance and coordination assistance to county and local emergency managers.</li> <li>4. Maintain liaison with local, county, regional and state agencies and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.).</li> <li>5. Work with support agencies to issue public health advisories and protective action recommendations to the public as necessary. Provide accurate, consistent and timely information to the public.</li> <li>6. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>7. Support the Wisconsin Department of Health Services and Volunteers Organizations Active in Disasters (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency.</li> <li>8. Provide assistance and epidemiology services in dealing with zoonotic (animal spread to humans) diseases.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Continue coordination/monitoring of the management of plant and animal disease and pest infestations, food safety, and NCH resources.</li> <li>2. Continue to maintain liaison with local, county and state government to manage volunteer service response activities.</li> <li>3. Continue to coordinate services to farmers affected by an incident through the Farm Bureau, Planning and Parks Dept. and UW-Extension.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<b><i>See Box On Tab Page This Section.</i></b>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Coordinate sheltering operations with feeding operations at specified sites.</li> <li>2. Identify and assess the requirements for food and distribution services on a two-phase basis: critical emergency needs immediately after the disaster, and longer-term sustained needs after the emergency is over.</li> <li>3. Coordinate the food distribution efforts of other NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.).</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<p><b>County Board Chair</b></p>	<ol style="list-style-type: none"> <li>1. Maintain direction and control of governmental activities; declare a county emergency through the normal process described in CEMP; and provide local resources as available.</li> <li>2. Participating in an appropriate NIMS command structure with other agencies and responders such as the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and/or USDA.</li> </ol>
<p><b>County Clerk/Treasurer</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked materials, etc. and follow accepted accounting procedures.</li> </ol>
<p><b>Fire/EMS</b></p>	<ol style="list-style-type: none"> <li>1. Within limits of training and equipment, provide assistance with decontamination, hazardous material and protection as required by the Veterinary Emergency Team.</li> <li>2. Provide EMS services as requested.</li> </ol>
<p><b>Highway Department</b></p>	<ol style="list-style-type: none"> <li>1. Respond to requests for traffic control in the quarantine zone.</li> <li>2. In support of the Law Enforcement Agencies identify the sustainability of roads and bridges necessary for re-routing traffic from the quarantine zone.</li> <li>3. Assist by providing excavation and transportation equipment and operators to move soil, carcasses or debris as directed.</li> </ol>
<p><b>Local Cooperative Extension Service</b></p>	<ol style="list-style-type: none"> <li>1. As requested support emergencies involving food and agriculture.</li> </ol>
<p><b>Local Food Producer/Processors</b></p>	<ol style="list-style-type: none"> <li>1. As requested support emergencies involving food and agriculture.</li> </ol>
<p><b>Office of Emergency Management</b></p>	<ol style="list-style-type: none"> <li>1. Receive an early alert of a suspected disease from DATCP officials should the health evaluation warrant it.</li> <li>2. Activate EOC if warranted.</li> <li>3. Coordinate requests for additional support, communicate with and advise the chief elected officials and WEM of local conditions and activities.</li> </ol>
<p><b>Public Health</b></p>	<ol style="list-style-type: none"> <li>1. Support the Wisconsin Department of Health and Family Services and Volunteers Organizations Active in Disasters (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency.</li> <li>2. Provide assistance and epidemiology services in dealing with zoonotic (animal spread to humans) diseases.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Sheriff's Department</b>	<ol style="list-style-type: none"> <li>1. Receive an early alert of a suspected foreign animal or plant disease or pest infestation from officials at DATCP should the health evaluation warrant it.</li> <li>2. Assume the command position for local Law Enforcement Agencies functions.</li> <li>3. Provide the initial incident security to the personnel and the quarantine zone.</li> <li>4. Provide communications support and coordinate local Law Enforcement Agencies response with support from the Wisconsin State Patrol and the National Guard if activated.</li> </ol>
<b>Wisconsin Veterinary Corps/Humane Society</b>	<ol style="list-style-type: none"> <li>1. Respond to local and state animal emergencies that exceed local or state capabilities.</li> <li>2. Provide assistance with animal care and treatment, rescue, sheltering, mass casualty care, evacuation, vaccination, specimen collection, decontamination, euthanasia, necropsy, and other support activities.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<p>The Heritage Emergency National Task Force                      National Heritage Responders                      The Smithsonian's Cultural Rescue Initiative                      Wisconsin Recovery Resource Guide</p>

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# Emergency Support Function (ESF) # 12

## Energy & Utilities



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN


### *Preface*


Critical energy and utility infrastructure such as electrical power, natural gas, fuel and drinking water distribution and wastewater systems can be damaged or destroyed during catastrophic emergency events. This infrastructure is vital to support the health, safety and welfare of the public during emergency response.

Primary Agency

County Engineer

Washington County, Wisconsin  
**Emergency Operations Center ESF # 12 – Energy & Utilities**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>County Engineer</b></p> <p><b>Support</b>  <b>Economic Development</b>  <b>Law Enforcement Agencies</b>  <b>Planning and Parks Department</b>  <b>Private Sector Fuel Suppliers</b>  <b>Public Health</b>  <b>Public Utilities</b>  <b>Purchasing</b>  <b>Utilities: Electric</b>  <b>Utilities: Natural Gas</b>  <b>Utilities: Water &amp; Wastewater</b></p> 	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WI PSC – WI Public Service Commission</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• WEDC – WI Economic Development Corporation</li> <li>• WEM – WI Emergency Management</li> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DHS – WI Department of Health Services</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOA – WI Department of Administration</li> <li>• WI DOT – WI Department of Transportation</li> </ul>

Federal	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Energy</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Homeland Security</li> <li>• Department of the Interior</li> <li>• Department of Labor</li> <li>• Department of State</li> <li>• Department of Transportation</li> <li>• Environmental Protection Agency</li> <li>• Nuclear Regulatory Commission</li> <li>• Tennessee Valley Authority</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Collect, evaluate, and share information on energy system damage and estimations on the impact of energy system outages within affected areas.</li> <li>• Provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and geographic information on the restoration.</li> <li>• Facilitate the restoration of energy systems through legal authorities and waivers.</li> <li>• Provide technical expertise to the utilities, conducts field assessments, and assists government and private-sector stakeholders to overcome challenges in restoring the energy system.</li> </ul> 

Emergency Support Function (ESF) # 12

**Energy & Utilities**

**A. PURPOSE.**

1. Respond to and recover from shortages and disruptions in the supply and delivery of electricity, natural gas, water, wastewater, other public utilities, and other forms of energy and fuels.

**B. POLICIES.**

1. The County Board Chair and/or the local CEO may establish energy allocation, use and restoration priorities.
2. The County Board Chair and/or the local CEO may establish and order energy conservation measures.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY ENGINEER	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Identify local energy systems and providers.</li> <li>3. Knowledge of resources, inventories and equipment.</li> <li>4. Maintain awareness of existing critical facility generators, noting type of fuel, quantity on hand, and generator load.</li> <li>5. Maintain awareness of existing critical facilities capable of accepting (transfer switch) reserve generators and develop procedures for acquiring and deploying same with personnel to those facilities during power failures.</li> <li>6. Review procedures for assessing damages to local utility distribution systems.</li> <li>7. Encourage mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility’s ability to deliver energy to local users.</li> <li>8. Participate in drills, exercises.</li> <li>9. Assist partner agencies with emergency action checklists.</li> <li>10. Monitor public utility related issues to prevent a surprise public utility shortage.</li> <li>11. Assist partner agencies with operations planning for responding to public/private utilities shortages.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the Washington County EOC.</li> <li>2. Coordinate public/private utility activities with the appropriate tasked organizations.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**COUNTY ENGINEER**

**Emergency  
Operations Center  
(EOC)**

1. Staff ESF # 12 position in the EOC.
2. Determine condition, status of County energy and utility systems.
  - a. Initiate damage assessment/recovery activities for local power, gas, water/ wastewater distribution systems.
  - b. Determine possible affected areas, structures and resources needed for energy restoration.
3. Establish contact and coordinate with We Energies.
  - Request that We Energies send a representative to Washington County EOC or provide liaison contact information.
4. Coordinate with support departments/agencies, to establish priorities and develop strategies for the initial response and restoration of utilities.
5. Coordinate the provision of energy materials, supplies, and personnel for the support of emergency activities being conducted by the Washington County EOC.
6. Communicate with and monitor County and utility response actions.
7. Maintain communication with utility representatives to determine emergency response and recovery needs.
  - Contact electric, gas, wastewater, and water utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
8. Determine, along with We Energies, the region’s generating capacity, expected peak loads; expected duration of emergency event, explanation of utilities’ actions; and recommendations of local agency actions in support of the utilities.
9. Provide assistance to local providers in locating and acquiring equipment necessary to restore local electrical and gas capabilities, and to restore the water/wastewater systems.
  - a. Coordinate County government equipment and personnel as required to aid in this restoration.
  - b. Assist with procurement of needed resources to facilitate the repair of damaged utility systems as requested. Such resources could include transportation to speed system repair as well as logistical support for utility field operations.
  - c. Work with local and state emergency organizations to establish priorities to repair damage to such systems.
10. Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure County-wide action and communication.
11. Determine present and future need for emergency energy and utility resources.
  - a. Coordinate with ESF # 6 Mass Care to identify emergency shelter power generation status/needs.
  - b. Coordinate with support agencies and other ESF’s with assistance in

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

<b>COUNTY ENGINEER</b>	
	<p>providing resources for emergency power generation.</p> <ol style="list-style-type: none"> <li>12. Receive and assess requests for aid from County, state and federal agencies, energy offices, energy suppliers, and distributors.</li> <li>13. Obtain, coordinate energy and utilities resources as requested by field incident commanders.</li> <li>14. Sources for resources can include:               <ol style="list-style-type: none"> <li>a. State and federal agencies.</li> <li>b. Private industry.</li> </ol> </li> <li>15. Establish, maintain contact with WEM Duty Officer.               <ul style="list-style-type: none"> <li>• Coordinate delivery of energy and utilities resources to affected areas.</li> </ul> </li> <li>16. Update the PIO with accurate assessments of energy supply, demand and requirements to repair or restore energy systems.               <ul style="list-style-type: none"> <li>• Inform PIO about generating capacity shortfalls.</li> </ul> </li> <li>17. Maintain accurate logs and other records of emergency responses.</li> <li>18. Draft recommendations for after action reviews and other reports as appropriate.</li> <li>19. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Coordinate the provision for resources to assist local, state and federal agencies in restoring emergency power and fuel needs.</li> <li>2. Review recovery actions and develop strategies for meeting local energy needs.</li> <li>3. Continue to monitor local, state and utility actions.</li> <li>4. Coordinate restoring of all utilities to all County buildings.</li> <li>5. Participate in after-action briefings and develop after-action reports.</li> <li>6. Return organization and personnel to a state of operational preparedness.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Economic Development</b>	<ol style="list-style-type: none"> <li>1. Act as Liaison with the business community for requests for restoration of utility services and / or repair of services.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide security of fuel storage facilities, retail stores and distribution facilities/ vehicles.</li> </ol>
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Assist with utility restoration planning.</li> <li>2. Assess condition of affected POWTS.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<p><b>Private Sector Fuel Suppliers</b></p>	<ol style="list-style-type: none"> <li>1. Respond to requests for restoration of utility services and / or repair of services.</li> <li>2. Coordinate with the EOC to prioritize the needs for fuel restoration services.</li> <li>3. Identify required support agencies, begin mobilization of resources and personnel, and prepare to activate and direct utility restoration resources according to priorities.</li> <li>4. Coordinate and facilitate the provision of fuel supplies to the County in quantities necessary to provide support to the recovery effort and to maintain the basic fabric of the community.</li> <li>5. Provide mobile fueling resources.</li> </ol>
<p><b>Public Health</b></p>	<ol style="list-style-type: none"> <li>1. Provide emergency public information and protective actions related to public health issues.</li> <li>2. Test transient non-community wells for water potability.</li> </ol>
<p><b>Public Utilities</b></p>	<ol style="list-style-type: none"> <li>1. Assist in finding, obtaining, managing or distribution of resources.</li> <li>2. Assist with the coordination of private utilities on the restoration of essential utility services within the County.</li> <li>3. Restore utility systems.</li> <li>4. Source for heavy equipment, personnel and supplies.</li> </ol>
<p><b>Purchasing</b></p>	<ol style="list-style-type: none"> <li>1. Identify sources and alternatives for fuel and electricity.</li> <li>2. Maintain contact with vendors and maintain a list of resources.</li> </ol>
<p><b>Utilities: Electric</b></p>	<ol style="list-style-type: none"> <li>1. Provide an assessment report on the status of electric systems and the impact of system outages.</li> <li>2. Provide personnel, equipment, supplies, and other resources needed to restore electric systems critical to saving lives, protecting health, safety and property.</li> <li>3. Provide the EOC with frequent updates as to the status of their electric systems.</li> <li>4. Upon request and when possible, provide an agency representative to the Emergency Operations Center.</li> </ol>
<p><b>Utilities: Natural Gas</b></p>	<ol style="list-style-type: none"> <li>1. Provide an assessment report on the status of power systems and the impact of system outages.</li> <li>2. Provide personnel, equipment, supplies, and other resources needed to restore power systems critical to saving lives, protecting health, safety and property.</li> <li>3. Provide an assessment report on the status of natural gas systems and the impact of system outages.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>4. Provide personnel, equipment, supplies, and other resources needed to restore natural gas systems critical to saving lives, protecting health, safety and property.</li> <li>5. Upon request and when possible, provide an agency representative to the Emergency Operations Center.</li> </ol>
<b>Utilities: Water &amp; Wastewater</b>	<ol style="list-style-type: none"> <li>1. Assist in finding, obtaining, managing or distribution of resources.</li> <li>2. Assist with the coordination of private utilities on the restoration of essential utility services within the affected jurisdictions and the County.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. WI Long Term Power Outage Standard Operating Guideline</li> <li>2. Ozaukee/Washington Public Works Mutual Aid Agreement</li> </ol>

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# Emergency Support Function (ESF) # 13

## Law Enforcement & Security



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies may create circumstances where public safety and order are disrupted. Restoring order, protecting public safety and preventing crime is a vital component of the County's emergency response.

Primary Agency

**Sheriff's Department**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 13 – Law Enforcement & Security**

Washington County Emergency Operations Center		State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Sheriff's Department</b></p> <p><b>Support</b>  <b>Ambulance Services, Public &amp; Private</b>  <b>ARES/RACES</b>  <b>Fire Departments</b>  <b>Law Enforcement Agencies</b>  <b>Law Enforcement Reserves/Explorers</b>  <b>NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.)</b>  <b>Public Service Answering Point (PSAP)</b>  <b>Public Works</b></p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• UW System Police &amp; Security</li> <li>• WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>• WI DHS – WI Department of Health Services</li> <li>• WI DMA – WI Department of Military Affairs</li> <li>• WI DNR – WI Department of Natural Resources</li> <li>• WI DOA – WI Department of Administration</li> <li>• WI DOC – WI Department of Corrections</li> <li>• WI DOJ – WI Department of Justice</li> <li>• WI DOT – WI Department of Transportation</li> <li>• WI State Capitol Police</li> </ul>	
<b>Federal</b>		
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Justice</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>• All Federal departments and agencies possessing a public safety and security capability.</li> </ul>	<p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Coordinate and provide law enforcement, public safety, and security capabilities and resources during potential or actual incidents requiring a coordinated federal response, includes, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations.</li> </ul>	

Emergency Support Function (ESF) # 13

**Law Enforcement & Security**

**A. PURPOSE.**

1. The overall coordination of the command and control of the County, state, and federal Law Enforcement Agencies personnel and equipment in support of emergency response and recovery operations.
2. This function provides for the timely and coordinated efforts of Law Enforcement Agency personnel for public safety and protection. Activities which relate to evacuation, curfew, traffic management, crowd control, security and other extra-ordinary Law Enforcement Agencies functions are necessary to provide for the safety and welfare of the public within an emergency environment.

**B. POLICIES.**

1. The Washington County Sheriff and municipal Police Departments will exercise lawful authority to save lives and property, enforce laws, and enforce emergency orders and regulations during emergencies/ disasters.
2. The Incident Command System (ICS) will be employed at all emergency and/or disaster incidents.
3. A Law Enforcement Agencies oriented event is a situation where the primary response demand is the preservation of law and order and/or security.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>SHERIFF'S DEPARTMENT</b>	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Maintain inventories of resources and equipment.</li> <li>3. Participate in drills, exercises.</li> <li>4. Develop emergency action checklists.</li> <li>5. Develop procedures and policies for use in dealing with civil disorders, terrorist activity, and other Law Enforcement Agencies intensive emergencies.</li> <li>6. Develop, maintain mutual aid agreements.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified of an emergency situation, send response teams/personnel, equipment, and vehicles to the emergency scene or other location, as requested.                             <ul style="list-style-type: none"> <li>• Utilize lawful authority to maintain law and order.</li> </ul> </li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**SHERIFF'S DEPARTMENT**

	<ol style="list-style-type: none"> <li>2. Notify the EOC of the situation, if the original notification did not come from the EOC.</li> <li>3. Manage Law Enforcement Agency resources and direct Law Enforcement field operations. Duties may include:             <ol style="list-style-type: none"> <li>a. Enforce emergency orders.</li> <li>b. Provide mobile units for warning operations.</li> <li>c. Augment emergency communications.</li> <li>d. Direct and control traffic during emergency operations.</li> <li>e. Crowd control.</li> <li>f. First aid.</li> <li>g. Search and rescue.</li> <li>h. Support damage assessment activities.</li> <li>i. Deploy personnel to provide security for emergency teams (Fire and EMS) operating in hostile or potentially hostile environments.</li> <li>j. Provide security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites and staging areas.</li> <li>k. Provide security in the area affected by the emergency to protect public and private property.</li> <li>l. Evacuation:                 <ul style="list-style-type: none"> <li>– Assist in the evacuation of people at risk in and around the emergency scene.</li> <li>– Provide security, patrol evacuated areas.</li> <li>– Control access to the scene of the emergency or the area that has been evacuated.</li> </ul> </li> <li>m. Support other public safety activities as required.</li> <li>n. Request assistance through the state Law Enforcement Agencies mutual aid system as necessary.</li> </ol> </li> <li>4. Hazardous Materials Response:             <ol style="list-style-type: none"> <li>a. Law Enforcement Agencies responding to a hazardous material incident will ensure that they have a full understanding of the Incident Commander's assessment of the situation and that they take full and proper precautions to protect themselves.</li> <li>b. Only properly trained and equipped personnel should be deployed inside the cold zone perimeter of a hazardous material incident.</li> </ol> </li> <li>5. When notified, report to the Washington County EOC.</li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 13 position in the EOC.</li> <li>2. Ensure the operation of dispatch and reporting systems.             <ol style="list-style-type: none"> <li>a. Assist in providing alternate communication links if necessary.</li> </ol> </li> <li>3. Determine condition and status of all Washington County Law Enforcement resources.</li> <li>4. Determine present and future need for Law Enforcement security and other on-scene resources.</li> </ol>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
SHERIFF'S DEPARTMENT	
	<ol style="list-style-type: none"> <li>5. Coordinate activities with the National Guard, state Law Enforcement Agency personnel, federal Law Enforcement Agency personnel and/or federal military officials if such organizations are providing support in affected areas.</li> <li>6. Organize and direct Law Enforcement Agency activities.</li> <li>7. Ensure public safety and welfare are being implemented through such actions as:               <ol style="list-style-type: none"> <li>a. Evacuation.</li> <li>b. Crowd control.</li> <li>c. Traffic control.</li> <li>d. Property protection.</li> <li>e. Security at designated facilities.</li> <li>f. Incident perimeter control.</li> </ol> </li> <li>8. Support damage assessment activities.</li> <li>9. Coordinate security for:               <ol style="list-style-type: none"> <li>a. Critical facilities.</li> <li>b. Evacuated areas.</li> <li>c. Supply distribution points.</li> <li>d. Staging areas</li> <li>e. Strike teams/Task forces/Work crews</li> <li>f. Shelter and/or Reception sites</li> <li>g. Other Sites/Areas as needed/requested</li> </ol> </li> <li>10. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>11. Respond to mutual aid requests of other jurisdictions if requested.               <ul style="list-style-type: none"> <li>• Do not dispatch mutual aid until it is determined no threat exists in Washington County.</li> </ul> </li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Return equipment and vehicles to pre-incident operational condition.</li> <li>2. Document expenditures and provide to Finance Section</li> <li>3. Participate in After Action briefings, critiques, and report documentation to After Action Reviewers.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Ambulance Services, Public &amp; Private</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies, and other resources needed to assist in Law Enforcement Agency operations.</li> </ol>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Assist with primary or alternate emergency radio communications support as</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
	requested.
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources needed to assist in Law Enforcement activities as requested.</li> <li>2. Provide logistical support.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide primary Law Enforcement services within their jurisdictions.</li> <li>2. Assist other jurisdictions if requested.</li> </ol>
<b>Law Enforcement Reserves/Explorers</b>	<ol style="list-style-type: none"> <li>1. Assist Police with traffic control, crowd control, security, etc.</li> </ol>
<b>NGOs</b> <i>(such as VOAD, Citizen Corps, Civic Groups, etc.)</i>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies, and other resources needed to assist in Law Enforcement activities as requested.</li> <li>2. Provide logistical support.</li> </ol>
<b>Public Service Answering Point (PSAP)</b>	<ol style="list-style-type: none"> <li>1. Assure needed radio systems continue to function.</li> <li>2. Provide dispatchers to the scene for incident dispatching if requested.</li> <li>3. Activate mutual aid through TERT if needed/requested.</li> <li>4. Provide dispatch records as needed.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide signs and other traffic control devices to support traffic control operations.</li> <li>2. Deploy personnel to erect traffic barricades and signs as per prearranged plans or as requested.</li> <li>3. Provide manpower, vehicles, equipment in support of Law Enforcement as requested.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Directory &amp; Resource List.</li> <li>2. Emergency Police Services Mutual Aid Directory.</li> <li>3. Law Enforcement Agencies Canine Units.</li> <li>4. State-wide Mutual Aid Agreement, as per State Statute.</li> <li>5. SMART.</li> </ol>



# Emergency Support Function (ESF) # 14

## Long Term Community Recovery



### *Preface*

Recovery is both a short-term activity taken to return vital life support systems to minimum operating standards and a long-term activity designed to return people and areas affected by a disaster to pre-disaster conditions and attempt to improve community resilience with mitigation projects. Recovery activities generally incorporate programs designed for implementation beyond the initial crisis period of an emergency or disaster, but may also be response oriented in nature. Examples of recovery activities provided by state and federal assistance include crisis counseling, damage assessment, debris clearance, decontamination, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, community outreach, temporary housing and reconstruction.

Primary Agency

Office of Emergency Management  
Local Long Term Recovery Committee(s)

Washington County, Wisconsin  
**Emergency Operations Center ESF # 14 – Long Term Community Recovery**

Washington County Emergency Operations Center		State of Wisconsin
<u>AGENCIES</u>		<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>State Hazard Mitigation Team</li> <li>WEDC – WI Economic Development Corporation</li> <li>WHEDA – WI Housing &amp; Economic Development Authority</li> <li>WHS – WI Historical Society</li> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>WI DCF – WI Department of Children &amp; Families</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DNR – WI Department of Natural Resources</li> <li>WI DOA – WI Department of Administration</li> <li>WI DOT – WI Department of Transportation</li> <li>WI DPI – WI Department of Public Instruction</li> <li>WI DWD – WI Department of Workforce Development</li> <li>WI OCI – WI Office of Commissioner of Insurance</li> <li>WI OJA – WI Office of Justice Assistance</li> <li>WI PSC – WI Public Service Commission</li> <li>WI VOAD – WI Volunteer Organizations Active in Disaster</li> </ul>
<p><b>Primary</b>  <b>Office of Emergency Management</b>  <b>Local Long Term Recovery Committee(s)</b></p>	<p><b>Support</b>  <b>Aging &amp; Disability Resource Center</b>  <b>American Red Cross Assessor</b>  <b>Building Department</b>  <b>Chief Elected Official(s)</b>  <b>Community Development Agency (and/or Planning and Zoning)</b>  <b>Community Health Systems</b>  <b>County Executive</b>  <b>County Attorney</b>  <b>County Board</b>  <b>County Departments, All Economic Development Finance</b></p>	
	<p><b>Fire/EMS</b>  <b>Health Department</b>  <b>Historical Society</b>  <b>Human Services Department</b>  <b>Information Systems, GIS</b>  <b>Law Enforcement Agencies</b>  <b>Local Housing Authority</b>  <b>LTR Committee</b>  <b>LTR Committee Chair</b>  <b>Planning and Parks Department and Cultural Resources</b>  <b>Procurement (Purchasing)</b>  <b>Public Information Officer</b>  <b>Public Works</b>  <b>Utilities</b>  <b>Voluntary Organizations Active in Disaster (VOAD)</b></p>	

Federal	
<p><b>Primary Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Homeland Security</li> <li>Department of Housing and Urban Development</li> <li>Small Business Administration</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Energy</li> <li>Department of Health and Human Services</li> <li>Department of the Interior</li> <li>Department of Labor</li> <li>Department of Transportation</li> <li>Department of the Treasury</li> </ul>	<p><b>(Support Agencies Continued)</b></p> <ul style="list-style-type: none"> <li>Environmental Protection Agency</li> <li>Corporation for National and Community Service</li> <li>Delta Regional Authority</li> <li>American Red Cross</li> <li>National Voluntary Organizations Active in Disaster</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>May be activated for incidents that require a coordinated federal response to address significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery.</li> <li>Support will vary depending on the magnitude and type of incident.</li> </ul>

Emergency Support Function (ESF) # 14

## Long Term Community Recovery

**A. PURPOSE.**

1. To support county, local, tribal, nongovernmental organizations (NGOs such as VOAD, Citizen Corps, Civic Groups, etc.), the private sector and volunteer efforts to enable community recovery from the long-term consequences of an emergency or disaster. This support consists of available programs and resources to reduce or eliminate risk from future incidents, where possible.

**B. POLICIES.**

1. ESF # 14 policy and concept of operations applies to county agencies/organizations, tribal, local agencies, nongovernmental and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) for activities relating to potential or actual emergencies and disasters. It may include participation from private businesses.
2. The Washington County Office of Emergency Management is the primary coordinating agency for ESF # 14 and has the authority to plan for and respond to disasters under Emergency Management in Chapter 323 of the Wisconsin Statutes. Additional authorization is contained in the Federal Disaster Relief and Emergency Assistance Act (Stafford Act-Public Law 93-288, the Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act) and applicable Washington County Ordinances.
  - a. ESF # 14 support may vary depending on an assessment of incident impact, the magnitude and type of event and the stage of the response and recovery efforts.
  - b. Provide support activities and services in defining and addressing risk reduction and long-term community recovery priorities in accordance with local, county, tribal, state and federal statutes, rules and regulations.
  - c. ESF # 14 is designed to reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance, identifying recovery and mitigation measures to support state, local, county and tribal planning efforts.
  - d. ESF # 14 will use forward-looking and market-based long-term community recovery and mitigation efforts, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when possible.
  - e. ESF # 14 will use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
  - f. ESF # 14 will support the use of loss reduction building science expertise for the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future flooding or tornado risks).
  - g. ESF # 14 coordinates activities with the following Emergency Support Functions: ESF # 3 (Public Works),

ESF # 5 (Information, Analysis and Planning) and transitions from ESF # 6 (Mass Care, Emergency Assistance, Housing and Human Services) and other ESFs, as necessary.

- h. The Washington County Office of Emergency Management, as lead coordinating agency, and the identified support agencies will facilitate documentation with county, local and tribal governments in the damage assessment process for publicly and privately owned buildings and structures; and will coordinate the collection of cost data incurred by local governments in responding to an incident.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT &amp; LOCAL LONG TERM RECOVERY COMMITTEE(S)</b>	
<b>Pre-Emergency</b>	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Lead local preparedness and pre-disaster recovery planning.</li> <li>3. Facilitate preparation of pre-event disaster recovery plans commensurate with local risk and vulnerability for public organizations, private entities and individual households.</li> <li>4. Lead a pre-disaster recovery planning process that is inclusive and accessible and facilitates emergency management practices that comply with all applicable laws, including civil rights laws.</li> <li>5. Articulate recovery needs and priorities to facilitate support and collaboration with the state and federal governments, private and non-profit sector organizations.</li> <li>6. Establish a process for reviewing, validating, and setting planning priorities.</li> <li>7. Pre-identify a structure for managing recovery, including a local recovery coordinator or lead for managing recovery.</li> <li>8. Establish agreements and mechanisms to address surge capacity needs.</li> <li>9. Ensure plans, agreements, and mechanisms address the provision of disability related assistance &amp; functional needs support services,</li> <li>10. Ensure recovery-related dialogue includes and is accessible to all community groups.</li> <li>11. Ensure plans incorporate worker safety and health.</li> </ol>
<b>Stabilization</b>	<p>Stabilization is the process in which the immediate impacts of an event on community systems are managed and contained, thereby creating an environment where recovery activities can begin. The various elements of a community system will stabilize on different time frames, leading to a situation in which response, stabilization, and restoration activities can occur concurrently. Stabilization includes such activities as:</p> <ol style="list-style-type: none"> <li>1. Providing essential health and safety services</li> <li>2. Providing congregate sheltering or other temporary sheltering solutions</li> <li>3. Providing food, water and other essential commodities for those displaced by the incident.</li> <li>4. Providing disability related assistance/functional needs support services.</li> <li>5. Developing impact assessments on critical infrastructure, essential services, and key resources.</li> <li>6. Conducting initial damage assessments.</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT & LOCAL LONG TERM RECOVERY COMMITTEE(S)	
	<ol style="list-style-type: none"> <li>7. Conducting community wide debris removal, including clearing of primary transportation routes of debris and obstructions.</li> <li>8. Restarting major transportation systems and restoring interrupted utilities, communication systems, and other essential services such as education and medical care.</li> <li>9. Establishing temporary or interim infrastructure systems. Supporting family reunification.</li> <li>10. Supporting return of medical patients to appropriate facilities in the area.</li> <li>11. Providing basic psychological support and emergency crisis counseling.</li> <li>12. Providing initial individual case management assessments.</li> <li>13. Providing security and reestablishing Law Enforcement Agencies functions.</li> <li>14. Building an awareness of the potential for fraud, waste and abuse, and ways to deter such activity, such as developing Public Service Announcements and publicizing ways to report allegations of waste, fraud and abuse.</li> <li>15. Begin assessment of natural and cultural resources.</li> <li>16. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>17. Surveillance of Communicable Disease and other possible Public Health threats.</li> </ol>
<b>Intermediate Recovery</b>	<p>Intermediate recovery activities involve returning individuals and families, critical infrastructure and essential government or commercial services back to a functional, if not pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.</p> <ol style="list-style-type: none"> <li>1. Continuing to provide individual, family-centered, and culturally appropriate case management.</li> <li>2. Providing accessible interim housing (in or outside the affected area depending on suitability) and planning for long-term housing solutions.</li> <li>3. Returning of displaced populations and businesses if appropriate.</li> <li>4. Reconnecting displaced persons with essential health and social services.</li> <li>5. Providing supportive behavioral health education, intervention, continuing to provide crisis, grief, and group counseling and support.</li> <li>6. Providing access and functional needs assistance to preserve independence and health.</li> <li>7. Updating hazard and risk analyses to inform recovery activities.</li> <li>8. Establishing a post-disaster recovery prioritization and planning process.</li> <li>9. Developing an initial hazard mitigation strategy responsive to needs created by the disaster.</li> <li>10. Ensuring that national and local critical infrastructure priorities are identified and incorporated into recovery planning.</li> <li>11. Developing culturally and linguistically appropriate public education campaigns to promote rebuilding to increase resilience and reduce disaster losses.</li> <li>12. Supporting capacity assessment of local, state, and tribal governments to plan</li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT &amp; LOCAL LONG TERM RECOVERY COMMITTEE(S)</b>	
	<p>and implement recovery.</p> <p>13. Complete assessments of natural and cultural resources and develop plans for long-term environmental and cultural resource recovery.</p>
<b>Long Term Recovery</b>	<p>Long-term recovery is the phase of recovery that follows intermediate recovery and may continue for months to years. Examples include the complete redevelopment and revitalization of the damaged area. It is the process of rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to conditions set in a long-term recovery plan. The goal underlying long-term redevelopment is the impacted community moving toward self-sufficiency, sustainability, and resilience. Activities may continue for years depending on the severity and extent of the disaster damages, as well as the availability of resources.</p> <ol style="list-style-type: none"> <li>1. Identifying of risks that affect long-term community sustainment and vitality.</li> <li>2. Developing and implementing disaster recovery processes and plans, such as a long term recovery plan and/or reflecting recovery planning and mitigation measures in the community’s land use planning and management, comprehensive plans, master plans, and zoning regulations.</li> <li>3. Rebuilding to appropriate resilience standards in recognition of hazards and threats.</li> <li>4. Addressing recovery needs across all sectors of the economy and community, and addressing individual and family recovery activities and unmet needs.</li> <li>5. Rebuilding educational, social, and other human services and facilities according to standards for accessible design.</li> <li>6. Reestablishing medical, public health, behavioral health, and human services systems.</li> <li>7. Reconfiguring elements of the community in light of changed needs and opportunities for “smart planning” to increase energy efficiency, enhance business and job diversity, and promote the preservation of natural resources.</li> <li>8. Implementing mitigation strategies, plans, and projects.</li> <li>9. Implementing permanent housing strategies.</li> <li>10. Reconstructing and/or relocating, consolidating permanent facilities.</li> <li>11. Implementing economic and business revitalization strategies.</li> <li>12. Implementing recovery strategies that integrate holistic community needs.</li> <li>13. Implementing plans to address long-term environmental and cultural resource recovery.</li> <li>14. Ensuring there is an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud and abuse.</li> <li>15. Identifying milestones for the conclusion of recovery for some or all non-local entities.</li> </ol>
<b>Post Disaster</b>	<ol style="list-style-type: none"> <li>1. Organize, implement, modify and develop recovery plans as requested.</li> <li>2. Ensure integrated efforts across government offices, the private sector, and</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT & LOCAL LONG TERM RECOVERY COMMITTEE(S)**

	<p>nongovernmental organizations during the implementation phase of recovery projects and activities.</p> <ol style="list-style-type: none"> <li>3. Lead effort in restoring local critical infrastructure and essential services, retaining businesses, and redeveloping housing that have been damaged, disrupted or destroyed by the disaster.</li> <li>4. Lead outreach effort to all its constituents to support an inclusive post-disaster recovery planning process.</li> <li>5. Manage recovery rebuilding in a manner which optimizes risk reduction opportunities and complies with standards for accessible design.</li> <li>6. Lead local recovery planning effort to establish recovery vision and priorities.</li> <li>7. Establish metrics to evaluate recovery progress and achievement of local disaster recovery objectives.</li> <li>8. Communicate and coordinate with other levels of government involved in the recovery.</li> <li>9. Receive and manage private, state, and federal grant resources; ensure effective and nondiscriminatory use of funds; and enforce accountability and compliance.</li> <li>10. Ensure the safety and health of workers.</li> <li>11. Conduct and/or assigns preliminary damage assessment.</li> <li>12. Make recommendations for restoring critical infrastructure.</li> <li>13. Coordinate the Preliminary Damage Assessment, Public Disaster Assessment, and federal financial support.</li> <li>14. Work with WEM, FEMA, VOAD, and local agencies to set up Disaster Recovery Center(s).</li> <li>15. Inform disaster victims about the federal individual assistance programs that are available and how to make application.</li> <li>16. Develop and review mitigation strategies and tactics used during the incident and apply them to the planning process.</li> </ol>
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**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
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<b>Aging &amp; Disability Resource Center</b>	<ol style="list-style-type: none"> <li>1. Provide information to older adults and persons with disabilities on available services and help connect them to those services.</li> <li>2. Provide case management to help older adults and disabled people remain independent and in their homes or living situations.</li> <li>3. Provide input to Human Services Department on the coordination of mental health services for the public.</li> </ol>
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**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<p><b>American Red Cross</b></p>	<ol style="list-style-type: none"> <li>1. Assist with damage assessments.</li> <li>2. Provide mass care services; individual immediate and long-term family services; post-event mitigation; referral support; and health and mental health services.</li> </ol>
<p><b>Assessor</b></p>	<ol style="list-style-type: none"> <li>1. Appraise properties and maintain records of property values.</li> <li>2. Provide mapping and basic property information.</li> <li>3. Assist with damage assessments.</li> <li>4. Determine value of properties.</li> <li>5. Assist with preparing damage assessment reports.</li> </ol>
<p><b>Building Department</b></p>	<ol style="list-style-type: none"> <li>1. Assist with damage assessments.</li> <li>2. Inspect new and existing structures.</li> <li>3. Enforce building and fire codes.</li> <li>4. Facilitate the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to mitigate potential losses in the future.</li> <li>5. Provide an emergency permitting plan to streamline the building permitting process in the event of disaster.</li> <li>6. Determine whether repair or reconstruction of damaged structures will be allowed and under what conditions.</li> </ol>
<p><b>Chief Elected Official(s)</b></p>	<ol style="list-style-type: none"> <li>1. Develop policy and strategy, disseminate policy guidance and direction through the Disaster Recovery Manager.</li> <li>2. Provide interface to the media and public.</li> <li>3. Liaison with state and federal officials as required.</li> </ol>
<p><b>Community Development Agency (and/or Planning and Zoning)</b></p>	<ol style="list-style-type: none"> <li>1. Participate in the recovery and mitigation process by identifying any zoning changes needed.</li> <li>2. Assist with preparing a redevelopment plan.</li> <li>3. Recommend build back policies.</li> <li>4. Recommend policies for redeveloping areas that have sustained repeated disaster damage.</li> <li>5. Recommend policies that promote mitigation from future damage.</li> <li>6. Recommend priorities for relocating and acquiring damaged property.</li> <li>7. Review the nature of damages, identify and evaluate alternate program objectives for repairs and reconstruction, and formulate recommendations to guide community recovery.</li> <li>8. Recommend zoning changes in damaged areas.</li> <li>9. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.</li> <li>10. Help develop replacement-housing strategies.</li> </ol>



<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>11. Recommend restoration priorities.</li> <li>12. Make recommendations for new ordinances, plans, codes, and /or standards to assist in recovery from future disasters.</li> <li>13. Recommend any changes in the Comprehensive Plan, Land Use and Development Regulations, or any other ordinances which it deems necessary or advisable to prevent recurring damage or mitigate hazards.</li> </ol>
<b>Community Health Systems</b>	<ol style="list-style-type: none"> <li>1. Provide expertise in long-term health, medical concerns.</li> </ol>
<b>County Executive</b>	<ol style="list-style-type: none"> <li>1. Provide direction to the EM and/or LTR Committee to ensure implementation of recovery policy directives and strategic decisions.</li> <li>2. Ensure continuity of government operations and services.</li> </ol>
<b>County Attorney</b>	<ol style="list-style-type: none"> <li>1. Provide legal analysis of the recovery program.</li> <li>2. Review recovery plans and procedures.</li> <li>3. Advise on recovery resolutions and/or ordinances.</li> <li>4. Provide legal advice.</li> </ol>
<b>County Board</b>	<ol style="list-style-type: none"> <li>1. Develop policy and strategy; disseminate policy guidance and direction through the Disaster Recovery Manager.</li> <li>2. Provide interface to the media and public.</li> <li>3. Liaison with state and federal officials as required.</li> </ol>
<b>County Departments, All</b>	<ol style="list-style-type: none"> <li>1. Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post disaster development changes.</li> <li>2. Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.</li> <li>3. Recommend and implement an economic recovery program focusing on local community needs.</li> <li>4. Recommend zoning changes in damaged areas.</li> <li>5. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.</li> <li>6. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.</li> <li>7. Initiate recommendations for relocation and acquisition of property in damage areas.</li> <li>8. Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.</li> <li>9. Evaluate damaged public facilities and formulate reconstruction, mitigation,</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

	<p>or replacement recommendations.</p> <ol style="list-style-type: none"> <li>10. Participate in the preparation of a community redevelopment plan.</li> <li>11. Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.</li> <li>12. Certain County and City Departments, Agencies and Organizations will be assigned to lead specific recovery support functions as per the Recovery Incident Action Plan. Each “primary” agency will be responsible for coordinating the implementation of their recovery support function (RSF) and will be responsible for identifying the resources (support departments and organizations) within the RSF that will accomplish the post disaster activities.</li> </ol>
<b>Economic Development</b>	<ol style="list-style-type: none"> <li>1. Prepare economic impact analysis.</li> <li>2. Liaison with private sector (business and industry).</li> <li>3. Recommend and implement an economic recovery program, focusing on local community needs.</li> <li>4. Identify economic recovery assistance programs.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Assist Emergency Management and other departments in tracking costs (disaster cost-tracking documentation system).</li> <li>2. Assist Emergency Management in completing federal financial documents.</li> <li>3. Provide a framework for implementing administrative and financial services necessary for disaster recovery.</li> </ol>
<b>Fire/EMS</b>	<ol style="list-style-type: none"> <li>1. Provide inspection services to structures that have been recently repaired, constructed or affected.</li> <li>2. Advise on safety issues and protective actions for recovery workers as requested.</li> <li>3. Provide field medical care for recovery workers as requested.</li> <li>4. Determine insured losses and uninsured losses.</li> <li>5. Compile personnel injury claims/reports.</li> <li>6. Process, manage jurisdiction insurance claims.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide ongoing systems and methods for community surveillance with the goal of mitigating and reducing the impacts from local or regional events that could affect public health.</li> <li>2. Identify threats to public health during the recovery period and provide remedies.</li> </ol>
<b>Historical Society</b>	<ol style="list-style-type: none"> <li>1. Evaluate the extent and type of historic rehabilitation activities needed based upon assessments of damage.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>2. Assist the Chief Building Official in related historic resource rehabilitation activities.</li> <li>3. Provide information on historic resource rehabilitation and redevelopment in historic districts to interested parties to coordinate and maximize such efforts.</li> </ol>
<b>Human Services Department</b>	<ol style="list-style-type: none"> <li>1. Use after-action reports during recovery to document social, cultural and health issues.</li> <li>2. Address multiple levels of need: maintains continuity of care for the population with pre-existing mental illness conditions; meets the needs of first responders in the disaster area; meets the needs of evacuees, victims and others and plans for immediate post evacuation human services.</li> <li>3. Work to provide access to stable housing for victims as it is central to effective continuity of core social services.</li> <li>4. Work with agencies to relieve stress on public services for local communities accepting evacuees. Stress intensifies as the disaster fades from public view and federal emergency funds recede.</li> <li>5. Support FEMA Immediate and Regular Services Counseling Grants when needed and authorized.</li> <li>6. Coordination of mental health services.</li> </ol>
<b>Information Services, GIS</b>	<ol style="list-style-type: none"> <li>1. Provide GIS support to recovery planning.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide security in the area affected by the emergency to protect the public and private property.</li> <li>2. Issue notifications of current restricted areas, curfew orders, travel restrictions, etc.</li> <li>3. Develop plan, procedures for the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the impacted local government(s) and its economy; and to provide uniform guidance following a large-scale disaster to Law Enforcement Agencies personnel who direct access into the impacted area.</li> </ol>
<b>Local Housing Authority</b>	<ol style="list-style-type: none"> <li>1. Administer federal housing funds granted in response to the incident.</li> <li>2. Provide access at fair-market rental rates to vacant units in the buildings it owns.</li> <li>3. Provide a limited number of Section 8 vouchers (rental subsidies) to disaster survivors meeting income criteria depending on funding and availability.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<p><b>LTR Committee</b></p>	<ol style="list-style-type: none"> <li>1. Oversee the recovery and reconstruction process, and to serve as an advisory committee to the Disaster Recovery Manager.</li> <li>2. Identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.</li> <li>3. Prepare a recovery and redevelopment plan.</li> </ol>
<p><b>LTR Committee Chair</b></p>	<ol style="list-style-type: none"> <li>1. Implement recovery policy directives and has overall management responsibility of recovery activities.</li> <li>2. Ensures that the appropriate recovery support functions (RSFs) are identified and activated, that appropriate tasks are identified and prioritized, and that resources are applied within this priority framework.</li> <li>3. Determine the organizational structure for recovery operations.</li> <li>4. Formulate special committees and subcommittees as conditions may warrant.</li> <li>5. Initiate recommendations for the enactment, repeal or extension of emergency ordinances and resolutions.</li> </ol>
<p><b>Planning and Parks Department and Cultural Resources</b></p>	<ol style="list-style-type: none"> <li>1. Assess impact of disaster or emergency on parks, recreation and cultural resources.</li> <li>2. Coordinate on repair, stabilization and/or demolition.</li> </ol>
<p><b>Procurement (Purchasing)</b></p>	<ol style="list-style-type: none"> <li>1. Facilitate the acquisition of supplies, equipment, and services necessary to support recovery actions.</li> <li>2. Ensure that all obligation documents initiated in the incident are properly prepared and completed.</li> <li>3. Determine if normal competitive bidding procedures should be waived to expedite response and relief efforts.</li> <li>4. Maintain responsible effort to foster competition for work; solicit proposals by phone or other means from more than one vendor.</li> </ol>
<p><b>Public Information Officer</b></p>	<ol style="list-style-type: none"> <li>1. Prepare and release information about the County’s recovery activities to the news media, affected community citizens, recovery personnel and other agencies and organizations.</li> <li>2. Serve as a central point for distributing public information.</li> </ol>
<p><b>Public Works</b></p>	<ol style="list-style-type: none"> <li>1. Provide heavy equipment and transportation.</li> <li>2. Assist with debris removal.</li> <li>3. Assist with damage assessments.</li> <li>4. Provide road engineering.</li> <li>5. Provide, coordinate repair and restoration of public infrastructure and services to return the public infrastructure and government services to pre-event levels or better.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Utilities</b>	1. Provide information regarding the current status of their respective services, as well as the estimated times of power or water supply restoration.
<b>Voluntary Organizations Active in Disaster (VOAD)</b>	1. Address recovery needs across all sectors of the economy and community, and address individual and family recovery activities and unmet needs.
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	1. LTR Guidance Documents. 2. Wisconsin Recovery Resource Guide

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# Emergency Support Function (ESF) # 15

## Public Information



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies threaten life safety and disrupt normal life. Rapid dissemination of information to the public is essential for protecting health and safety before, during and after emergencies and to inform the public of the County's emergency response/recovery efforts.

Primary Agency

County Public Information Officer

Washington County, Wisconsin  
**Emergency Operations Center ESF # 15 – Public Information**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>            County PIO</p> <p><b>Support</b>            American Red Cross            Commercial Print Media            Commercial Radio &amp; Television Stations            County Board Chair            Departments, All            Fire Departments            Information Systems            Law Enforcement Agencies            National Weather Service            Office of Emergency Management            Public Health            Schools            County Attorney</p>	<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>WEM – WI Emergency Management</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>WI DATCP – WI Department of Agriculture, Trade &amp; Consumer Protection</li> <li>WI DHS – WI Department of Health Services</li> <li>WI DMA – WI Department of Military Affairs</li> <li>WI DNR – WI Department of Natural Resources</li> <li>WI DOT – WI Department of Transportation</li> <li>WI Governor’s Office</li> <li>WI SLH – WI State Hygiene Lab</li> </ul>
<b>Federal</b>	
<p><b>Primary Agency</b></p> <ul style="list-style-type: none"> <li>Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Support Agencies</b></p> <ul style="list-style-type: none"> <li>All</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>Though the Joint Information Center (JIC), ensure the coordinated release of information.</li> </ul>	<p><i>(Support Agencies Continued)</i></p> <ul style="list-style-type: none"> <li>Coordinate federal actions to provide the required external affairs support to federal, state, tribal, and local incident management elements. Federal ESF #15 integrates Public Affairs, Congressional Affairs, Intergovernmental Affairs, Community Relations, and the private sector under the coordinating auspices of External Affairs.</li> <li>Provide the resources and structure for the implementation of the federal Incident Communication Policy and Procedures (ICEPP).</li> </ul>



Emergency Support Function (ESF) # 15

**Public Information**

**A. PURPOSE.**

1. To establish a system that gathers and disseminates emergency-related information through the media and directly to the general public. This does not include the Alert and Warning information covered in the Public Protection ESF # 22.
2. Ensure that sufficient County assets are deployed to provide accurate, coordinated, and timely information to the public, the media, and local, state and federal governmental partners.

**B. POLICIES.**

1. It is the goal of Washington County to release timely and accurate emergency information to the public in a cooperative manner with the media.
2. Washington County will coordinate emergency information releases with other Emergency Operations Centers (EOCs), and state/federal agencies.
3. The Public Information Officer through the County Board Chair and/or EOC Emergency Management will:
  - a. Manage all aspects of emergency public information utilizing Joint Information System protocols.
  - b. Manage Washington County Joint Information Center (if activated).

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY PUBLIC INFORMATION OFFICER</b>	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Support the development and delivery of public education preparedness programs.</li> <li>3. Prepare emergency information and instructions for release during emergencies.</li> <li>4. Utilize appropriate communications system(s) to release timely emergency information and instructions.</li> <li>5. Coordinate and maintain a working relationship with the media; particularly those who will disseminate emergency information to the public.                             <ol style="list-style-type: none"> <li>a. List and maintain available media resources (call letters, names, addresses, and telephone numbers) that will disseminate emergency information to the</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY PUBLIC INFORMATION OFFICER	
	<p>public.</p> <ol style="list-style-type: none"> <li>6. Establish a means to monitor and respond to rumors.</li> <li>7. Activate a joint information center that will be the single, official point of contact for the media during an emergency if needed/requested.</li> <li>8. Ensure ability to provide emergency information/instructions to hearing impaired and non-english speaking populations.</li> <li>9. Participate in drills, exercises.</li> <li>10. Develop emergency action checklists.</li> <li>11. Establish a means to monitor and disseminate information on social media platforms.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Public Information Officer (PIO): When notified, report to the County EOC or incident scene as appropriate.</li> <li>2. Activated by EOC to disseminate emergency information and instructions to the public.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<p><b><u>PIO.</u></b></p> <ol style="list-style-type: none"> <li>1. Staff ESF # 15 position in the EOC.               <ul style="list-style-type: none"> <li>• Brief EOC management and staff on procedures/rules to release public information.</li> </ul> </li> <li>2. Assist with the dissemination of warning and emergency instructions.</li> <li>3. Prepare official emergency public information:               <ol style="list-style-type: none"> <li>a. Gather information.</li> <li>b. Verify information for accuracy.</li> <li>c. Monitor media reports.</li> <li>d. Obtain appropriate approval prior to release of information.</li> </ol> </li> <li>4. Provide emergency public information:               <ol style="list-style-type: none"> <li>a. Coordinate releases to public.</li> <li>b. Inform the public about disaster damage, restricted areas, protection and care for companion animals, farm animals, wildlife, and available emergency assistance.</li> <li>c. Issue official emergency instructions and information to the public through all available means.</li> </ol> </li> <li>5. Establish communication links with local media.</li> <li>6. Respond to media inquiries.</li> <li>7. Monitor and respond to rumors.</li> <li>8. Schedule news conferences.</li> <li>9. Designate an information center where media representatives can be briefed, compose their news copy, and have telecommunications with their newspaper or station.</li> <li>10. Establish, maintain contact with State EOC and WEM Duty Officer:               <ol style="list-style-type: none"> <li>a. Coordinate emergency information efforts.</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY PUBLIC INFORMATION OFFICER	
	<p>b. Participate in, coordinate with, state and federal Joint Information Centers.</p> <p>11. Maintain documentation: clip articles, log, and maintain list of releases sent.</p> <p>12. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</p> <p>13. Gain appropriate approval.</p> <p><b><u>Public Communications</u></b></p> <p>1. Coordinate messages from the various response agencies and establish a Joint Information Center (JIC).</p> <p>2. Gather information on the incident.</p> <p>3. Provide incident related information through the media and other County sources to individuals, families, businesses, and industries directly or indirectly affected by the incident.</p> <p>4. Use a broad range of resources to disseminate information.</p> <p>5. Monitor the news coverage to ensure the accuracy of the information being disseminated.</p> <p>6. Handle appropriate special projects such as news conferences and press operations for incident area tours.</p> <p>7. Oversee the key function of media relations.</p> <p>8. Assist with establishment of call centers as needed.</p> <p>9. Identify and coordinate with community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and to establish an ongoing dialogue and information exchange.</p> <p><b><u>Governmental Affairs.</u></b></p> <p>1. Establish contact with the elected and appointed officials representing affected areas to provide information on the incident.</p> <p>2. Be prepared to arrange an incident site visit for these officials and their staffs.</p> <p>3. Respond to inquiries.</p> <p><b><u>Washington County Emergency Management.</u></b></p> <p>1. Advises County Board Chair and/or IC on when to disseminate emergency information/ instructions to public.</p> <p>2. Assist PIO with new releases and rumor control.</p> <p>3. Liaison with other Emergency Management Agencies and State EOC.</p> <p>4. Activate public information activities as dictated by the situation.</p> <p>5. Request activation of the EAS and NOAA Radio systems as required (EOC activation).</p> <p>6. Activate MSRC (Media Security Reliability Council) as appropriate to provide emergency public information.</p> <p>7. Maintain records of cost and expenditures to accomplish this ESF and forward</p>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY PUBLIC INFORMATION OFFICER	
	them to the EOC Finance/ Administration Section Chief.
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Establish recovery media center to serve as a central point for distributing public information</li> <li>2. Prepare and release information about the disaster incident to the news media, affected community citizens, response personnel and other agencies and organizations.</li> <li>3. Coordinate press releases and bulletins with the state and federal Joint Information Center (if established).</li> <li>4. Coordinate with federal Community Relation Teams. Maintain contact through the federal/state Disaster Field Office.</li> <li>5. Keep government employees and citizens regularly informed about recovery issues and changes in the recovery process.</li> <li>6. Ensure outreach to non-English speaking population.</li> <li>7. Conduct community forums and workshops as requested; Liaison with community organizations.</li> <li>8. Publicize redevelopment plans/policies.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Assist with emergency information dissemination.</li> </ol>
<b>Commercial Print Media</b>	<ol style="list-style-type: none"> <li>1. Assist with emergency information dissemination.</li> </ol>
<b>Commercial Radio &amp; Television Stations</b>	<ol style="list-style-type: none"> <li>1. Assist with emergency information dissemination.</li> </ol>
<b>County Board Chair</b>	<ol style="list-style-type: none"> <li>1. Approves PIO news releases as appropriate.</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Response/Recovery operations related news releases emanating from other departments during the disaster and post-disaster time period should be coordinated with the Emergency Operations Center and/or PIO.</li> <li>2. Provide personnel, equipment, supplies and other resources necessary to assist in the distribution of information including establishing a call center.</li> <li>3. Provide information/data/advice on message content.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Assist Public Information Officer (PIO) with information dissemination.</li> <li>2. Provide information/data/advice on message content.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Information Systems</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources necessary to assist in the distribution of information including establishing a JIC.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Assist Public Information Officer (PIO) with information dissemination.</li> <li>2. Provide information/data/advice on message content.</li> <li>3. Provide security for the JIC and/or media briefing areas as necessary.</li> </ol>
<b>National Weather Service</b>	<ol style="list-style-type: none"> <li>1. Activate NOAA Weather Radio Network as dictated by situation.</li> <li>2. Activates NOAA Radio Network for non-weather regional emergencies i.e. HazMat.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Support ESF #15 operations as requested.</li> <li>2. Provide information/data/advice on message content.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide consultation, resource material, etc., related to:               <ol style="list-style-type: none"> <li>a. Emergencies caused by public health events including pandemic influenza, other emerging infectious diseases or acts of bioterrorism.</li> <li>b. Other emergencies that have the potential to threaten the public's health.</li> </ol> </li> <li>2. Distribute approved information to the public using mass notification systems, text messaging, e-mail, cable television or other systems.</li> </ol>
<b>Schools</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources necessary to assist in the distribution of information including assisting with the public information officer's duties.</li> <li>2. Provide the EOC Public Information Officer with frequent updates as to the status of public information activities.</li> <li>3. Distribute approved information to the public using text messaging, email, the schools web site or other systems.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Pre Scripted Public Information Manual</li> <li>2. News Media – Resources.</li> </ol>

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# Emergency Support Function (ESF) # 16

## Hospital & Medical Services



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

A major event would rapidly impact local government's resources and abilities to provide medical services. Hospital and medical facilities may be severely damaged or destroyed resulting in a medical and pharmaceutical supplies/equipment shortage. Persons who are not injured, but require daily medication, would have difficulty in obtaining necessary medication due to the damage or destruction of supply locations. Injuries and health conditions will be complicated by the impact to EMS, as well as overwhelming demand for pharmaceutical supplies.

Primary Agency

**Washington County Hospitals**  
**Emergency Medical Services**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 16 – Hospital & Medical Services**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Washington County Hospitals</b>  <b>Emergency Medical Services</b></p> <p><b>Support</b>  <b>Ambulance Services, Public &amp; Private</b>  <b>Attending Emergency Room Physicians</b>  <b>Bus Companies</b>  <b>Clinics</b>  <b>Fire Departments</b>  <b>Law Enforcement Agencies</b>  <b>Medical Examiner</b>  <b>Medical Helicopter Services</b>  <b>Military – National Guard</b>  <b>Office of Emergency Management</b>  <b>Public Health</b>  <b>Public Service Answering Point</b>  <b>Schools</b></p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>



<b>Federal</b>	
<b>NOTE: Though there is no Federal ESF # 16, likely support from Federal ESF # 8 includes:</b>	
<ul style="list-style-type: none"> <li>• Provide supplemental assistance to state, tribal, and local governments in the following core functional areas:               <ul style="list-style-type: none"> <li>– Assessment of medical needs</li> <li>– Medical care personnel</li> <li>– Medical equipment and supplies</li> <li>– Patient evacuation</li> <li>– Patient care</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Safety and security of drugs, biologics, and medical devices</li> <li>– Blood and blood products</li> <li>– All-hazard medical consultation, technical assistance, and support</li> <li>– Public medical information</li> </ul>



Emergency Support Function (ESF) # 16

# Hospital & Medical Services

**A. PURPOSE.**

1. Identify, manage and organize the response of emergency medical care resources. Act as the liaison between local, state and federal agencies in the coordination of emergency response and emergency medical support.

**B. POLICIES.**

1. Washington County will endeavor to assure the quality of care given to its citizens will be at the highest level possible. However, emergency measures to protect life and health during disasters in all likelihood will be exclusively dependent upon local and area resources. Austere conditions may limit the amount and quality of care.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
WASHINGTON COUNTY HOSPITALS AND EMERGENCY MEDICAL SERVICES	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Maintain inventories of resources and equipment.</li> <li>3. Participate in drills, exercises.</li> <li>4. Develop emergency action checklists.</li> <li>5. Maintain mutual aid agreements.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Respond to the emergency scene with emergency medical personnel and equipment.</li> <li>2. Upon arrival at the scene, assume appropriate role in the Incident Command System (ICS). If ICS has not been established, initiate in accordance with the Washington County emergency management system and report implementation to the EOC.</li> <li>3. Triage, stabilize, treat, and coordinate transport of the sick and injured with area hospitals.</li> <li>4. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with area hospitals, as appropriate.                             <ol style="list-style-type: none"> <li>a. Provide early notification to the hospital radio net on potential mass casualty incidents.</li> <li>b. Request the Washington Co. Mass Casualty Trailer to respond to the scene as needed. (NOTE: the trailer is owned and operated by the West</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
WASHINGTON COUNTY HOSPITALS AND EMERGENCY MEDICAL SERVICES	
	<p style="text-align: center;">Bend FD).</p> <ol style="list-style-type: none"> <li>5. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers as requested.</li> <li>6. Evacuate patients from affected hospitals and nursing homes if necessary.</li> <li>7. Isolate, decontaminate, and treat victims of hazardous chemical or infectious diseases, as requested.</li> <li>8. When notified, report to the Washington County EOC.</li> </ol>
<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 16 position in the EOC.</li> <li>2. Activate the communications links between emergency medical responders and hospital.</li> <li>3. Determine condition, status and operational readiness of Washington County hospitals and medical resources.</li> <li>4. Determine present and future need for hospital and medical resources.               <ol style="list-style-type: none"> <li>a. Determine need for additional personnel during Mass Casualty Incidents.</li> <li>b. Determine coordination needed regarding functional needs shelters.</li> <li>c. Examine need for medical equipment and supplies.</li> <li>d. Ascertain need for patient evacuation.</li> </ol> </li> <li>5. Coordinate medical support for shelters.</li> <li>6. Coordinate medical personnel at functional needs shelters as requested.</li> <li>7. Coordinate the medical resources to include:               <ol style="list-style-type: none"> <li>a. Ambulance vehicles and transportation.</li> <li>b. Medical personnel.</li> <li>c. Medical equipment and supplies.</li> <li>d. Logistical support.</li> <li>e. Administrative and clerical support.</li> </ol> </li> <li>8. Obtain, coordinate medical resources as requested by field incident commanders, includes:               <ol style="list-style-type: none"> <li>a. Provision for pre-hospital and hospital emergency medical care.</li> <li>b. Assist in identification, coordination and mobilization of medical equipment, supplies and personnel.</li> </ol> </li> <li>9. Sources for resources can include:               <ol style="list-style-type: none"> <li>a. Mutual aid.</li> <li>b. State EOC.</li> <li>c. American Red Cross.</li> <li>d. Hospital and clinics.</li> <li>e. Military (disaster medical assistance teams).</li> <li>f. Private sector (FEMA, physicians, dentists and veterinary offices).</li> <li>g. DMAT1.</li> </ol> </li> <li>10. Coordinate assistance to the Medical Examiner in victim identification and mortuary services as requested.</li> <li>11. Establish, maintain contact with State EOC through the EOC Coordinator.</li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>WASHINGTON COUNTY HOSPITALS AND EMERGENCY MEDICAL SERVICES</b>	
	<ul style="list-style-type: none"> <li>a. Provide information on damages, status of Washington County hospital and medical system.</li> <li>B. Request additional medical resources as requested.</li> <li>12. Evaluate mutual aid requests and determine which can be filled.</li> <li>13. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>14. Receive notification of a disaster situation; initiate the appropriate disaster plan.</li> <li>15. Receive incoming patients.</li> <li>16. Serve as Medical Command Hospital.</li> <li>17. Assist the transport officer with patient destination decisions.</li> </ul>
<b>Recovery Actions</b>	<ul style="list-style-type: none"> <li>1. Continue providing essential medical care services.</li> <li>2. Assist Recovery Operations; Identify barriers to recovery.</li> <li>3. Assist restoration of the area’s medical care delivery capacity.</li> <li>4. Support Operations to provide pre-hospital medical care and health services.</li> <li>5. Support USAR as requested.</li> <li>6. Support DMAT as requested.</li> <li>7. Maintain activity journal and documentation of labor, supplies and equipment.</li> <li>8. Document damaged apparatus and equipment.</li> <li>9. Maintain activity journal.</li> </ul>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Ambulance Services, Public &amp; Private</b>	<ul style="list-style-type: none"> <li>1. Assist with triage and appropriate on-scene treatment.</li> <li>2. Transport casualties to the designated medical facilities.</li> <li>3. Assist with evacuations and/or transfers from medical facilities.</li> </ul>
<b>Attending Emergency Room Physicians</b>	<ul style="list-style-type: none"> <li>1. Provide medical control for field operations as per county protocols.</li> </ul>
<b>Bus Companies</b>	<ul style="list-style-type: none"> <li>1. Provide transportation of “walking wounded.”</li> <li>2. Assist with evacuation of large numbers of people.</li> <li>3. Transport of equipment.</li> </ul>
<b>Clinics</b>	<ul style="list-style-type: none"> <li>1. Provide medical care for those injured or ill.</li> <li>2. Coordinate with EMS and other health providers on patient care capacity.</li> </ul>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

	<ol style="list-style-type: none"> <li>3. Work with public health on community health issues.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Suppress fires and contain and stabilize hazardous incidents.</li> <li>2. Establish Incident Command post when appropriate.</li> <li>3. Remove victims from hazardous areas.</li> <li>4. Triage, stabilize, treat and transport the injured within capabilities.</li> <li>5. In conjunction with EMS services, extricate trapped victims.</li> <li>6. Provide basic life support and patient transportation.</li> <li>7. Provide logistical support.</li> <li>8. Requests for assistance from surrounding counties will be made through the MABAS dispatch center.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide basic first-aid assistance and scene security.</li> <li>2. Maintain law and order through traffic and crowd control.</li> <li>3. Provide security for vital facilities and supplies.</li> <li>4. Control access to operating scenes and vacated areas.</li> <li>5. Notify emergency response agencies of evacuation danger areas, where appropriate.</li> </ol>
<b>Medical Examiner</b>	<ol style="list-style-type: none"> <li>1. Coordinate and direct all Medical Examiner related services within the county.</li> <li>2. During the period of crisis, uses individuals who have been trained as Deputy Medical Examiners or recruited from area mortuaries.</li> <li>3. Responsible for the final disposition of the dead, identifying remains and arranging for their transportation.</li> </ol>
<b>Medical Helicopter Services</b>	<ol style="list-style-type: none"> <li>1. Provide air ambulance service.</li> <li>2. Provide aerial search and reconnaissance as requested.</li> </ol>
<b>Military – National Guard</b>	<ol style="list-style-type: none"> <li>1. Provide personnel and equipment from medical evacuation and hospital units.</li> <li>2. Provide aircraft and/or vehicles with crews for use in evacuation of casualties or transport of supplemental personnel and supplies.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC, if necessary.</li> <li>2. Coordinate personnel, material, supplies, transportation, hazard mitigation, security, communications, public information, and other resources and support as necessary.</li> <li>3. Ensure the orderly coordination of resources in response to EMS needs as communicated from the field.</li> <li>4. Coordinate the training and revision of county EMS response plans.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Determine if incidents have population-wide health implications.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>2. Monitor medical surveillance.</li> </ol>
<b>Public Service Answering Point</b>	<ol style="list-style-type: none"> <li>1. Dispatch the appropriate EMS unit in whose primary service area a disaster occurs.</li> <li>2. Request resources until the EOC is activated.</li> </ol>
<b>Schools</b>	<ol style="list-style-type: none"> <li>1. Provide shelter for large numbers of injured or displaced people.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Map – Rescue Area (Ambulances).</li> <li>2. MABAS Agreement.</li> <li>3. SE HERC Regional Coordination Plan</li> <li>4. SE HERC Burn Surge Annex</li> <li>5. WI DHS Wisconsin Burn Mass Casualty Incident Plan</li> </ol>

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# Emergency Support Function (ESF) # 17

## Volunteer & Donation Management



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies may create an influx of volunteers wishing to aid in the emergency response as well as of donations (both money and goods) intended to aid the victims of the emergency. Manage masses of solicited and/or unsolicited goods, undesignated cash donations, and large numbers of affiliated and unaffiliated (spontaneous) volunteers.

Primary Agency

Office of Emergency Management

Washington County, Wisconsin  
**Emergency Operations Center ESF # 17 – Volunteer & Donation Management**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Office of Emergency Management</b></p> <p><b>Support</b>  <b>American Red Cross</b>  <b>ARES/RACES</b>  <b>Community Leaders</b>  <b>Corporation Counsel</b>  <b>Departments, All</b>  <b>Emergency Management</b>  <b>Faith Based Organizations</b>  <b>Fire Departments</b>  <b>Human Resources</b>  <b>Information Systems</b>  <b>Law Enforcement Agencies</b>  <b>Medical Reserve Corps</b>  <b>Parks and Recreation</b>  <b>Public Health</b>  <b>Public Information Officer</b>  <b>Public Works</b>  <b>Purchasing</b>  <b>Salvation Army</b>  <b>Transit Companies</b>  <b>Voluntary Organizations Active in Disaster (VOAD)</b>  <b>Volunteer Center of Washington County</b></p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>

Federal (NRF Annex)	
<p><b>Coordinating Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Cooperating Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Health and Human Services</li> <li>• Department of Homeland Security</li> <li>• Department of State</li> <li>• Department of Transportation</li> </ul>	<p><i>(Cooperating Agencies Continued)</i></p> <ul style="list-style-type: none"> <li>• Corporation for National and Community Service</li> <li>• General Services Administration</li> <li>• U.S. Agency for International Development</li> <li>• USA Freedom Corps</li> <li>• National Voluntary Organizations Active in Disaster</li> </ul> <p><b>Likely Agency Activities</b></p> <ul style="list-style-type: none"> <li>• Support state governments in the management of masses of unaffiliated volunteers and unsolicited donated goods.</li> </ul>



Emergency Support Function (ESF) # 17

## Volunteer & Donation Management

**A. PURPOSE.**

1. The purpose of this ESF is to define the organization, operational concepts, responsibilities and procedures to accomplish volunteer and donations management requirements, including coordination of solicited and/or unsolicited goods, undesignated cash donations, and large numbers of affiliated and unaffiliated (spontaneous) volunteers.

**B. POLICIES.**

1. Local government typically bears primary responsibility for responding to those seeking to help and directing them to appropriate disaster agencies and organizations.
2. The role of Washington County government in donated goods and volunteer management is to ensure that an organized, equitable, and thorough response/recovery support operation is rendered to affected citizens in concert with the local jurisdiction(s).
3. Local government has primary responsibility for the coordination and management of unsolicited goods and spontaneous volunteers.
4. Local government is ultimately in charge of the donations management system. Federal/State/County government, international organizations and WC-VOAD/WI-VOAD/NVOAD activities are always in support of local government.
5. The management of volunteers and donations requires a united and cooperative effort during the preparedness response and recovery phases by local government, NGOs, community and faith-based organizations, the business sector, and the donor community.
6. Not all volunteers, registered, affiliated or spontaneous, may be utilized during a particular disaster. Deployment of volunteers is based on the size and type of disaster as well as the skills needed by officials to mount an effective response and recovery effort. Qualified and/or registered/credentialed volunteers will be utilized as requested in emergency response actions. The County may reject or limit the utilization of volunteer services based on the analysis of ongoing needs matched against qualified and available volunteers. Only volunteers who meet incident needs will be utilized.
7. This plan does not supersede the established protocols of voluntary agencies regarding their respective procedures for soliciting goods and services, or mobilizing their trained volunteers. However, in a County emergency, voluntary agencies and community based organizations are expected to abide by this document in

order to ensure a consistent disaster relief and volunteer system.

8. During an emergency or disaster, the first priority in volunteer management is to utilize affiliated volunteers. Untrained, unaffiliated volunteers may be incorporated into operations, particularly for large scale disasters. A registration, tracking, placement and training system must be established prior to utilizing large numbers of unaffiliated volunteers.
9. Volunteers will assume responsibility for following the instructions of the supervisors and adhere to the safety precautions as provided to them. Washington County does not accept responsibility for risk taking and negligent actions by volunteers. Local Governments will be responsible for volunteer liability on the condition that the volunteer registers prior to providing any services.
10. Volunteers must be managed to ensure that volunteers do not become victims, casualties, or impede rescue, response and recovery operations.
11. Food safety protocols will be implemented during any distribution of food.
12. Transportation/distribution of donations from the donor to the receiving organization or site will be the responsibility of the donor.
13. Washington County and VOAD encourages donations to established non-profit voluntary or community based organizations tasked to provide response/recovery services.
14. Washington County and VOAD will coordinate with the State EOC and/or WI-VOAD to assure the expeditious delivery of donated goods to the affected area(s) and individuals.
15. Donations will be managed in accordance with established best practices.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	
<b>Pre-Emergency</b>	<p>Emergency Management works with partner agencies to:</p> <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> </ol> <p><b><u>NGOs</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain and update the Volunteer Management Plan for coordinating the influx of volunteers offering their services to Washington County jurisdictions in time of emergency. Include provisions for referring needed services to appropriate ESF(s) for consideration. Coordinate planning with other participant organizations.</li> <li>2. Identify potential sites for Emergency Volunteer Reception Centers.</li> <li>3. Develop formal process to register volunteers as agents for the jurisdiction.</li> <li>4. Develop procedures for coordinating assignment of spontaneous volunteers with the deployment of established volunteer groups to prevent duplication of services.</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
	<p><b><u>Donations</u></b></p> <ol style="list-style-type: none"> <li>1. Develop a Countywide plan for the management of donations.</li> <li>2. Develop procedures for coordination with the state AidMatrix system for requesting, receiving, and distributing certain donated goods.</li> <li>3. Train personnel in establishment of donations management group during major emergencies.</li> <li>4. Coordinate with WC-VOAD to develop procedures and policies for accepting special types of donations (e.g. cash, perishable materials, etc.).</li> <li>5. Plan and coordinate with WI-VOAD.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the Washington County EOC.</li> </ol> <p><b><u>NGOs</u></b></p> <ol style="list-style-type: none"> <li>1. When notified of an emergency situation, report to the Washington County EOC, if requested.</li> <li>2. Provide information to the media (through the EOC PIO) concerning the proper method(s) of offering services to emergency victims in Washington County.</li> <li>3. Implement the Washington Co. Volunteer Management Plan.</li> <li>4. Establish Volunteer Reception Center for registration of unaffiliated/ spontaneous volunteers.</li> <li>5. Screen, evaluate, and assign volunteers.</li> <li>6. Ensure volunteers receive just-in-time training and any recommended PPE for their assigned mission.</li> <li>7. Provide other ESFs with periodic updates concerning offers received. When an ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where need exists.</li> </ol> <p><b><u>Donations</u></b></p> <ol style="list-style-type: none"> <li>1. When notified of an emergency situation, report to the Washington County EOC, if requested.</li> <li>2. Implement a Donations Management operation, which involves the following:             <ol style="list-style-type: none"> <li>a. The issuance of press releases describing what is needed and what is not needed, as well as procedures for properly packaging, labeling, and transporting donated goods to Donations Management Centers. Additionally, the preference for cash donations as opposed to in-kind donations should be stressed.</li> <li>b. The activation of the Donations Branch at the EOC and various other operating locations as dictated by the situation.</li> <li>c. The establishment of a Donations Management Center outside the affected area, as well as staging areas for use in managing the deployment of needed goods.</li> <li>d. Implement procedures to track offers and their status.</li> </ol> </li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

	<ol style="list-style-type: none"> <li>3. Coordinate transportation requirements for incoming donations, including:             <ol style="list-style-type: none"> <li>a. The relaying of information to Donations Management Centers concerning routing information and the acceptance or rejection of certain types of donated goods.</li> <li>b. The placement of signs indicating routes to the reception center and/or staging areas.</li> <li>c. The passage of designated goods for direct delivery to affected areas.</li> </ol> </li> <li>4. Task Public Works and Purchasing to secure warehouse space at sites near the emergency area. Arrange for security of site (through EOC Police Branch), traffic control, etc.</li> <li>5. Request State EOC to activate the AidMatrix system for use in managing donated goods flow (if necessary).</li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 17 position in the EOC.</li> </ol> <p><b><u>General Actions</u></b></p> <ol style="list-style-type: none"> <li>1. Assess the need for volunteers and/or donations.</li> <li>2. Set up one or more collection/distribution site(s) for donated goods.</li> <li>3. Set up one or more Volunteer Reception Centers.</li> <li>4. Inform the affected community about the locations and availability of donated goods and services through the EOC PIO; coordinate with Resource support ESF # 7.</li> <li>5. Distribute donated goods.</li> </ol> <p><b><u>NGOs</u></b></p> <ol style="list-style-type: none"> <li>1. Implement the Washington Co. Volunteer Management Plan.</li> <li>2. Determine present and future need for volunteer resources.</li> <li>3. Obtain and coordinate volunteer resources as requested by field incident commanders.</li> <li>4. Establish Volunteer Reception Center for registration of unaffiliated/ spontaneous volunteers.</li> <li>5. Sources for resources can include:             <ol style="list-style-type: none"> <li>a. Red Cross.</li> <li>b. Salvation Army.</li> <li>c. VOAD.</li> <li>d. Faith based organizations and their affiliations.</li> <li>e. General public.</li> <li>f. Pre-existing NGOs.</li> </ol> </li> <li>6. Coordinate, when necessary, with the State through the Washington County VOAD and /or Volunteer Center and the EOC Coordinator for the influx of volunteer help offered in aftermath of an emergency.</li> </ol> <p><b><u>Donations</u></b></p>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
	<ol style="list-style-type: none"> <li>1. Provide coordination of donations with the appropriate tasked organizations – including the State of Wisconsin and the AidMatrix system.</li> <li>2. Determine present and future needs for donated goods (type and approximate numbers).</li> <li>3. Develop information for public distribution (through PIO) describing items needed, where to send them, etc.</li> <li>4. The PIO also disseminates information to ensure that offers are not inappropriate to needs.</li> <li>5. Periodically update public information concerning needed items, etc.</li> <li>6. Receive offers of donated goods and services; match offers to needs.</li> <li>7. Coordinate delivery system to affected population.               <ul style="list-style-type: none"> <li>• Request transportation resources from Logistics to facilitate the movement of needed items to staging areas or into the emergency area.</li> </ul> </li> <li>8. As goods arrive, provide periodic listings for distribution to EOC Section Chiefs and Branch Directors so they will know what is available through the system.</li> <li>9. Respond to inquiries from other EOC Branches and Units regarding availability of certain items.</li> <li>10. Coordinate with the State when necessary, for the influx of donated goods offered in aftermath of an emergency.</li> <li>11. Implement procedures for disposing of unneeded or unusable items.</li> <li>12. Manage cash donations if needed/requested.</li> <li>13. Implement cash management policies/procedures to insure accountability for all cash donations received.</li> <li>14. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Continue to assess the need for recovery goods and services.</li> <li>2. Continue to monitor and report needs to EOC.</li> <li>3. Coordinate delivery of donated goods into and out of the central distribution center.</li> <li>4. Continue to inform the community about the locations and availability of goods and services through the EOC.</li> <li>5. Continue to distribute donated goods at service sites.</li> <li>6. Continue to collect donated goods and volunteer services at service sites with the help of volunteers and designated employees.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<p><b>American Red Cross</b></p>	<ol style="list-style-type: none"> <li>1. Provide food, water and shelter (as applicable) for the volunteer workers.</li> <li>2. Provide volunteers to assist in managing donated goods and services directly related to the American Red Cross services.</li> <li>3. Assist with the delivery of donated goods directly related to the American Red Cross services.</li> <li>4. Provide personnel, supplies and other resources necessary to assist with acceptance, sorting, storage, and distribution of donated goods.</li> <li>5. Provide assistance at Emergency Volunteer Center to recruit, register, and process volunteers if requested and resources permit.</li> <li>6. Provide available volunteers in support of Volunteer &amp; Donation Management ESF initiatives if requested and resources permit.</li> </ol>
<p><b>ARES/RACES</b></p>	<ol style="list-style-type: none"> <li>1. Provide personnel to assist with response and recovery tasks, as assigned by the EOC, and within their training and capabilities.</li> <li>2. Assist in the coordination and distribution of donations under the direction of Emergency Management assigned staff.</li> <li>3. Provide available personnel to assist with primary or alternate emergency radio communications for the Volunteer and Donations facilities, staging area, distribution points, and volunteer work areas, as requested.</li> </ol>
<p><b>Community Leaders</b></p>	<ol style="list-style-type: none"> <li>1. Assist in the coordination of volunteers.</li> </ol>
<p><b>Corporation Counsel</b></p>	<ol style="list-style-type: none"> <li>1. Provide criteria for the lawful use of volunteers for the public good.</li> </ol>
<p><b>Departments, All</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate development of donated goods management plans and policies as requested.</li> <li>2. Provide assistance, as requested, for the management of volunteers and donations.</li> </ol>
<p><b>Emergency Management</b></p>	<ol style="list-style-type: none"> <li>1. Assist with the assignment and organization of volunteer resources.</li> <li>2. Assist in the coordination of distribution of donations.</li> <li>3. Assign non-emergency County personnel to assist with the management of donated items as needed.</li> <li>4. Ensure warehouse space for donated goods is located.</li> <li>5. Ensure transportation resources for the movement of needed goods to affected areas are located and coordinated.</li> </ol>
<p><b>Faith Based Organizations</b></p>	<ol style="list-style-type: none"> <li>1. Provide personnel to assist with response and recovery tasks, as assigned by the EOC, and within their training and capabilities.</li> <li>2. Provide temporary shelter locations.</li> <li>3. Staff donated goods receiving/distribution sites.</li> <li>4. Assist with the delivery of donated goods.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Assist in the coordination of volunteers.</li> </ol>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1. Assign non-emergency County personnel to assist with the management of donated items as needed/requested.</li> <li>2. Provide information as to safety precautions and personal protective equipment (in accordance with OSHA standards and guidelines) are to be followed by the volunteers/employees (i.e., use of boots, goggles, gloves, dust masks, etc.).</li> </ol>
<b>Information Systems</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, equipment, supplies and other resources necessary to assist in the establishment of Emergency Volunteer and/or donations site(s) for telephone, computer and other communications.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide routing information to incoming donated goods carriers.</li> <li>2. Provide security and traffic control at donated goods warehouses and staging areas.</li> <li>3. Provide security, access, and traffic control at Emergency Volunteer Reception Centers and distribution sites.</li> <li>4. Coordinate the use of volunteer inmate labor if available.</li> </ol>
<b>Medical Reserve Corps</b>	<ol style="list-style-type: none"> <li>1. Assist in the coordination of volunteers.</li> </ol>
<b>Parks and Recreation</b>	<ol style="list-style-type: none"> <li>1. Provide personnel, supplies and other resources necessary to assist with acceptance, sorting, storage, and distribution of donated goods.</li> <li>2. Provide assistance with site logistics, transportation, and resources at donation and volunteer management sites.</li> <li>3. Determine availability of Parks and Recreation facilities for donated goods processing facilities.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide guidance on PPE and environmental concerns as related to volunteers.</li> </ol>
<b>Public Information Officer</b>	<ol style="list-style-type: none"> <li>1. Work with ESF # 17 to develop information for public distribution describing items needed, where to send them, etc.</li> <li>2. Periodically update public information concerning needed items, etc.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide signage indicating routes to warehouses, reception centers staging areas, or other locations.</li> <li>2. Provide personnel, supplies and other resources necessary to assist with acceptance, sorting, storage, and distribution of donated goods.</li> <li>3. Provide assistance with site logistics, transportation, and resources at donation and volunteer management sites.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>Determine availability of DPW facilities for donated goods processing facilities.</li> </ol>
<b>Purchasing</b>	<ol style="list-style-type: none"> <li>Locate and secure warehouse space for donated goods and transportation resources for the movement of needed goods to affected areas.</li> </ol>
<b>Salvation Army</b>	<ol style="list-style-type: none"> <li>Provide food, water and shelter (as applicable) for the volunteer workers.</li> <li>Staff donated goods receiving/distribution sites if requested and resources permit..</li> <li>Assist with the delivery of donated goods if requested and resources permit..</li> </ol>
<b>Transit Companies</b>	<ol style="list-style-type: none"> <li>Assist in the transportation of volunteers and supplies.</li> </ol>
<b>Voluntary Organizations Active in Disaster (VOAD)</b>	<ol style="list-style-type: none"> <li>Assist in the coordination and recruitment of volunteers.</li> </ol>
<b>Volunteer Center of Washington County</b>	<ol style="list-style-type: none"> <li>Provide available volunteers in support of Volunteer &amp; Donation Management ESF initiatives.</li> <li>Provide personnel to manage warehouses for donated goods and assist with distribution of donations.</li> <li>Provide personnel to manage and operate an Emergency Volunteer Reception Center for registration and assignment of volunteers.</li> <li>Provide personnel to administer a volunteer phone bank to receive offers of volunteer assistance if requested.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>Volunteer Sign-In Sheet.</li> <li>Emergency Volunteer Management Plan</li> </ol>



# Emergency Support Function (ESF) # 18

## Animal & Veterinary Services



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Under normal conditions, private, local and state agencies provide a variety of services to animals. During emergencies or disasters the normal capabilities and programs may be disrupted, requiring emergency measures to meet the functions of lost, sick, stray, stranded, injured or dead animals.

Primary Agency

**Humane Society**

Washington County, Wisconsin  
**Emergency Operations Center ESF # 18 – Animal & Veterinary Services**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Humane Society</b></p> <p><b>Support</b>  <b>Fire Departments</b>  <b>Human Services</b>  <b>Law Enforcement Agencies</b>  <b>Public Health</b>  <b>UW-Extension</b></p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p> <p>State Public Health:</p> <ol style="list-style-type: none"> <li>1. Assist or coordinate the development and distribution animal related health advisories.</li> <li>2. Provide zoonotic prevention, surveillance, detection, and intervention functions in support of community health.</li> </ol> <p>DATCP  Farm Bureau</p>

Federal
<p><b>NOTE: Though there is no Federal ESF # 18, likely support from Federal ESFs # 6, # 8 and # 11 includes:</b></p>
<p style="text-align: center;"><i>Likely Agency Activities</i></p> <ul style="list-style-type: none"> <li>• Emergency services for household pets and services animals.</li> <li>• Veterinary medical support.</li> <li>• Support providing for the safety and well-being of household pets.</li> </ul>

Emergency Support Function (ESF) # 18

# Animal & Veterinary Services

**A. PURPOSE.**

1. Identify, manage, and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife, and exotic animals following a significant emergency, and to coordinate emergency response and relief assistance with various municipal, county, state and federal agencies.
2. Provide guidance regarding animal related issues caused by an emergency/ disaster.

**B. POLICIES.**

1. In the interest of public health and safety, the Humane Society will identify and attempt to meet the care and emergency needs of animals following emergencies, disasters.
2. Priorities will be directed toward animal care needs after human needs are met.
3. Pet and animal owners should have animal care emergency plans and supplies on hand.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
HUMANE SOCIETY	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.</li> <li>3. Liaison with EOC on animal evacuation and shelter plans.</li> <li>4. Maintain agency contacts regarding inventories and/or access to resources and facilities.</li> <li>5. Participate in drills, exercises with supporting agencies.</li> <li>6. Develop emergency action checklists.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Coordinate with supporting agencies to search for, rescue and capture animals that have escaped confinement and displaced wildlife.</li> <li>2. Coordinate with supporting agencies to evacuate, shelter and care for injured, sick, and stray animals.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**HUMANE SOCIETY**

	<ol style="list-style-type: none"> <li>3. Work with the DNR to properly dispose of dead animals.</li> <li>4. When notified of an emergency situation; may send a representative to the Washington County EOC, if requested.</li> </ol>
<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 18 position in the EOC.</li> <li>2. Assess and prioritize animal service emergency needs; coordinate public and private sector efforts.</li> <li>3. Identify local facilities and resources available for animal concerns.</li> <li>4. Activate emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as requested.</li> <li>5. Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.</li> <li>6. Coordinate the rescue of injured or endangered animals with fish and game departments, wildlife organizations, county cooperative extension office, veterinarians, etc.</li> <li>7. Develop a plan for collection and disposal of dead animals.</li> <li>8. Coordinate the securing and identifying of lost and stray animals.</li> <li>9. Liaison with the American Red Cross and other community based organizations regarding evacuation and shelter plans.</li> <li>10. Coordinate animal related advisories with DATCP, DNR, Health Department, Human Services and the EOC Public Information Officer.             <ol style="list-style-type: none"> <li>a. Provide information and/or services for the disposal of dead animals.</li> </ol> </li> <li>11. Establish, maintain contact with State EOC:             <ol style="list-style-type: none"> <li>a. Provide information on need for animal care services, facilities.</li> <li>b. Request animal care resources, as needed.</li> </ol> </li> <li>12. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<p><b>Recovery Actions</b></p>	<ol style="list-style-type: none"> <li>1. Develop and prioritize strategies for supporting recovery operations by providing animal and pet control support services, as requested.</li> <li>2. Continue to coordinate with State counterparts as requested, as well as with other governmental and NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) involved in animal and pet control issues.</li> <li>3. Serve as the point of contact for the public and County agencies for ongoing pet and animal control issues, and arrange for corrective actions as requested.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>Fire Departments</b>	1. Communicate with animal control regarding loose domestic or wild animals.
<b>Law Enforcement Agencies</b>	1. Communicate with animal control regarding loose domestic or wild animals.
<b>Public Health</b>	1. Assist or coordinate the development and distribution of animal related health advisories.
<b>UW- Extension</b>	1. Provide list of emergency workers, who are credentialed through the Sheriff's Office, who have the ability to move farm animals off-site in an emergency.
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	1. Incorporating Household Pets and Service Animals Considerations into Emergency Operations Plans, A Guide for State, Territorial, Tribal, and Local Governments – FEMA – Draft March 2009.

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# Emergency Support Function (ESF) # 19

## Functional & Access Needs



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

In the wake of the disaster, many of the local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the demand to support sheltering and care of people with functional and access needs. This may require that significant amounts of resources and personnel will have to be brought into the area for assistance.

ESF # 19 Functional and Access Needs service delivery for these individuals needs to be set up quickly.

Primary Agency

**Human Services Department**

Washington County, Wisconsin  
Emergency Operations Center ESF # 19 – Functional & Access Needs

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b> Human Services Department</p> <p><b>Support</b> Aging &amp; Disability Resource Center American Red Cross Fire Departments Law Enforcement Agencies Managed Care Organizations NGOs (<i>such as VOAD, Citizen Corps, Civic Groups, etc.</i>) Office of Emergency Management Public Health Veterans Services</p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>
<b>Federal</b> <b>NOTE: Though there is no Federal ESF # 20, likely support from Federal ESF # 8 includes:</b>	
<b>Likely Agency Activities</b>	
<ul style="list-style-type: none"><li>• Provide supplemental assistance for mass fatality management, victim identification, and decontaminating remains.</li></ul>	



Emergency Support Function (ESF) # 19

**Functional & Access Needs**

**A. PURPOSE.**

1. To coordinate activities involved with the identification, registering, transportation, sheltering and care of people with functional needs before, during, and after a significant emergency or disaster.

**B. POLICIES.**

1. The County recognizes the need to undertake additional reasonable efforts to protect and assist people with functional needs at the time of emergencies and disasters, and especially during evacuations, sheltering and reentry.
2. Functional needs individuals are those who are in situations that would prohibit them from receiving, understanding and/or implementing governmental recommendations or orders regarding protective actions (evacuation and/or sheltering), and need support from others to effectively take protective actions. Functional needs individuals will include those who, due to physical or mental limitations, require assistance in implementing protective actions. It also includes individuals who lack the vehicles or structures to effectively implement recommendations or orders to evacuate or shelter-in-place, respectively.

Population Type	
<b>With Disability</b>	<b>Other</b>
Visually impaired	Transients
Hearing impaired	Tourists
Mobility impaired	Culturally isolated
Medically dependent	Migrants
Emotional problems	People without vehicles
Severe mental problems	
<b>Institutions/Groups</b>	<b>Vulnerable</b>
Hospitals	Elderly
Nursing homes	Socially isolated
Halfway houses	Children
Assisted care facilities	Low-income
Day-care centers	Homeless
Prisons, jails	Can't leave home
Homeless shelters	Non-English speaking
Spouse-abuse shelters	

**SHELTERING FUNCTIONAL POPULATIONS**

Shelter operations can accommodate individuals who have a health condition that does not require institutionalization, but may require:

1. Intermittent skilled observation, assessment, and/or maintenance;
2. Assistance with activities of daily living (e.g., feeding, ambulating, self-medication or personal hygiene);
3. Dependence on electricity;
4. Receiving dialysis treatments.

Shelter operations cannot provide 24-hour skilled care and the following individuals will be referred to an appropriate health care facility:

1. Persons who will require hospitalization or institutionalization;
2. Residents of nursing homes, Assisted Living Facilities, Intermediate Care Facilities and facilities caring for the Developmentally Disabled or those with a mental illness;
3. Persons who are bedridden;
4. Women experiencing high-risk pregnancies who are within four weeks of estimated date of delivery or any pregnant woman in active labor;
5. Persons who are in a sudden acute medical or emergency condition; and/or, an individual arriving at a Shelter whose condition exceeds the capabilities of the shelter.

3. There are facilities and institutions within the County that house and care for functional needs individuals, which by Wisconsin law, must have plans, procedures and resources in place to implement protective actions for their patients during emergencies. The County will expect that such facilities within its jurisdiction have complied with this law and will not require, without advanced planning, County resources or personnel to complete protective actions for their patients. The County does recognize, however, that disaster-related damage to structures and transportation infrastructures could limit or prohibit implementation of facility emergency plans, and under such circumstances, County assistance could be necessary to minimize injury or loss of life.
4. **NONDISCRIMINATION.** No services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency over and above what normally would be expected in the way of government services. The Washington County activities pursuant to the Federal /State Agreement for major emergency recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16.—Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.
5. It is the policy of Washington County to comply with the American Disabilities Act and its standards set forth in Title 41. CFR Section 101.19–6, to the extent permitted by fiscal constraints.

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**HUMAN SERVICES DEPARTMENT**

**Pre-Emergency**

- Work with Office of Emergency Management to:
1. Maintain this Emergency Support Function (ESF).

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
HUMAN SERVICES DEPARTMENT	
	<ol style="list-style-type: none"> <li>2. Prepare and maintain operating procedures, resource inventories, personnel rosters and detailed resource mobilization information necessary for implementation of ESF # 19.</li> <li>3. Develop and maintain an inventory and sources of special medical needs resources, manpower and equipment to include supplies and maintenance.</li> <li>4. Develop procedures to meet functional needs during disaster.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Coordinate emergency medical transport of individuals with special medical concerns to a hospital.</li> <li>2. Assist with meeting any special medical needs.</li> <li>3. Assist people with Alzheimer's disease, functional limitations and various disease processes and chronic illnesses.</li> <li>4. Coordinate Functional Needs Sheltering capabilities.</li> <li>5. Support and monitor primary shelter activities, and redirect functional needs persons as necessary.</li> <li>6. In the event that evacuation of all or portions of Washington County is required, the EOC will request NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) to facilitate actions taken for functional needs individuals within their neighborhoods. Such actions could include finding rides for functional needs individuals with other evacuating families, guiding emergency vehicles to the residences of functional needs individuals, and providing individuals to accompany functional needs evacuees during the evacuation to provide support when needed.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 19 position in the EOC.</li> <li>2. Determine coordination needed regarding shelters.</li> <li>3. Notify NGOs (such as VOAD, Citizen Corps, Civic Groups, etc.) representatives serving the threatened or impacted areas regarding the emergency situation and initiate steps to utilize their support and services.</li> <li>4. Establish the status of recommendations or orders for evacuation of all or portions of Washington County. Consult with ESF # 14 regarding actions to provide the necessary services to functional needs individuals.</li> <li>5. Work with ESF # 6 staff to establish, if needed, telephone number(s) for functional needs individuals. Ensure that telephone operators are given up-to-date information regarding instructions for functional needs individuals and that procedures are in place for relaying requests from the public to ESF # 19 staff for action.</li> <li>6. Ensure ESF # 15, Public Information, has received all relevant information regarding actions that functional needs individuals within the County are to take, and that such information is released to the media through ESF # 15.</li> <li>7. Work with ESF # 7, Resource Management, and ESF # 16, to identify facilities, institutions and businesses that may be available to provide additional support in the transportation and care of functional needs individuals. Advise ESF # 5,</li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>HUMAN SERVICES DEPARTMENT</b>	
	<p>Information and Planning, of the results.</p> <ol style="list-style-type: none"> <li>8. Work with ESF # 1, Transportation, to provide resources needed to assist in the evacuation of functional needs individuals.</li> <li>9. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Coordinate with ESF # 1, Transportation, to support reentry of evacuated functional needs individuals to their homes.</li> <li>2. Work with ESF # 6 to identify functional needs individuals from impacted areas that may require assistance in accessing and using disaster relief and recovery services.</li> <li>3. Develop and prioritize strategies, in coordination with ESF # 6, for supporting recovery operations.</li> <li>4. Upon request by the EOC Management Group, and in coordination with ESF # 14, provide personnel to assist in recovery operations.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Aging &amp; Disability Resource Center</b>	<ol style="list-style-type: none"> <li>1. Assist with resources and information for elderly and/or disabled populations.</li> <li>2. Provide access to the H.E.L.P. corner resources.</li> </ol>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Assist with early assessment of functional needs population.</li> <li>2. Provide staffing and expertise for shelter operations.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Support and monitor shelter activities, and assist with redirection of functional needs individuals as needed/requested.</li> <li>2. Assist with identifying group homes, elderly facilities and handicapped facilities.</li> <li>3. Assist with identifying and pre-planning the evacuation necessities of functional needs persons.                             <ul style="list-style-type: none"> <li>• Provide personnel to assist in evacuation of functional needs persons.</li> </ul> </li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Assist with identifying and pre-planning the evacuation necessities of functional needs persons.                             <ul style="list-style-type: none"> <li>• Provide personnel to assist in evacuation of functional needs persons.</li> </ul> </li> </ol>
<b>NGOs (such as VOAD, Citizen Corps, Civic Groups,</b>	<ol style="list-style-type: none"> <li>1. Respond to ESF # 19's request to assist ESF # 19 by providing volunteer personnel in needed locations.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<i>etc.)</i>	<ol style="list-style-type: none"> <li>2. Prior to emergencies, facilitate Washington County efforts to identify functional needs individuals within their neighborhoods.</li> <li>3. Monitor their neighborhoods at the time of disaster and inform the lead agency of the support requirements of functional needs individuals to take protective actions.</li> <li>4. Facilitate the provision of County services to functional needs individuals in their neighborhoods.</li> <li>5. Assist with identification of functional needs individuals who will require assistance in accessing disaster relief and recovery programs.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Assist with identifying resources.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide public health information.</li> </ol>
<b>Veterans Services</b>	<ol style="list-style-type: none"> <li>1. Assist with resources and information for elderly and/or disabled veterans.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Washington Co. Functional Needs Operations Plan</li> <li>2. County Disaster Human Services Guidance</li> </ol>

# Emergency Support Function (ESF) # 20

## Fatality Management



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Disasters have the capacity to produce large numbers of fatalities. The profound effects of mass fatalities on both loved ones and the entire community, and the ability to coordinate and obtain the needed fatality management resources are critical emergency response functions of the County.

Primary Agency

Medical Examiner

Washington County, Wisconsin  
Emergency Operations Center ESF # 20 – Fatality Management

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b> Medical Examiner</p> <p><b>Support</b> Ambulance Services, Public &amp; Private American Red Cross Clergy Community / Faith Based Organizations Fire Departments Funeral Directors Hospitals Law Enforcement Agencies Public Health Public Works</p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>
<b>Federal</b> <b>NOTE: Though there is no Federal ESF # 20, likely support from Federal ESF # 8 includes:</b>	
<b>Likely Agency Activities</b> <ul style="list-style-type: none"><li>• Provide supplemental assistance for mass fatality management, victim identification, and decontaminating remains.</li></ul>	

Emergency Support Function (ESF) # 20

# Fatality Management

**A. PURPOSE.**

1. This function addresses general policies and procedures for the mitigation, preparedness, response to and recovery from incidents with fatalities. It also provides an initial coordination framework of mass fatality response activities.

**B. POLICIES.**

1. It is the policy of Washington County that human remains should only be removed if authorized by the medical examiner or his/her designee.
2. All human remains will be treated with the utmost respect and dignity during the collection and removal process.
3. Personnel involved in the collection, removal and transportation of human remains must use the appropriate levels of protective equipment to prevent any injury or exposure to pathogens.

## PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

### MEDICAL EXAMINER

MEDICAL EXAMINER	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"><li>1. Maintain this Emergency Support Function (ESF).</li><li>2. Maintain inventories of resources and equipment.</li><li>3. Participate in drills, exercises.</li><li>4. Develop/Maintain emergency action checklists.</li><li>5. Develop/Maintain mutual aid agreements.</li></ol>
<b>Emergency</b>	<ol style="list-style-type: none"><li>1. Determine if there have been fatalities and the numbers involved.</li><li>2. Notify Medical Examiner's Office of situation.</li><li>3. Plan for collection sites, recovery teams and personnel to bring fatalities in from the field.</li><li>4. Make sure that locations are noted where each body was found and that all information is appropriately tagged or attached (i.e. date, time, approximate age, location and identification if known).</li><li>5. Protect the property and personal effects of the deceased.</li><li>6. Notify relatives.</li><li>7. Provide scene security and evidence identification.</li></ol>



**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**MEDICAL EXAMINER**

	<ol style="list-style-type: none"> <li>8. Provide security for temporary morgues.</li> <li>9. When notified, report to the Washington County EOC.</li> <li>10. Implement and coordinate Washington County Mass Fatality procedures.</li> <li>11. Establish effective fatality management incident management structure within the on-scene Operations Section.</li> <li>12. Procure equipment and supplies necessary for:             <ol style="list-style-type: none"> <li>a. Tag and flag operations.</li> <li>b. Establishment of a temporary morgue, if needed.</li> <li>c. Body transportation.</li> <li>d. Temporary cold storage (portable units i.e., refrigeration trucks, or portable refrigeration containers).</li> </ol> </li> <li>13. Identify, set up, and coordinate activities at the Incident Morgue to include:             <ol style="list-style-type: none"> <li>a. Victim tracking.</li> <li>b. Fingerprinting.</li> <li>c. Physical examinations.</li> <li>d. Withdrawal of blood and body fluids.</li> <li>e. Forensic examinations.</li> <li>f. Victim identification.</li> <li>g. Preparation for final disposition and release of remains.</li> </ol> </li> <li>14. Advise on the use of Personal Protective Equipment as appropriate.</li> <li>15. Assure epidemiological monitoring and surveillance is occurring.</li> <li>16. Establish and maintain a comprehensive recordkeeping system for continuous updating and recording fatality numbers.</li> <li>17. Coordinate with the established Public Information capabilities within the on-scene structure or within the Joint Public Information System at the EOC to ensure accurate and expedient dissemination of information.</li> </ol>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff ESF # 20 position in the EOC.</li> <li>2. Implement and coordinate Washington County Mass Fatality procedures.</li> <li>3. Determine whether the situation falls under the jurisdiction of the Medical Examiner (ME), notifying Deputy MEs of the situation and coordinating with them as appropriate.</li> <li>4. Coordinate and facilitate the fatality management if the event is not under the jurisdiction of ME.</li> <li>5. Determine present and future need for medical examiner/fatality management resources.             <ol style="list-style-type: none"> <li>a. Determine if the situation may require temporary morgue facilities.</li> <li>b. Identify potential sites and/or storage facilities for the dead, (i.e., refrigeration units, trucks, trailers, etc.) as well as processing sites.</li> </ol> </li> <li>6. Obtain, coordinate fatality management resources as requested by field incident commanders.</li> <li>7. Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers.</li> </ol>
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<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>MEDICAL EXAMINER</b>	
	<ol style="list-style-type: none"> <li>8. Establish, maintain contact with the State EOC through the EOC Coordinator:                             <ul style="list-style-type: none"> <li>• Provide information on status and need for fatality management resources.</li> </ul> </li> <li>9. Liaison with Wisconsin Funeral Directors Association to provide assistance in the mass facilities incidents by providing recovery, evacuation, mortuary operations, identification and notification.</li> <li>10. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Compilation of final reports.</li> <li>2. Participate in after-action/improvement planning incident evaluation process.</li> <li>3. Provide continued support to fatality management personnel.</li> <li>4. Revise plans to reflect changes in programs and procedures.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>Ambulance Services, Public &amp; Private</b>	<ol style="list-style-type: none"> <li>1. Assist with transportation of human remains as requested.</li> <li>2. Assist with emergency services at disaster scene, fatality collection points, and incident morgue.</li> <li>3. Support search and recovery efforts.</li> <li>4. Provide assistance to the Medical Examiner for the removal/recovery of remains.</li> <li>5. Record costs and expenditures and forward them to this ESF.</li> </ol>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Provide a representative to the EOC to coordinate ARC operation.</li> <li>2. Assist with the identification and establishment of support facilities for responder care and feeding.</li> <li>3. Establish facilities and facilitate the exchange of information for victim and family support services.</li> <li>4. Provide additional services such as family escorts, public inquiry and locator program, childcare services, and assistance with planning of memorial services.</li> <li>5. In application to aircraft incidents:                             <ol style="list-style-type: none"> <li>a. Establish Family Assistance Centers for family members.</li> <li>b. Registration and identification of family members;</li> <li>c. Mental health support;</li> <li>d. Physical health support;</li> <li>e. Childcare as requested;</li> </ol> </li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
	<ul style="list-style-type: none"> <li>f. Spiritual care support;</li> <li>g. Assist ME with notification of next of kin or representative if requested.</li> </ul>
<b>Clergy</b>	<ul style="list-style-type: none"> <li>1. Coordinate services for disaster victims and families.</li> </ul>
<b>Community / Faith Based Organizations</b>	<ul style="list-style-type: none"> <li>1. Advise on issues of cultural/religious sensitivity.</li> <li>2. Provide grief counseling.</li> <li>3. Recruit and coordinate clergy.</li> <li>4. Provide assistance with mental health support for emergency workers and families as appropriate.</li> <li>5. Assist in providing language services for family assistance centers as requested.</li> </ul>
<b>Fire Departments</b>	<ul style="list-style-type: none"> <li>1. Assist with emergency services at disaster scene, fatality collection points, and incident morgue.</li> <li>2. Provide hazardous materials consultation.</li> <li>3. Support search and recovery efforts.</li> <li>4. Conduct gross decontamination.</li> <li>5. Provide assistance to the Medical Examiner for the removal/recovery of remains.</li> <li>6. Record costs and expenditures and forward them to this ESF.</li> </ul>
<b>Funeral Directors</b>	<ul style="list-style-type: none"> <li>1. Assist with the establishment and operation of temporary morgues.</li> <li>2. Assist in recovery, transportation, mortuary operations, identification and notification.</li> <li>3. Coordinate embalming, transportation and final disposition of bodies.</li> </ul>
<b>Hospitals</b>	<ul style="list-style-type: none"> <li>1. Report to the Medical Examiner’s Office disaster related victims who become deceased at their respective healthcare facility.</li> <li>2. Allow the use of hospital morgue facility/equipment if available.</li> </ul>
<b>Law Enforcement Agencies</b>	<ul style="list-style-type: none"> <li>1. Secure the disaster scene until such time that resources can be organized to properly mark and plot debris, bodies and body parts at the disaster scene.</li> <li>2. Provide security at designated mortuaries.</li> <li>3. Record costs and expenditures and forward them to this ESF.</li> </ul>
<b>Public Health</b>	<ul style="list-style-type: none"> <li>1. Assure epidemiological monitoring and disease control surveillance are occurring as well as other ESF-8 requested activities.</li> </ul>
<b>Public Works</b>	<ul style="list-style-type: none"> <li>1. Provide equipment, personnel, and other resources for heavy and specialized equipment.</li> </ul>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"><li>2. Identify contractors who can provide heavy and specialized equipment to support fatality management activities.</li><li>3. Record costs and expenditures and forward them to this ESF.</li></ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Medical Examiner Responsibilities</li></ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Washington Co. Mass Fatality Plan.</li><li>2. Waukesha Co. Mass Fatality Guidebook.</li></ol>

*Attachment 1***Medical Examiner Responsibilities****Medical Examiner**

During Natural, Accident Related, Mass Transportation, Criminal or Intentional mass fatality events, the Washington County Medical Examiner is responsible to:

- Establish the Fatalities Branch with all needed personnel.
- Maintain communications and coordination with Washington County Health Department and Human Services Department, Emergency Management, EMS and Law Enforcement Agencies.
- Advise Washington County Human Services Administrator to activate a Family Assistance Center (FAC) if needed.
- Investigation (scene evaluation and investigation);
- Search and Recovery (collection and documentation of human remains, property, and evidence at the incident site); and
- Transportation (transportation of human remains, property, and evidence to the incident morgue).
- Document the context and coordinate the recovery of human remains.
- Establish positive identity of all disaster related decedents by scientific means.
- Determine and certify the cause(s) and manner of disaster related deaths.
- Report deaths of public health concern to the local health officer or to the state epidemiologist.
- Collect and preserve all medico-legal evidence, and release said evidence to appropriate law enforcement authorities.
- Recover and document all personal property associated with the human remains and release to legal next of kin.
- Responsible for ensuring appropriate notification of next of kin.
- Coordinate the disposition of fatalities including interim storage of all human remains resulting from a disaster.
- Maintain the official log of reported and confirmed deaths resulting from a MF event.
- Serve as the lead agency for the release of all information regarding deaths resulting from MF events.<sup>1</sup>

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<sup>1</sup> Public Health-Seattle & King County All Hazards Mass Fatality Management Plan, Version 3 2012

# Emergency Support Function (ESF) # 21

## Damage Assessment



### *Preface*

Emergencies may create widespread damage and life threatening situations. The County must make an initial determination of where damage is, damage severity, the kinds of resources needed and locations where they are needed. This assessment begins the County's emergency response to locate and quantify the scope and severity of life threatening situations and identify escalating emergencies.

Washington County must also gather detailed damage information necessary to organize longer term response and recovery efforts. This information is essential to obtaining a state of emergency declaration by the Governor or a federal disaster declaration, which are necessary to obtain external assistance from these sources. A state of Wisconsin Uniform Situation Disaster Report (USDR) should be filed with state within 24 hours.

Primary Agency

County Engineer

Washington County, Wisconsin  
**Emergency Operations Center ESF # 21 – Damage Assessment**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>            County Engineer</p> <p><b>Support</b>            American Red Cross            Area Manufactures &amp; Commerce            Assessors/Real Property Lister            Code Enforcement/ Building Inspector            County Clerk            Departments, All            Facilities Management            Finance            Fire Departments            Information Systems            Law Enforcement Agencies            Office of Emergency Management            Parks and Recreation            Public Works            Specialists <i>(As situation requires.)</i>            Utilities, Private</p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>
<b>Federal</b>	
<p style="text-align: center;"><b><i>Likely Agency Activities</i></b></p> <ul style="list-style-type: none"> <li>• Provide public works and engineering-related support to include: post-incident assessments of public works and infrastructure; and implementing and managing the DHS/ FEMA Public Assistance Program and other recovery programs.</li> </ul>	

Emergency Support Function (ESF) # 21

## Damage Assessment

**A. PURPOSE.**

1. Life Safety Assessment: Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the County so that accurate and timely information on the situation post-emergency are obtained.
2. Damage Assessment: Accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

**B. POLICIES.**

1. All Washington County departmental personnel that are out on the streets will regularly report operational information and damages observed by them to the EOC through their normal dispatch centers.
2. Washington County will share assessment information with response and relief organizations in the EOC.
3. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this plan for the sole purpose of providing assistance to these emergency victims.
4. In the event of a Law Enforcement Agencies related event, some assessment information may need to be kept confidential by the EOC staff or have limited distribution within the EOC until such time as the Sheriff and/or Police Chief or designee deems it appropriate for release within the EOC or to the public.
5. Life Safety Assessment will begin immediately upon occurrence of an emergency and Damage Assessment will begin as soon as it can safely be done.
6. Damage assessment should be conducted using surveys by teams of inspectors representing both the public and private sectors if possible. Where required, these teams will be augmented by inspectors from appropriate state and federal agencies. Types of damage assessment include:
  - a. Individual Assistance damage assessment relates to estimates of damage to the private sector and individuals, and includes damages to homes, businesses, farms, possessions, and other improvements.
  - b. Public Assistance damage assessment involves damage to public buildings, facilities, roads, bridges, sewer plants, etc. Public assistance is composed of emergency work and permanent restoration. Emer-



gency work is defined as that necessary to save lives, protect public health and safety, and protect property. An example of emergency costs would be those associated with temporary facilities or temporary restoration of services. Permanent restoration is the cost associated with bringing a facility back to pre-emergency condition.

- c. Building Inspection. This is a more thorough, professional evaluation of individual building safety and habitability conducted by qualified inspectors.
7. All affected Washington County departments will provide damage assessment reports regarding damage to buildings, equipment, vehicles, communications, and personnel availability to the EOC.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>COUNTY ENGINEER</b>	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Develop and coordinate damage assessment procedures consistent with State and Federal guidelines.</li> <li>3. Develop or utilize an existing system and forms for tabulating damage assessment.</li> <li>4. Develop damage assessment teams and SOGs.</li> <li>5. Conduct damage assessment training.</li> <li>6. Maintain pre-emergency maps, photos, and other documents.</li> <li>7. Participate in drills, exercises.</li> <li>8. Develop emergency action checklists.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. When notified, report to the Washington County EOC.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 21 position in the EOC.                             <ul style="list-style-type: none"> <li>• Conduct damage assessment of public and private property to determine the extent of damage.</li> </ul> </li> <li>2. Collect and analyze initial life safety assessment information from law enforcement, fire, EMS field units to include:                             <ol style="list-style-type: none"> <li>a. Locations of injuries, deaths, damages.</li> <li>b. Types and extent of damages.</li> <li>c. Impact on people.</li> <li>d. Identify immediate victim needs (need for shelters, water availability, etc.).</li> <li>e. Identify resource requirements (assistance needed) in the affected areas.</li> <li>f. Identify local resources available.</li> </ol> </li> <li>3. In coordination with County EM, compile the information gathered by damage assessment teams and share current situation (and updates) with state and federal partners as needed/requested.</li> <li>4. Provide initial life safety assessment data and information to the EOC Planning Section Situation Unit.</li> <li>5. Prepare an initial situation map illustrating the footprint (location, size, etc.)</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**COUNTY ENGINEER**

	<p>of the affected area to aid in deploying response and recovery resources.</p> <ul style="list-style-type: none"> <li>• The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified.</li> </ul> <ol style="list-style-type: none"> <li>6. Make recommendations as to actions to be taken based on the assessment information.</li> <li>7. Provide a consolidated, overall situation report for responding agencies/ departments.</li> <li>8. Provide information necessary for the EOC Public Information Officer.</li> <li>9. Activate, deploy damage assessment teams.             <ul style="list-style-type: none"> <li>• Assign County/Municipal personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise.</li> </ul> </li> <li>10. Prepare Initial Damage Assessment reports for the Situation Unit Leader.</li> <li>11. Request and coordinate structural engineers to assist in the evaluation of building safety, especially during search and rescue (SAR) operations.</li> <li>12. Receive, record and consolidate all damage reports.             <ol style="list-style-type: none"> <li>a. Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.</li> <li>b. Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of County resources in the emergency area during the early stages of the recovery effort.</li> </ol> </li> <li>13. Provide data to support Chief Executive local declarations of emergency and formal requests for assistance. Information to include:             <ol style="list-style-type: none"> <li>a. The extent of emergency impact on the County (description of the emergency, where the emergency struck, approximate number of people affected, demographics of the affected area).</li> <li>b. The estimated dollar amount of damages.</li> <li>c. Any conditions that could affect the ability to carry out relief coordination.</li> </ol> </li> <li>14. Determine unsafe facilities.             <ul style="list-style-type: none"> <li>• Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety.</li> </ul> </li> <li>15. Provide damage assessment data and information to the Planning Section.</li> <li>16. Compile damage assessment reports and provide information on damages to the State EOC.</li> <li>17. Coordinate appraisers to assist with damage assessment.             <ul style="list-style-type: none"> <li>• Arrange for appraisers to arrive at affected sites.</li> </ul> </li> <li>18. Coordinate damage assessments with State, and federal agencies as appropriate.             <ol style="list-style-type: none"> <li>a. Because federal funding may be involved, and as part of the public assistance application process, state and federal damage assessment teams</li> </ol> </li> </ol>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY ENGINEER	
	<p>may want to identify and validate damaged property, define scope of repairs, and determine repair or replacement costs.</p> <ol style="list-style-type: none"> <li>b. Escort state and federal damage survey officials on inspection of damaged areas.</li> <li>c. Develop map(s) for affected areas:                             <ul style="list-style-type: none"> <li>– Sites are numbered on County map.</li> <li>– Damages are described on separate sheets of paper by numbers corresponding to numbers on maps.</li> </ul> </li> <li>d. Prioritize sequence of site visitations to ensure most heavily damaged areas are visited; it may not be necessary to visit isolated damage sites.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities.</li> <li>2. Assist with Hazard Mitigation Reports.</li> <li>3. Coordinate emergency permitting process/procedures.</li> <li>4. Analyze damages from floods and make recommendations to EOC Director and Disaster and Emergency Services related to the National Flood Insurance Program (NFIP).</li> <li>5. Serve as liaison to insurance industry in event of build-back issues and FEMA/NFIP requirements.</li> <li>6. Coordinate and monitor the movement and activity of contractors entering the County working on restoration projects.</li> <li>7. Assist Real Estate Assessments with reappraisal of properties following an emergency for tax adjustments.</li> <li>9. Assist with the preparation of local Project Worksheets and other public assistance paperwork if requested.                             <ul style="list-style-type: none"> <li>• A FEMA Project Worksheet identifies a specific damaged property or structure, defines the scope of work, and establishes the cost of repair or replacement. A separate Project Worksheet is assigned to each site or project. The compendium of Project Worksheets comprise in total the County's or Municipality's Public Assistance Application (federal monies granted to repair, replace damaged or destroyed public facilities).</li> </ul> </li> <li>10. Train and deploy personnel for damage assessment.</li> <li>11. Provide administrative advice and support relative to preparation of damage assessment forms and reports.</li> <li>12. Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).</li> <li>13. Coordinate Damage Assessment reports for submission to state.</li> <li>14. Request assistance from emergency relief organizations as indicated from the damage assessment.</li> <li>15. Provide liaison to State EOC.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<i>State EOC</i>	<i>See Box On Tab Page This Section.</i>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Provide and deploy damage assessment teams to augment County damage assessment.</li> </ol>
<b>Area Manufactures &amp; Commerce</b>	<ol style="list-style-type: none"> <li>1. Provide assistance and coordination of business damage assessments.</li> </ol>
<b>Assessors/Real Property Lister</b>	<ol style="list-style-type: none"> <li>1. Provide assessment records on real estate properties, i.e. ownership, mailing address, type of building, value of property.</li> <li>2. Provide computer system to report parcel data, etc.</li> </ol>
<b>Code Enforcement/ Building Inspector</b>	<ol style="list-style-type: none"> <li>1. Provide inspectors to assist with damage assessment.</li> </ol>
<b>County Clerk</b>	<ol style="list-style-type: none"> <li>1. Provide historical documents to assist with damage assessments.</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Provide damage reports.</li> <li>2. Support damage assessment teams as appropriate.</li> </ol>
<b>Facilities Management</b>	<ol style="list-style-type: none"> <li>1. Assist in damage assessment of County buildings, taking photos, and obtaining approval for emergency repairs.</li> <li>2. Maintain emergency power generation capabilities in county facilities.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Provide administrative advice and support relative to preparation of damage assessment forms and reports.</li> <li>2. Support damage assessment teams as appropriate.</li> <li>3. Gather applicable information.</li> <li>4. Identify sources for reimbursement.</li> <li>5. Assure compliance with all provisions for financial reimbursement.</li> <li>6. Secure reimbursement.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Conduct inspections and enforce fire safety regulations and laws.</li> <li>2. Support damage assessment teams as appropriate.</li> <li>3. Provide damage assessments of fire-rescue buildings and equipment.</li> <li>4. Provide UAV resources as needed/requested.</li> </ol>
<b>Information Systems</b>	<ol style="list-style-type: none"> <li>1. Provide computer support to assemble damage assessment information.</li> <li>2. Provide UAV resources as needed/requested.</li> </ol>

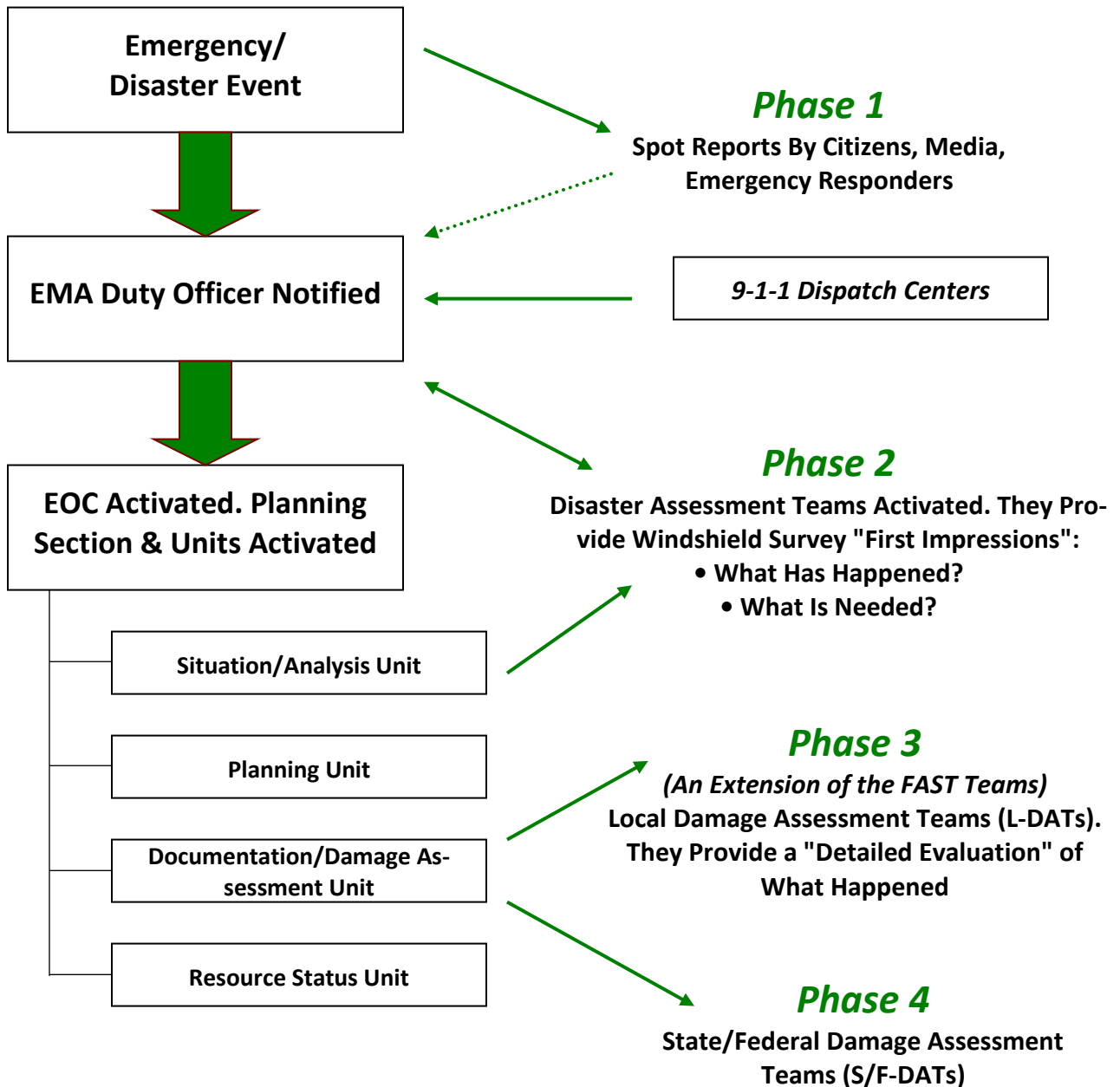
<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide damage assessments of police buildings and equipment.</li> <li>2. Support damage assessment teams as appropriate.</li> <li>3. Provide security for damage assessment teams as requested.</li> <li>4. Enforce restricted areas/buildings due to damaged structures.</li> <li>5. Provide UAV resources as needed/requested.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Coordinate training and deployment of and deploy personnel for damage assessment.</li> <li>2. Provide administrative advice and support relative to preparation of damage assessment forms and reports.</li> <li>3. Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).</li> <li>4. Coordinate Damage Assessment reports for submission to State.</li> <li>5. Request assistance from disaster relief organizations as indicated from the damage assessment.</li> <li>6. Provide liaison to State EOC.</li> </ol>
<b>Parks and Recreation</b>	<ol style="list-style-type: none"> <li>1. Support County damage assessment.</li> <li>2. Provide damage assessments of parks and recreation facilities, buildings and equipment.</li> <li>3. Perform post disaster damage assessment.                             <ol style="list-style-type: none"> <li>a. Perform physical inspection of recreation facilities.</li> <li>b. Complete appropriate damage assessment forms.</li> </ol> </li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Support County damage assessment.</li> <li>2. Assist with infrastructure damage assessment of horizontal construction (i.e., roads, bridges, storm sewers, weirs, etc.).</li> <li>3. Conduct infrastructure damage assessment of utility “life lines” (water, power, telecommunications, sewer, waste services) owned by each utility.</li> <li>4. Provide information related to safety, inspections, damages and repairs to roads, bridges and the storm water drainage systems.</li> <li>5. Request and coordinate structural engineers to assist in the evaluation of building safety, especially during search and rescue (SAR) operations.</li> <li>6. Provide damage assessments of Public Works facilities, buildings and equipment.</li> </ol>
<b>Specialists</b> <i>(As situation requires.)</i>	<ol style="list-style-type: none"> <li>1. Real Estate Agencies – Provide real estate expertise with damage assessment.</li> <li>2. Private Sector Architects, Engineers – Assist with damage assessment and participate in post disaster structural evaluations.</li> </ol>
<b>Utilities, Private</b>	<ol style="list-style-type: none"> <li>1. Conduct infrastructure damage assessment of utility “life lines” (water,</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	power, telecommunications, sewer, waste services) owned by each utility.
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Damage Assessment Phases &amp; Concept Of Operations Flowchart.</li><li>2. Damage Assessment And Recovery Assessment Areas.</li></ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. WEM Guide to Assessing and Documenting Disaster Damage</li></ol>

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Attachment 1  
DAMAGE ASSESSMENT

**DAMAGE ASSESSMENT PHASES &  
CONCEPT OF OPERATIONS FLOWCHART**





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*Attachment 2*  
**DAMAGE ASSESSMENT AND RECOVERY ASSESSMENT AREAS**

AREA	GROUP ASSIGNMENT
<b>Private Residences</b>	American Red Cross, Realtors, Human Services, Building Inspectors
<b>Small Businesses, Industry and Private Utilities</b>	RAMAC Utilities Building Inspectors
<b>Agriculture</b>	USDA Local FSA
<b>Debris Removal</b>	County Highway Dept., Municipal Public Works, State Dept. of Transportation, Dept. of Natural Resources
<b>Protective Measures</b>	Each Emergency Response Agency
<b>Public Road System</b>	Public Works and Engineering, County Highway Dept.
<b>Public Water Control Facilities</b>	Public Works Dept., DNR, DOT
<b>Public Buildings and Equipment</b>	Each Department, County Clerk, Municipal Clerk, Building Inspectors
<b>Public Utilities</b>	Public Utilities, DOT
<b>Facilities under Construction</b>	Building Inspectors
<b>Private Non-profit Facility</b>	Private Non-profit Facility Manager
<b>Recreation</b>	County and Municipal Planning and Parks Departments, County and Municipal Clerks
<b>Economic Impact</b>	Job Service, Human Services, American Red Cross, USDA Local FSA
<b>Public Health</b>	Washington County Public Health Departments, State Health Office, Dept. of Natural Resources

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# Emergency Support Function (ESF) # 22

## Public Protection (Warning, Evacuation, Shelter)



### *Preface*

1. **Alert and Warning:** ESF is based on incoming notification of an occurring or imminent emergency situation, provide relevant populations with timely alert and warning, including information on protective actions such as shelter in place or evacuation, as well as where additional information can be obtained.
2. **Evacuation:** ESF is based on an emergency and/or incident that requires all or part of the county population to be re-located away from the threat. The magnitude and location of the event will dictate the establishment of evacuation routes.
3. **Shelter:** ESF is based on information received from existing and evolving evacuation operations and encompasses general and access/functional needs populations. Sheltering can occur in-place and/or in designated, shelters to support displaced populations until incident(s) are mitigated and recovery/reentry operations can be implemented. The sheltering function is designed to meet basic day-day needs of the displaced population and staffed to register and track all evacuees.

Primary Agency

Office of Emergency Management

**Emergency Operations Center ESF # 22 – Public Protection (Warning, Evacuation, Shelter)**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b> Office of Emergency Management</p> <p><b>Support</b> American Red Cross ARES/RACES Chief Elected Official(s) County Attorney County Board Chair County Health County Jail Department Departments, All Fire Departments Human Services, EMS and NGOs Law Enforcement Agencies Local Bus Companies Local Municipalities Media: Broadcast &amp; Print Public Information Officer Public Service Answering Points Public Works Utility Companies</p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>

Federal Mass Evacuation (NRF Annex)	
<p><b>Coordinating Agency</b></p> <ul style="list-style-type: none"> <li>• Department of Homeland Security/Federal Emergency Management Agency</li> </ul> <p><b>Cooperating Agencies</b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture</li> <li>• Department of Commerce</li> <li>• Department of Defense</li> <li>• Department of Energy</li> <li>• Department of Health and Human Services</li> <li>• Department of Homeland Security</li> <li>• Department of Justice</li> <li>• Department of Transportation</li> <li>• Department of Veterans Affairs</li> <li>• General Services Administration</li> <li>• American Red Cross</li> <li>• National Voluntary Organizations Active in Disaster</li> <li>• Corporation for National and Community Service</li> </ul>	<p><b>Likely Agency Activities</b></p> <p><b>Evacuation (NRF Mass Evacuation Annex)</b></p> <ul style="list-style-type: none"> <li>• Establish criteria under which federal support to mass evacuations is provided.</li> <li>• Provide a concept of operations for federal-level mass evacuation support.</li> <li>• Identify the agencies and organizations involved in a federally supported mass evacuation.</li> <li>• Define the roles and responsibilities of federal entities in planning, preparing for, and conducting mass evacuations in support of state, tribal, and local authorities.</li> <li>• Identify guidelines to improve coordination among federal, state, tribal, and local authorities when federal evacuation support is required.</li> <li>• Assistance with implementing evacuation and sheltering plans that include provisions for special needs populations and household pets.</li> </ul> <p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• Assistance with warning the public and providing accessible emergency public information.</li> </ul> <p><b>Shelter</b></p> <ul style="list-style-type: none"> <li>• Assistance with sheltering evacuees in pre-identified, physically accessible shelters and providing food, water, and other necessities to meet the needs of all people, including persons with disabilities and other special needs.</li> </ul>

Emergency Support Function (ESF) # 22

## Public Protection (Warning, Evacuation, Shelter)

**A. PURPOSE.**

1. **Alert and Warning:** To provide rapid alert and warnings to the public and key Washington County and other officials of an impending or occurring natural emergency, technological emergency, hostile action, or impending conditions that could be detrimental to public welfare or safety.
2. **Evacuation:** To provide for the evacuation of part or all of the population from any threatened or stricken disaster area within the Washington County to locations providing safety and shelter and to provide guidance for in-place sheltering when evacuation is not feasible.
3. **Shelter:** Identify shelters and mass care facilities.

**B. POLICIES.**

1. Alert and Warning:
  - a. The Washington County Sheriff's Department and/or the PSAPs located in Germantown, Hartford and West Bend will utilize their 24-hour emergency Communications Center(s) and other existing systems, such as sirens, Sheriff and municipal Police and Fire mobile units, telephone, County radio frequencies, fax, media, amateur radio and access TV channel for the dissemination of warning information.
  - b. Citizens and government employees have the responsibility to monitor for severe weather alerts via television, radio, weather alert radios and/or text alerts.
  - c. The criteria for issuing an alert and warning are:
    - (1) Public Safety: dissemination of information which will aid in reducing loss of life or substantial loss of property.
    - (2) Official Information: the source of information is a local, state or federal government agency that directly supports federal responsibilities concerning the protection of life and property.
    - (3) Time-Critical: an event that requires immediate public knowledge to avoid adverse impact.
  - d. Once an emergency has ended and the area/site has been deemed safe, a message indicating that the emergency has concluded must be sent via the appropriate channel(s).

- e. Incident commanders may authorize the use of public address systems on vehicles, megaphones, face-to-face communications, and pre-scripted messages for time-critical notifications.
  - f. The Integrated Public Alert and Warning System (IPAWS) may be used to supplement warnings to citizens utilizing participating radio or television stations.
  - g. Warning to the affected populace will be made by any expeditious methods available at the time to include, but not limited to, sirens, telephone, fax, radio, IPAWS, amateur radio, media, and police and fire mobile units.
  - h. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Washington County will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information and resources available at the time.
2. Evacuation:
- a. Citizens are advised to follow evacuation orders. Those who do not wish to comply are encouraged to provide “next-of-kin” information.
  - b. Consideration will be given to access and functional needs populations during the evacuation process.
3. Shelter:
- “Shelter-in-Place” is the preferred option whenever possible.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	
<b>Pre-Emergency</b>	<ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Participate in drills, exercises.</li> <li>3. Develop emergency action checklists.</li> </ol> <p><b><u>Alert and Warning:</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain a 24-hour primary warning point for the receipt of notifications.</li> <li>2. Utilize appropriate system(s) to disseminate emergency alerts and warnings to the public.</li> <li>3. Utilize appropriate system(s) to notify key officials and agencies in the event of an emergency.</li> <li>4. Utilize appropriate system(s) for warning access/functional needs populations and locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.</li> </ol> <p><b><u>Evacuation:</u></b></p> <ol style="list-style-type: none"> <li>1. Identify likely evacuation routes within the Washington County.</li> <li>2. Conduct public education about evacuation procedures.</li> </ol>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	
	<p>3. Develop and maintain procedures and SOG’s for implementing evacuation operations, including evacuation routing.</p> <p><b>Shelter:</b></p> <ol style="list-style-type: none"> <li>1. Utilize ARC listing of locations/capacities of shelters.</li> <li>2. Analyze mass care resource requirements for equipping shelters.</li> <li>3. Develop agreements with mass care providers as necessary.</li> <li>4. Develop and maintain procedures and SOG’s for implementing sheltering operations.</li> <li>5. Develop procedures and SOG’s for providing notification to sheltered populations regarding re-entry/relocation issues.</li> </ol> <p><b>Re-entry:</b></p> <ol style="list-style-type: none"> <li>1. Develop procedures and SOG’s for providing notification to sheltered populations regarding re-entry/re-location issues.</li> </ol>
<b>Emergency</b>	<p><b>Alert and Warning:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate with IC and/or County Board Chair to disseminate alerts and warnings, as appropriate (this may necessarily be prior to EOC activation).</li> <li>2. Incident commanders may authorize the use of public address systems on vehicles, bull horns, face-to-face communications, and pre-scripted messages for time-critical notifications.</li> <li>3. Notify departments and agencies to activate agency response efforts, as necessary to ensure 24-hour capability.</li> <li>4. Alert employees assigned to emergency duties.</li> <li>5. Coordinate alert and warning notification with other Washington County agencies and adjoining jurisdictions.</li> <li>6. Utilize all means available to effectively disseminate notification and warnings.</li> <li>7. Monitor all alert and warning systems to evaluate functionality.</li> <li>8. Notify the County Board Chair/Emergency Management Executive Group and PIO.</li> <li>9. Notify ESF Coordinators to activate agency response efforts, as necessary to ensure 24-hour capability.</li> <li>10. Coordinate evacuation and shelter planning with other county agencies, NGOs and adjoining jurisdictions.</li> </ol> <p><b>Evacuation:</b></p> <ol style="list-style-type: none"> <li>1. Assist with the implementation of locally ordered evacuations.</li> <li>2. Initiate evacuation orders when necessary.             <ol style="list-style-type: none"> <li>a. Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.).</li> <li>b. Identify evacuation routes and provide signage as needed.</li> <li>c. Identify required transportation resources.</li> </ol> </li> </ol>



**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

	<ul style="list-style-type: none"> <li>d. Establish traffic and perimeter control as requested.</li> <li>e. Ensure public information activities.</li> <li>f. Ensure security for evacuated areas.</li> <li>g. Designate reception areas if necessary.</li> <li>h. Determine transport needs for access and functional needs populations.</li> <li>i. Develop and disseminate evacuation instructions.</li> </ul> <p><b>Shelter:</b></p> <ul style="list-style-type: none"> <li>1. Determine if population should be sheltered in-place (Hazardous Material Incidents).</li> <li>2. Identify and publicize shelter locations; Coordinate with ESF # 15 to ensure shelters are staffed and equipped with vital resources.</li> <li>3. Shelter In-Place (Hazardous Material Incidents).                     <ul style="list-style-type: none"> <li>a. Safe and quick evacuations may not be possible due to time, weather, and other factors. An option to evacuation is “shelter in place,” e.g. notifying occupants of buildings, facilities, homes, to seek protection indoors and stay inside until notified that it is safe to exit.</li> <li>b. When people cannot evacuate before a hazardous material plume arrives, public officials must advise them to stay indoors and reduce the ventilation from outside air as much as possible.</li> <li>c. For in-place sheltering to be effective, the decision-making authority must be clearly defined, warning to the public must be timely, and the sheltered population must know how to reduce shelter ventilation rates.</li> </ul> </li> </ul>
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<p><b>Emergency Operations Center (EOC)</b></p>	<ul style="list-style-type: none"> <li>1. Staff ESF # 22 position in the EOC.</li> <li>2. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ul> <p><b>Alert and Warning:</b></p> <ul style="list-style-type: none"> <li>1. Assure dissemination of emergency warning information received from state and federal agencies.</li> <li>2. Assure dissemination of warnings initiated at local government level.</li> <li>3. Warning dissemination methods can include:                     <ul style="list-style-type: none"> <li>a. Sirens.</li> <li>b. Telephones and pagers.</li> <li>c. Mobile public address (PA) systems.</li> <li>d. Mobile sirens.</li> <li>e. “Runners” e.g. door to door notifications.</li> <li>f. Use of media: local television, radio and newspaper.</li> <li>g. Integrated Public Alert and Warning System (IPAWS).</li> <li>h. County and municipal communication systems.</li> <li>i. Law Enforcement Agencies Transaction of Information for the Management of Enforcement (TIME) System Teletype.</li> </ul> </li> </ul>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
OFFICE OF EMERGENCY MANAGEMENT	
	<p>j. National Warning System.</p> <p>4. Coordinate manpower for door-to-door warning if feasible.</p> <p><b>Evacuation:</b></p> <ol style="list-style-type: none"> <li>1. Serve as the Washington County point of contact for municipal, county and state ordered evacuation efforts.</li> <li>2. Initiate evacuation orders when necessary.</li> <li>3. Assist with the implementation of locally ordered evacuations, actions include:               <ol style="list-style-type: none"> <li>a. Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.).</li> <li>b. Identify required transportation resources.</li> <li>c. Establish traffic and perimeter control as requested.</li> <li>d. Ensure public information activities.</li> <li>e. Ensure security for evacuated areas.</li> <li>f. Designate reception areas if necessary.</li> </ol> </li> <li>4. Plan for recovery to include:               <ol style="list-style-type: none"> <li>a. Initiate return, when possible.</li> <li>b. Control traffic.</li> <li>c. Conduct public information activities.</li> <li>d. Establish FEMA Disaster Recovery Center sites, if appropriate.</li> </ol> </li> <li>5. In coordination with the Fire and Police Departments, develop evacuation plans for incidents at hazardous materials sites, as well as other specialized facilities/events. (See Attachment "Evacuation Planning Factors.")</li> <li>6. Coordinate evacuation operations with Law Enforcement Agencies, Public Works, and Mass Care.</li> <li>7. Monitor evacuation process with field operations</li> </ol> <p><b>Shelter:</b></p> <ol style="list-style-type: none"> <li>1. Monitor sheltering operations.</li> <li>2. Coordinate with appropriate agencies.</li> </ol> <p><b>Plan For Re-Entry Operations. Plans for recovery to include:</b></p> <ol style="list-style-type: none"> <li>1. Notices rescinding evacuation orders</li> <li>2. Instructions for re-entry for distribution.</li> <li>3. Process for re-entry.</li> <li>4. Traffic control.</li> <li>5. Public information activities.</li> <li>6. Certify evacuated area(s) safe for re-entry.</li> </ol>
<b>Recovery Actions</b>	<p><b>Shelter:</b></p> <ol style="list-style-type: none"> <li>1. Implement shelter de-mobilizing plans.</li> </ol>

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**OFFICE OF EMERGENCY MANAGEMENT**

	<p><b>Re-Entry:</b></p> <ol style="list-style-type: none"> <li>1. Develop and disseminate instructions for re-entry.</li> <li>2. Certify the evacuated area safe for re-entry.</li> <li>3. Coordinate re-entry-return with Public Works, Law Enforcement Agencies, and all other appropriate agencies.</li> <li>4. Initiate return, where possible.</li> <li>5. Conduct public information activities.</li> <li>6. Assist other agencies with recovery operations, as appropriate.</li> </ol>
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**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Publish any shelter, reception site, or similar location the American Red Cross has established in conjunction with other published announcements.</li> <li>2. Coordinate evacuation and shelter planning with respective agencies.</li> <li>3. Plan for populations with access and functional needs and attempt to determine specific transportation and shelter needs.</li> <li>4. Designate and maintain location of updated shelter and congregate shelter lists.</li> <li>5. Assist with emergency public information dissemination.</li> <li>6. Establish shelter agreements with the school districts and private businesses within the county.</li> <li>7. Coordinate and provide mass care, congregate care, food coupons and commodities, monetary grants, and crisis counseling.</li> <li>8. Coordinate other related NGOs activities.</li> <li>9. Provide health care services to designated rest/reception areas (if activated) during evacuation.</li> <li>10. Provide health care and first aid services to facility guests and staff.</li> <li>11. Open and close public shelters.</li> </ol>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Assist with warning and emergency information dissemination.</li> </ol>
<b>Chief Elected Official(s)</b>	<ol style="list-style-type: none"> <li>1. Issue local emergency declarations.</li> <li>2. Initiate evacuation/curfews as requested.</li> <li>3. Make declarations as warranted.</li> <li>4. Issue re-entry orders after consultation with the appropriate response agencies.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>County Attorney</b>	<ol style="list-style-type: none"> <li>1. Develop for review evacuation orders to be used in conjunction with emergency declarations.</li> </ol>
<b>County Board Chair</b>	<ol style="list-style-type: none"> <li>1. Issue county emergency declarations.</li> <li>2. Support local, state, federal emergency declarations as applicable.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Provide health warnings, especially biological incidents.</li> <li>2. Provide communicable disease surveillance.</li> <li>3. Provide public health information.</li> <li>4. Disseminate messages via mass notification methods when directed.</li> <li>5. Monitor public health related conditions in shelters.</li> </ol>
<b>County Jail</b>	<ol style="list-style-type: none"> <li>1. Provide emergency shelter and act as ‘refuge of last resort.’</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Assist in evacuation of persons in danger to safe areas or shelter.</li> <li>2. Assist in informing the public.</li> <li>3. Identify access and functional needs persons needing evacuation assistance.</li> <li>4. Provide siren-equipped and/or public address mobile units (if available).</li> <li>5. Provide personnel for door-to-door warning.</li> <li>6. Assist with evacuation/notification, when necessary.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Assist with Public Works and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, blockages, etc.</li> <li>2. Assist with the identification of evacuation routes.</li> <li>3. Provide siren-equipped and/or public address mobile units.</li> <li>4. Assist with evacuation/notification, when necessary.</li> <li>5. Direct on-scene evacuations as a result of fire, hazardous materials spill, transportation accidents, etc., as necessary, whenever there is immediate threat to life and safety.</li> <li>6. Contact municipal officials.</li> <li>7. Order evacuation whenever necessary to protect lives and property.</li> </ol>
<b>Human Services, EMS and NGOs</b>	<ol style="list-style-type: none"> <li>1. Coordinate evacuation and shelter planning with respective agencies. Plan for functional needs with the respective institution/agency administrators to determine specific transportation and shelter needs.</li> <li>2. Designate and maintain location of updated shelter and congregate shelter lists.</li> <li>3. Coordinate and provide mass care, congregate care, food coupons and commodities, monetary grants, and crisis counseling. See ESF # 6: Mass Care.</li> <li>4. Coordinate other NGOs activities.</li> <li>5. Provide health care services to designated rest areas during evacuation.</li> <li>6. Provide health care and emergency medical services to emergency workers.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

	<ol style="list-style-type: none"> <li>7. Open and close public shelters in coordination with American Red Cross.</li> </ol>
<p><b>Law Enforcement Agencies</b></p>	<ol style="list-style-type: none"> <li>1. Contact municipal officials.</li> <li>2. Assist in the identification of evacuation routes.</li> <li>3. Order evacuations when necessary to protect lives and property and maintain law and order.</li> <li>4. Ensure emergency orders are implemented.</li> <li>5. Initiate, coordinate and monitor evacuation activities.             <ol style="list-style-type: none"> <li>a. Designate primary and alternate evacuation routes based on characteristics of known hazardous event and/or upon the parameters of predictable hazards.</li> <li>b. Establish staging areas and rest areas.</li> <li>c. Coordinate with Public Works to identify potential problems along evacuation routes and to ensure safety of evacuation routes following an event.</li> </ol> </li> <li>6. Assist in warning the public.             <ol style="list-style-type: none"> <li>a. Provide staff for door-to-door warning.</li> <li>b. Activate outdoor warning sirens.</li> <li>c. Move through the affected area with sirens and public address systems if necessary.</li> </ol> </li> <li>7. Provide transportation for emergency workers to and from risk area if requested.</li> <li>8. Provide security in rest areas, reception centers, and shelters.</li> <li>9. Establish a perimeter and control area around the evacuated area.             <ul style="list-style-type: none"> <li>• Establish a Law Enforcement Agencies pass system.</li> </ul> </li> <li>10. Provide security in evacuated areas, as safety requirements allow.</li> <li>11. Provide traffic and movement control.             <ol style="list-style-type: none"> <li>a. Maintain and coordinate two-way traffic on all evacuation routes to allow continued access for emergency vehicles.</li> <li>b. Designate traffic control points at the time based on anticipated traffic volume and identifiable problem areas.</li> </ol> </li> <li>12. Keep evacuation routes clear of stalled vehicles and equipment.</li> </ol>
<p><b>Local Bus Companies</b></p>	<ol style="list-style-type: none"> <li>1. Provide vehicles for transportation.</li> </ol>
<p><b>Local Municipalities</b></p>	<ol style="list-style-type: none"> <li>1. Disseminate warning to citizens.</li> <li>2. Develop evacuation and shelter plans.</li> <li>3. Assist in designation of primary evacuation routes as appropriate.</li> <li>4. Identify staging areas, reception centers, and shelters.</li> <li>5. Pre-establish staging areas (schools, faith based organizations, etc.) for residents needing transportation.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>6. Designate transportation resources and shelter facilities for emergency workers.</li> <li>7. Identify transportation resources and services to support evacuation and sheltering.</li> <li>8. Identify functional needs groups that require transportation and special care at shelters.</li> </ol>
<b>Media: Broadcast &amp; Print</b>	<ol style="list-style-type: none"> <li>1. Disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.</li> <li>2. Activate the Emergency Alert System (EAS) as directed by Washington County Emergency Management (Broadcast Media).</li> </ol>
<b>Public Information Officer</b>	<ol style="list-style-type: none"> <li>1. Develop alert and warning releases to be disseminated to the media.</li> <li>2. Disseminate emergency information immediately, advising the public of what evacuation and/or shelter actions to take.</li> <li>3. Develop and disseminate information on re-entry issues.</li> <li>4. Ensure that warning information is disseminated to the media on a timely basis.</li> <li>5. Responsible for assimilating, coordinating and disseminating all public information on behalf of the County (see ESF # 15).</li> <li>6. Staff EOC, if activated, and continue dissemination of warning information, if needed.</li> <li>7. Ensure that evacuation and/or shelter information is disseminated to the media on a timely basis throughout the emergency.</li> </ol>
<b>Public Service Answering Points</b>	<ol style="list-style-type: none"> <li>1. Notify departments and agencies to activate agency response efforts, as necessary to ensure 24-hour capability.</li> <li>2. Coordinate alert and warning notification with other Washington County agencies and adjoining jurisdictions.</li> <li>3. Utilize all means available to effectively disseminate warning and notifications.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide traffic control signs and barricades, and operational control of traffic signals and flashers.</li> <li>2. Coordinate with Emergency Management and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, blockages, etc.</li> <li>3. Assist with the identification of evacuation routes.</li> <li>4. Assist when possible to keep evacuation routes clear of stalled vehicles and equipment.</li> <li>5. Assist with the establishment of staging areas and rest areas.</li> <li>6. Inspect buildings and infrastructure of evacuated area and certify for re-entry operations.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>Utility Companies</b>	<ol style="list-style-type: none"> <li>1. Monitor their own systems; advise Emergency Management of any outages.</li> <li>2. Clear power and gas lines.</li> <li>3. Inspect, repair and restore evacuated areas before re-entry.</li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Notification and Warning SOG.</li> <li>2. Evacuation and Shelter SOG.</li> <li>3. Access and Functional Needs Populations</li> <li>4. Evacuation Planning Factors.</li> <li>5. Public Protection Decision Tree.</li> </ol>
<b>REFERENCES</b>	None.

*Attachment 1*  
**NOTIFICATION AND WARNING SOG**

**A. NOTIFICATION.**

1. Washington County may receive initial warning of a disaster or pending disaster from County and municipal Departments, the National Warning System, neighboring jurisdictions, the State EOC, the National Weather Service, the news media, or the general public.

**B. WATCH, STANDBY PROCEDURES.**

1. If a pending disaster has the potential of affecting Washington County. Departments will take the following actions:
  - a. Review this document.
  - b. Notify employees.
  - c. Review department emergency plans.
  - d. Insure that department vehicles and equipment are serviced and ready.
  - e. Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
  - f. Obtain maps, drawings, and other emergency aids.
  - g. Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.
2. Recall procedures vary by department, and each department has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.
3. Employees who are recalled should realize that the emergency may be several days or longer in duration. Each employee should report to his/her emergency assignment with personal items necessary for 72 hours (e.g. personal articles, toiletries, change of clothing, medications, special non–refrigerated dietary foods, blankets/sleeping bag, etc.)

**C. WARNING.**

1. The County Sheriff receives warnings regarding technological and natural hazards which may affect the county.
  - County/Municipal outdoor warning sirens are activated, if needed.
2. The Sheriff's Department notifies by pager or telephone:
  - a. Emergency Management who activates the Emergency Management alert list.
  - b. All county pager holders.
  - c. Local Law Enforcement Agencies and fire departments who activates local sirens and notifies the Chief Elected Officer of the municipality.



3. The general public receives warning information by:
  - a. Activation of outdoor warning sirens.
  - b. Local broadcasts or printed media.
  - c. Door-to-door notification by emergency services personnel.
  - d. Mobile public address systems.
  - e. Plectron and weather alert radios.
  
4. Functional needs groups receive information by:
  - a. Door-to-door warnings for handicapped, visually and hearing impaired.
  - b. Foreign language media messages.
  - c. Closed-caption television messages.
  
5. Upon notification of a warning (imminent or spontaneous event), each department will initiate internal notification actions to:
  - a. Alert employees assigned to emergency duties as appropriate to the situation:
    - (1) Suspend or curtail normal business activities.
    - (2) Recall essential off-duty employees.
    - (3) Send non-critical employees home.
    - (4) Secure and evacuate the department's facilities.
  
  - b. If requested, augment the County's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

*Attachment 2*  
**EVACUATION AND SHELTER SOG**

**A. EVACUATION DECISION.**

1. Evacuation is normally ordered by the Washington County Board Chair or the Chief Elected Official of the affected political jurisdiction.
2. If immediate evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation (hazardous materials spills or fires).
3. The line of succession for evacuation recommendations is:
  - a. Emergency Management Executive Group/County Board Chair.
  - b. Sheriff.
  - c. Fire Chief/Police Chief.

**B. DIRECTION AND CONTROL.**

1. During a large scale evacuation and/or shelter situation, the EOC Human Services Branch, under the direction of the Emergency Management Executive Group and/or the Chief Elected Official of the affected political jurisdiction(s), coordinates and monitors shelter activities.
2. Evacuation and shelter information is accomplished through the use of the county warning and communication system.
3. If the Emergency Operating Center is activated, direction and control of the evacuation and/or sheltering operations are conducted from the EOC.

**C. EVACUATION ORDER.**

1. Evacuation orders are initiated after on-site evaluation and recommendation by the appropriate authorities.
  - a. The affected population is not to be moved into a more dangerous situation than posed by the primary hazard.
  - b. The evacuation area is defined in terms clearly understandable by the general public.
  - c. On slow-moving events, pre-evacuation notice is given to affected residents as hazardous conditions warrant such action.
2. When ordering an evacuation, the following considerations should be addressed:
  - a. Weather and highway conditions.
  - b. Evacuation routes, their capacities, and susceptibilities to hazards.
  - c. The availability and readiness of shelters for evacuees.
  - d. Modes of transportation for evacuees and for those unable to provide their own.
  - e. Functional needs groups.

**D. EVACUATION ORDER DISSEMINATION.**

1. Affected jurisdictions use appropriate county warning modes to direct the population to evacuate and/or seek shelter.
2. Evacuation and/or shelter information is provided to the Washington County Public Information Officer (PIO) for immediate dissemination.
  - a. The Washington County PIO keeps local media sources updated on all evacuation and/or shelter information.
  - b. Local television and radio stations broadcast current evacuation and/or shelter information.
  - c. Law Enforcement Agencies and Fire and Rescue Services may go door-to-door and/or utilize Public Address systems to warn evacuees.

**E. TRAFFIC CONTROL.**

1. Law Enforcement Agencies maintain traffic control:
  - a. Traffic points, assembly areas, and reception centers are designated.
  - b. Rest areas are established along evacuation routes to provide the necessary aids. Evacuees are able to obtain fuel, water, medical aid, vehicle maintenance, and emergency information at designated rest areas.
  - c. Law Enforcement Agencies and the County Public Works Departments coordinate assistance to those vehicles having mechanical problems or abandoned.

**F. SHELTER OPERATIONS.**

1. Shelter activities are coordinated by the EOC Human Services Branch who:
  - a. Determines which shelters should be open.
  - b. Coordinates dissemination of shelter information to the PIO.
  - c. Coordinates reception and shelter activities with American Red Cross.
  - d. Assign trained managers and staff to all public reception centers and shelters prior to opening them.
2. The American Red Cross, Southeastern Wisconsin assists with mass care activities.
3. Sheltering operations are coordinated through the Shelter Officer.
  - a. Determines which shelters should be open.
  - b. Coordinates dissemination of shelter information to PIO.
  - c. Reception center personnel register and assign evacuees to shelters.
  - d. American Red Cross personnel coordinate shelter activities.
  - e. Local Law Enforcement Agencies officers and/or volunteers are assigned as security to congregate care facilities.
  - f. Responsible for crisis upgrade of shelters.

**G. RE-ENTRY.**

1. The re-entry decision and order are made by Incident Commander, local Chief Elected Official or the Emergency Management Executive Group after the threat has passed and the evacuated area has been inspected by Fire and Rescue Services, Law Enforcement Agencies, Public Works, and local utilities for safety.
2. Re-entry of an evacuated area requires coordination and direction of evacuees from the area by Law Enforcement Agencies.
3. When ordering re-entry, the following considerations are addressed:
  - a. Insure that threat is over.
  - b. Insure homes have been inspected and are safe to return to.
  - c. If homes have been damaged, determine any long-term housing needs.
  - d. Determine number of persons in shelter who will need transportation to return to their homes.
  - e. Inform public of proper re-entry procedures and remaining hazards.
  - f. Coordinate traffic control and movement back to the area.
  - g. Issue proper clean-up instructions.
4. PIO should coordinate and disseminate public information through the local media on re-entry procedures.

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*Attachment 3*

**ACCESS AND FUNCTIONAL NEEDS POPULATIONS**

**EVACUATION SHELTERING, RE-ENTRY**

*General Evacuation Issues.*

1. Issues that have greatest impact on those with access and functional needs include notification, evacuation, emergency transportation, access to medical care and medications, access to mobility devices or service animals while in transit or at shelters and access to information.
2. Access and functional needs populations must be identified, so neighbors, couriers, or the police can make personal contact with them to ensure they are aware of the alert conditions. These groups include, but not limited to those with; physical and/or mental impairments, the elderly, homeless individuals, non-English speaking individuals, etc.
3. Agency support for identifying access and functional needs populations include Washington County departments such as Human Services, Aging & Disability Resource Center and Public Health. Other sources of information include Community Based Organizations, contracted Human Services Provider agencies, state and federal agencies.
4. Access and functional needs populations have a greater vulnerability to disasters and this consideration must be given high priority for evacuation and sheltering actions. This also includes institutional groups and other congregated populations.
5. Evacuation SOG's need to ensure all residents have access to public education and information materials in appropriate formats, tailored to access and functional population needs, both prior to and during the event.
6. Warning procedures should ensure that all residents, including the blind or those with low vision, and the hearing impaired receive information in an appropriate format. Often this will require several forms of alert and notification and may even include sign language interpreters on local media channels.
7. Some access and functional needs populations will not or cannot comply with mandatory evacuation orders, because of transportation constraints, mobility impairments, or for a variety of other reasons.

**TRANSPORT**

1. Transportation demands of access and functional needs populations can vary and requires careful planning and assessment of types of transport required, since type of transport provided can expedite or complicate the process. In addition, collaboration between providing agencies is critical, since response vehicles may have to be acquired from a variety of public and private agencies
2. First responders should be trained to recognize cognitive impairments by routinely screening for signs of confusion among evacuees and other signs.

**SHELTERING**

1. Shelter staff should be trained to work with people with disabilities, including those with guide or service animals.
2. SOG's for sheltering and transport should include, but not be limited to; accommodations for walkers, wheel-chairs, crutches, people with scooters, and medication dependent populations.
3. Access and functional needs shelter areas may have to be identified and utilized for large-scale evacuation
4. Shelter security plans should include procedures for addressing loss of Law Enforcement Agencies during and following hazardous events.
5. Coordinating efforts with human service agencies to provide intervention counselors at shelters will help reduce stress on evacuees, especially those with medical needs who may be without familiar services.
6. Individuals with access and functional needs and associated care takers may choose to or have to shelter-in-place during emergencies, because of the potential trauma associated with acquiring needed resources at the shelter.
7. Issues may arise if the person is unable to effectively react to hazardous conditions.

**RE-ENTRY**

1. Access and functional needs populations may require additional follow-up counseling measures in schools or other institutions, due to trauma from evacuation and sheltering issues.

*Attachment 4*

**EVACUATION PLANNING FACTORS**

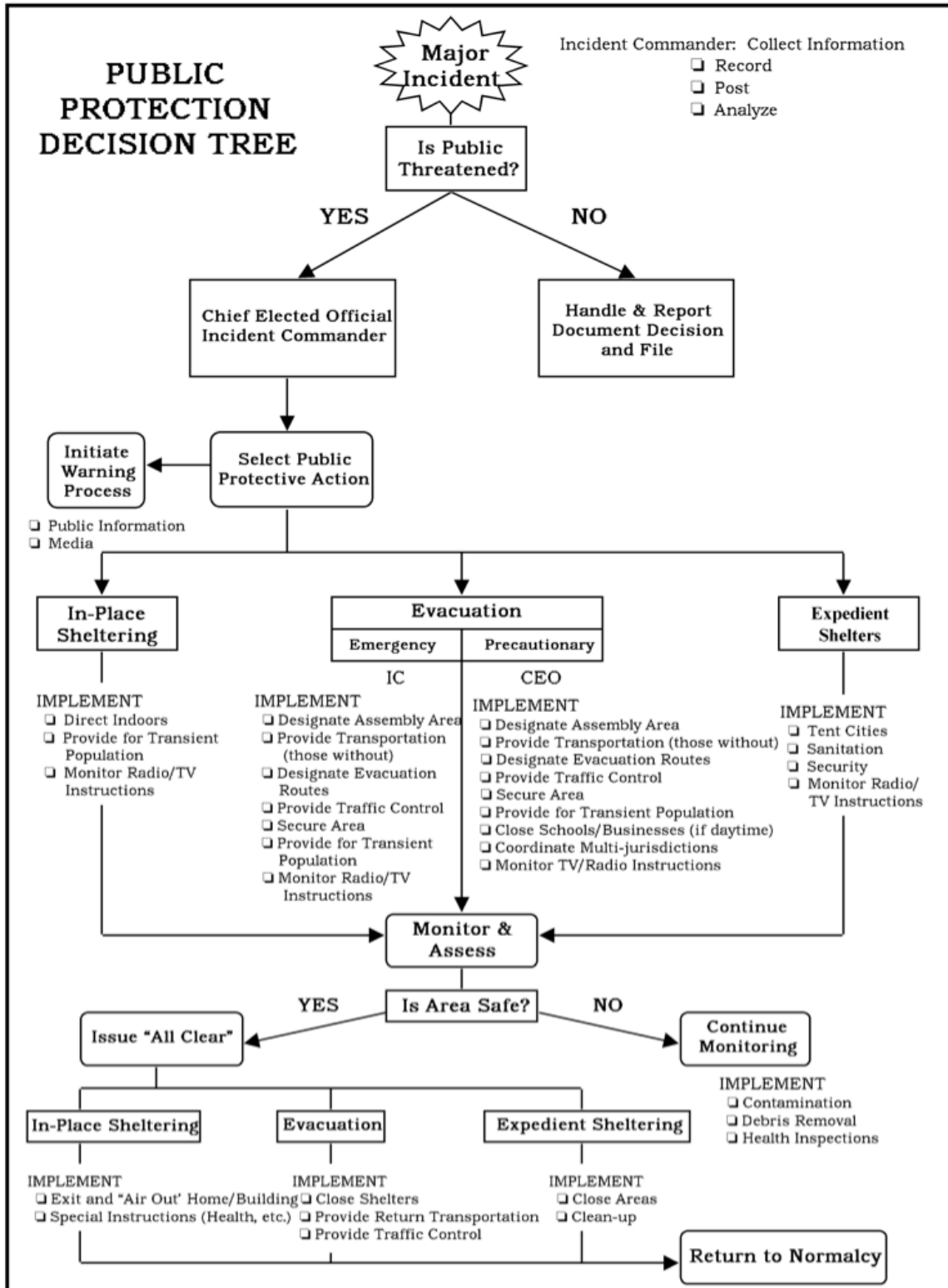
- A. COUNTY WIDE EVACUATIONS.** Should it be necessary to evacuate Washington County for county-wide events (i.e. hazardous materials accident, weapons of mass destruction event), the Washington County EOC will coordinate its efforts with other local and regional jurisdiction EOCs.
- B. NEIGHBORHOOD OR AREA EVACUATION.** Certain events can occur with little or no warning (i.e. hazardous materials event, large fire, hostage/terrorism event) requiring immediate public protection efforts. A “time and circumstances” evacuation plan will be implemented by the Incident Commander at the scene, with support by the Washington County EOC as requested and time allows. The following planning factors should be considered in preparing an evacuation plan:
1. Consider the characteristics of the hazard/ threat: magnitude, intensity, speed of onset, duration, impact.
  2. Determine area to be evacuated.
  3. Establish a perimeter. Consider special equipment:
    - (a) Barricades with flashing lights.
    - (b) Barricade tape.
    - (c) Evacuation route signs.
  4. Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.
  5. Establish entry and exit control points.
  6. Identify functional needs populations:
    - (a) Schools.
    - (b) Day care centers.
    - (c) Nursing homes.
    - (d) Handicapped persons (hearing, sight, mentally, mobility impaired).
    - (e) Non-English speaking persons.
    - (f) Hospitals, health care facilities.
    - (g) Jails, juvenile facilities.
    - (h) Transient populations (street people, motel/ hotel guests).
    - (i) People without transportation.
    - (j) Animals: Kennels, veterinary hospitals, zoos, pet stores, animal shelters, farm animals.
  7. Identify assembly areas for people without transportation.
  8. Estimate numbers of people requiring transportation.
    - Remember functional needs populations.
  9. Identify evacuation routes. Consider: traffic capacity, risk areas.
  10. Identify mass care facilities, safe areas.
  11. Consider need for animal control, care, evacuation.
  12. Plan for “what ifs,” i.e. vehicle breakdowns, bridge/ road damages, secondary hazards along evacuation



- routes, etc.
13. Plan for security: Perimeter control, property protection, etc.
  14. Minimize family separation. Consider how to reunite families.
  15. Is an “evacuation order” from the local elected official(s) needed?
  16. Determine reentry procedures.
  17. Issue specific evacuation instructions to include:
    - (a) Situation: Emphasize hazard/threat/risk.
    - (b) The life/death consequences for not evacuating.
    - (c) Services that will be discontinued or interrupted within the evacuation area.
    - (d) Legal consequences for re-entering the area.
    - (e) Identification of the specific area(s) to be evacuated.
    - (f) List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
    - (g) Departure times.
    - (h) Pickup points for people requiring transportation assistance.
    - (i) Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
    - (j) Location of mass care facilities outside of the evacuation area.
    - (k) Where family members go to be united.
    - (l) How functional needs populations are being assisted.
    - (m) What to do with animals. –Keep animals secured, on leash, etc.
  18. Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.

Attachment 5

PUBLIC PROTECTION DECISION TREE



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# Emergency Support Function (ESF) # 23

## Evacuation Traffic Management



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

During any type of disaster or large-scale emergency, the Washington County evacuation traffic management team will be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public. Evacuation management challenges will include: the stress of high vehicular volume on roadways, damages to roadways/physical constraints, impassible roadways from flooding or destruction, motor vehicle accidents, stranded vehicles and abandoned vehicles on evacuation routes. The evacuation traffic management services will have increased demands placed on their agencies and with high expectations of success.

Primary Agency

**County Sheriff's Department**

Washington County, Wisconsin  
Emergency Operations Center ESF # 23 – Evacuation Traffic Management

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b> County Sheriff's Department</p> <p><b>Support</b> ARES/RACES Fire Departments Highway Department Law Enforcement Agencies Local Municipalities Office of Emergency Management Public Works</p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>



<b>Federal</b> <b>NOTE: Though there is no Federal ESF # 23, likely support from Federal ESF # 1 includes:</b>
<p style="text-align: center;"><i>Likely Agency Activities</i></p> <ul style="list-style-type: none"><li>• Monitor and report status of and damage to the transportation system and infrastructure.</li><li>• Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.</li></ul>

Emergency Support Function (ESF) # 23

# Evacuation Traffic Management

**A. PURPOSE.**

1. To provide for coordinated plans, policies, and actions of state and local governments to ensure the safe and orderly evacuation of populations affected by all hazards. To further ensure that once the threat or hazard no longer exists that prompt and orderly re-entry into the evacuated area is accomplished.

**B. POLICIES.**

1. It is the policy of Washington County that an evacuation may be ordered by the County Board Chair, Chief Elected Official of a local jurisdiction, the Sheriff, a Fire Chief/Police Chief or an incident commander depending on the circumstances.
2. It is the policy of Washington County that “Shelter in Place” (in certain situations, i.e. hazardous materials) is the preferred option whenever possible due to the limited road systems and possible inclement weather conditions.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY SHERIFF’S DEPARTMENT	
<b>Pre-Emergency</b>	Work with Office of Emergency Management to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Develop Washington County evacuation traffic management plans and SOGs in coordination with the State.</li> <li>3. Coordinate with municipal Police Departments in the development and implementation of the Washington County Traffic Management Plan.</li> <li>4. Maintain list of evacuation traffic management resources, assets and personnel.</li> <li>5. Maintain access to signs and barricades – through the Highway Dept, state DOT and municipal DPWs.</li> <li>6. Identify and sign evacuation routes as needed/requested.</li> <li>7. Encourage evacuation traffic management training and exercises.</li> <li>8. Ensure procedures are in place to document costs for potential reimbursement.</li> <li>9. Conduct public education about evacuation plans and procedures.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Implement the County Traffic Management Plan.</li> <li>2. Disseminate emergency traffic management information.</li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
COUNTY SHERIFF’S DEPARTMENT	
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 23 position in the EOC.</li> <li>2. Coordinate with all appropriate agencies, departments and organizations.</li> <li>3. Evacuation traffic management coordinating actions include:                             <ol style="list-style-type: none"> <li>a. Issuing lane reversal/counter-flow procedures.</li> <li>b. Surveillance of traffic flows via radio, video, traffic counters, and aircraft.</li> <li>c. Continuous monitoring of critical roadway segments.</li> <li>d. Identifying comfort stations.</li> <li>e. Public information via highway advisory radios.</li> <li>f. Staffing of traffic control points.</li> <li>g. Coordinate with the State Traffic Operations Center (STOC)</li> </ol> </li> <li>4. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Implement re-entry plans for returning displaced citizens into unaffected areas of a disaster.</li> <li>2. Manage traffic at critical intersections post impact with priority given to emergency service vehicles, transportation of supplies and equipment, and access to critical facilities.</li> <li>3. Assist public and private organizations with traffic control during the restoration of infrastructure services.</li> <li>4. Maintain appropriate records of costs incurred during the event.</li> </ol>

SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS	
<b>State EOC</b>	<b>See Box On Tab Page This Section.</b>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Provide support to traffic control during evacuations from the EOC as requested.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide support to evacuation planning and implementation.</li> <li>2. Support development of the County Evacuation Traffic Management Plan.</li> </ol>
<b>Highway Department</b>	<ol style="list-style-type: none"> <li>1. Provide support to evacuation planning and implementation.</li> <li>2. Support development of the County Evacuation Traffic Management Plan.</li> <li>3. Provide traffic control signs and barricades, and operational control of traffic signals and flashers.</li> <li>4. Coordinate with Emergency Management and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, blockages, etc.</li> <li>5. Assist with the identification of evacuation routes.</li> <li>6. Assist when possible to keep evacuation routes clear of stalled vehicles and</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	equipment.
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide support to evacuation planning and implementation.</li> <li>2. Support development of Washington County Evacuation Traffic Management Plan.</li> <li>3. Assist with traffic control during evacuations.</li> </ol>
<b>Local Municipalities</b>	<ol style="list-style-type: none"> <li>1. Support development of the County Evacuation Traffic Management Plan.</li> <li>2. Provide evacuation traffic management resources, assets and personnel as requested.</li> </ol>
<b>Office of Emergency Management</b>	<ol style="list-style-type: none"> <li>1. Support development of the County Evacuation Traffic Management Plan.</li> <li>2. Coordinate evacuation planning with other county agencies and adjoining jurisdictions.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide support to evacuation planning and implementation.</li> <li>2. Support development of the County Evacuation Traffic Management Plan.</li> <li>3. Provide traffic control signs and barricades, and operational control of traffic signals and flashers.</li> <li>4. Coordinate with Emergency Management and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, blockages, etc.</li> <li>5. Assist with the identification of evacuation routes.</li> <li>6. Assist when possible to keep evacuation routes clear of stalled vehicles and equipment.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. SE Region Evacuation Planning Guidance Document.</li> </ol>



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# Emergency Support Function (ESF) # 24

## Debris Management



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

### *Preface*

Emergencies may create a variety of debris that impact the County's ability to provide emergency response and may affect the health and safety of the public. Clearing debris to permit travel emergency vehicles and removal of debris to protect health and safety are vital components of the County's emergency response.

Primary Agency

Highway Department

Washington County, Wisconsin  
**Emergency Operations Center ESF # 24 – Debris Management**

Washington County Emergency Operations Center	State of Wisconsin
<p style="text-align: center;"><u>AGENCIES</u></p> <p><b>Primary</b>  <b>Highway Department</b></p> <p><b>Support</b>  <b>Debris Management Contractors</b>  <b>Fire Departments</b>  <b>Home Builders &amp; Contractor's Associations</b>  <b>Law Enforcement Agencies</b>  <b>Planning and Development</b>  <b>Planning and Parks Department</b>  <b>Public Health</b>  <b>Public Works</b>  <b>Utilities</b>  <b>Utilities: Solid Waste, Landfill</b>  <b>Utilities: Water &amp; Wastewater</b></p>	<p style="text-align: center;"><b>NOTE:</b></p> <p>State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).</p>

Federal
<p style="text-align: center;"><b>NOTE: Though there is no Federal ESF # 24, likely support from Federal ESFs # 3 and # 10 includes:</b></p>
<ul style="list-style-type: none"> <li>• Manage, monitor, and/or provide technical advice in the clearance, removal, and disposal of debris from public property. The scope of actions related to debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal.</li> <li>• When ESF #3 is activated for a debris mission may also: collect, segregate, and transport to an appropriate staging or disposal site hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; remove and dispose of Freon from appliances; and remove, recycle, and dispose of electronic goods. (The removal of hazardous material containers that may have become intermingled with construction debris, such as drums, tanks, and cylinders containing oil and hazardous materials, is managed under ESF #10.)</li> <li>• Management of contaminated debris (e.g., chemical, biological, radiological, or nuclear contamination) will be a joint effort with ESF #10 and FEMA. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil.</li> </ul>

Emergency Support Function (ESF) # 24

# Debris Management

**A. PURPOSE.**

1. To provide for the coordination of emergency road clearance, debris collection and disposal.

**B. POLICIES.**

1. Debris clearance is critical to life safety and security. Debris removal efforts will first focus on clearing of major transportation routes and roadways into damaged areas to allow for the movement of emergency vehicles, personnel, equipment and supplies.
2. Debris removal is necessary in affected areas to prevent the development and spread of vector-based epidemiological agents, general sanitation problems and environmental damage.
3. All disposal activities will be conducted with health and environmental concerns being the foremost consideration.
4. Washington County's primary responsibility is to clear county and state highway right-of-ways and other county owned properties.
5. Washington County will encourage the use of contracted services for debris management.
6. Local jurisdictions should expect to use local resources and/or contracted services for debris management.

## PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

### HIGHWAY DEPARTMENT

**Pre-Emergency**

Work with Office of Emergency Management to:

1. Maintain this Emergency Support Function (ESF).
2. Maintain inventories of resources and equipment.
3. Participate in tests and exercises.
4. Develop emergency action checklists and Standard Operating Guidelines (SOGs).
5. Maintain pre-event contracts to support debris management needs in an emergency.
6. Work with ESF # 1 to establish and maintain priorities for roadway corridors that will have priority in regard to debris removal and repair to allow access into damaged areas.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
HIGHWAY DEPARTMENT	
	<ol style="list-style-type: none"> <li>7. Develop and maintain a Debris Management Plan; Coordinate development of the plan with Public Works &amp; Engineering ESF # 3. Plan content should include strategies for:                             <ol style="list-style-type: none"> <li>a. Debris clearing.</li> <li>b. Debris collection.</li> <li>c. Identification of temporary storage and areas.</li> <li>d. Recycling.</li> <li>e. Disposal.</li> <li>f. Hazardous waste identification and handling.</li> <li>g. Administration.</li> <li>h. Dissemination of information to the public.</li> </ol> </li> <li>8. Pre-identify means of transporting the debris if normal channels are unavailable.</li> <li>9. Establish pre-event working relationships and understandings with neighboring jurisdictions and contractors.</li> <li>10. Establish and maintain a comprehensive record keeping system for continuous updating and recording of debris numbers.</li> <li>11. Maintain mutual aid agreements.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Implement the County Debris Management Plan; Coordinate debris operations.</li> <li>2. Send a senior representative to the Washington County EOC, when the EOC has been activated during an emergency.</li> <li>3. Coordinate with ESF # 3 for emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.</li> <li>4. When notified, report to the Washington County EOC.</li> <li>5. Administer and manage contracted services.</li> <li>6. Coordinate emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.</li> </ol>
<b>Emergency Operations Center (EOC)</b>	<ol style="list-style-type: none"> <li>1. Staff ESF # 24 position in the EOC.</li> <li>2. Appoint a debris management coordinator; Implement the appropriate Debris Management Plan.</li> <li>3. Choose/activate a debris management contractor.</li> <li>4. Coordinate emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.</li> <li>5. Identify incident sites requiring debris clearance and management:                             <ol style="list-style-type: none"> <li>a. Public rights-of-way.</li> <li>b. Public property.</li> <li>c. Private property.</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
HIGHWAY DEPARTMENT	
	<ol style="list-style-type: none"> <li>6. Recommend disposal sites for debris:               <ul style="list-style-type: none"> <li>• Temporary staging areas and debris reduction sites.</li> </ul> </li> <li>7. Coordinate debris collection and hauling:               <ol style="list-style-type: none"> <li>a. Coordinate debris removal operations in areas affected by emergencies or disasters.</li> <li>b. Coordinate or assist in removal of debris from private property, within the limits established by the CEO of the affected jurisdiction(s).</li> </ol> </li> <li>8. Coordinate the removal of debris with county, state, and federal environmental officials.</li> <li>9. Coordinate debris separation. Debris from residential and commercial properties will be separated into four general groups:               <ol style="list-style-type: none"> <li>a. Raw garbage, rubbish garbage, yard waste and construction/building rubble.</li> <li>b. Separate hazardous materials and hazardous waste from debris to the extent possible.</li> </ol> </li> <li>10. Coordinate debris disposal.               <ol style="list-style-type: none"> <li>a. Identify debris disposal issues, i.e. hazardous materials.</li> <li>b. Secure necessary environmental permits and legal clearances.</li> </ol> </li> <li>11. Determine methods of disposal as appropriate:               <ol style="list-style-type: none"> <li>a. Open pit burning and burning by incineration methods.</li> <li>b. Mulching and chipping clean horticultural waste.</li> <li>c. Hauling mulched or chipped waste out of the County.</li> <li>d. Mixing mulch or chipped clean waste with soil to improve agricultural productivity.</li> <li>e. Reuse/recycle for aluminum, plastic and horticultural waste to the extent possible.</li> </ol> </li> <li>12. Provide logistical support for demolition operations.</li> <li>13. Administer and manage contracted services.</li> <li>14. Sources for additional resources can include:               <ol style="list-style-type: none"> <li>a. Mutual aid.</li> <li>b. Municipal, state and federal resources.</li> <li>c. Private companies, contractors.</li> </ol> </li> <li>15. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> </ol>
<b>Recovery Actions</b>	<ol style="list-style-type: none"> <li>1. Contact the County debris management contractor; Activate the County debris management contract; Monitor contractor services.</li> </ol>

**SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS**

<b>State EOC</b>	<i>See Box On Tab Page This Section.</i>
<b>Debris Management Contractors</b>	<ol style="list-style-type: none"> <li>1. Provide debris clearing and management services.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel for emergency use.</li> <li>2. Assist with road and debris clearance. Engine crews can assist with:             <ol style="list-style-type: none"> <li>a. Road clearing with chainsaws, winch and come-a-longs.</li> <li>b. Manpower for moving equipment and driving vehicles.</li> </ol> </li> <li>3. Approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning.</li> <li>4. Issue bans on open burning based upon assessment of local conditions and ensure dissemination of information to the public.</li> <li>5. Supervise burn sites in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department and/or Fire Marshal.</li> </ol>
<b>Home Builders &amp; Contractor's Associations</b>	<ol style="list-style-type: none"> <li>1. Source for heavy equipment to include: backhoes, front-end loaders, motor graders, and dump trucks.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Identify locations where debris clearance and management is necessary.</li> <li>2. Provide security at debris clearing and dumping sites.</li> </ol>
<b>Planning and Development</b>	<ol style="list-style-type: none"> <li>1. Recommend disposal sites for debris.</li> <li>2. Support debris removal operations in areas affected by emergencies or disasters.</li> <li>3. Assist with developing debris clearance Incident Action Plan.</li> <li>4. Assist with identifying and mapping of debris staging areas and disposal sites.</li> </ol>
<b>Planning and Parks Department</b>	<ol style="list-style-type: none"> <li>1. Assist Public Works in debris removal and restoring access in public rights of way priority corridors.</li> <li>2. Provide temporary debris staging sites.</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1. Assist as necessary on environmental health issues.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Provide personnel and equipment for debris management operations.</li> <li>2. Assist with developing debris clearance Incident Action Plan.</li> <li>3. Provide emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<p>health and safety purposes.</p> <ol style="list-style-type: none"> <li>4. Support debris removal operations in areas affected by emergencies or disasters.</li> <li>5. Assist with flood control with portable pumps and floating pumps.</li> </ol>
<b>Utilities</b>	<ol style="list-style-type: none"> <li>1. Support debris removal operations in areas affected by emergencies or disasters.</li> <li>2. Source for heavy equipment to include: backhoes, front-end loaders, and dump trucks.</li> </ol>
<b>Utilities: Solid Waste, Landfill</b>	<ol style="list-style-type: none"> <li>1. Recommend disposal sites for debris.</li> <li>2. Support debris removal operations in areas affected by emergencies or disasters.</li> </ol>
<b>Utilities: Water &amp; Wastewater</b>	<ol style="list-style-type: none"> <li>1. Support debris removal operations in areas affected by emergencies or disasters.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	Wisconsin Recovery Resource Guide



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# RECOVERY SUPPORT FUNCTIONS (RSFs)



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

## ATTACHMENT TO CEMP ANNEX IV RECOVERY

November 2022



**RECOVERY SUPPORT FUNCTIONS (RSFs)**

**ATTACHMENT TO CEMP  
ANNEX IV RECOVERY**

*For*

**Washington County, Wisconsin**

**November 2022**

*By*

**Josh Schoemann  
Washington County Executive**

**Rob Schmid,  
Washington County Office of Emergency Management**

*Developed under contract by*

**ERI International, Inc.,  
Olympia, Washington**

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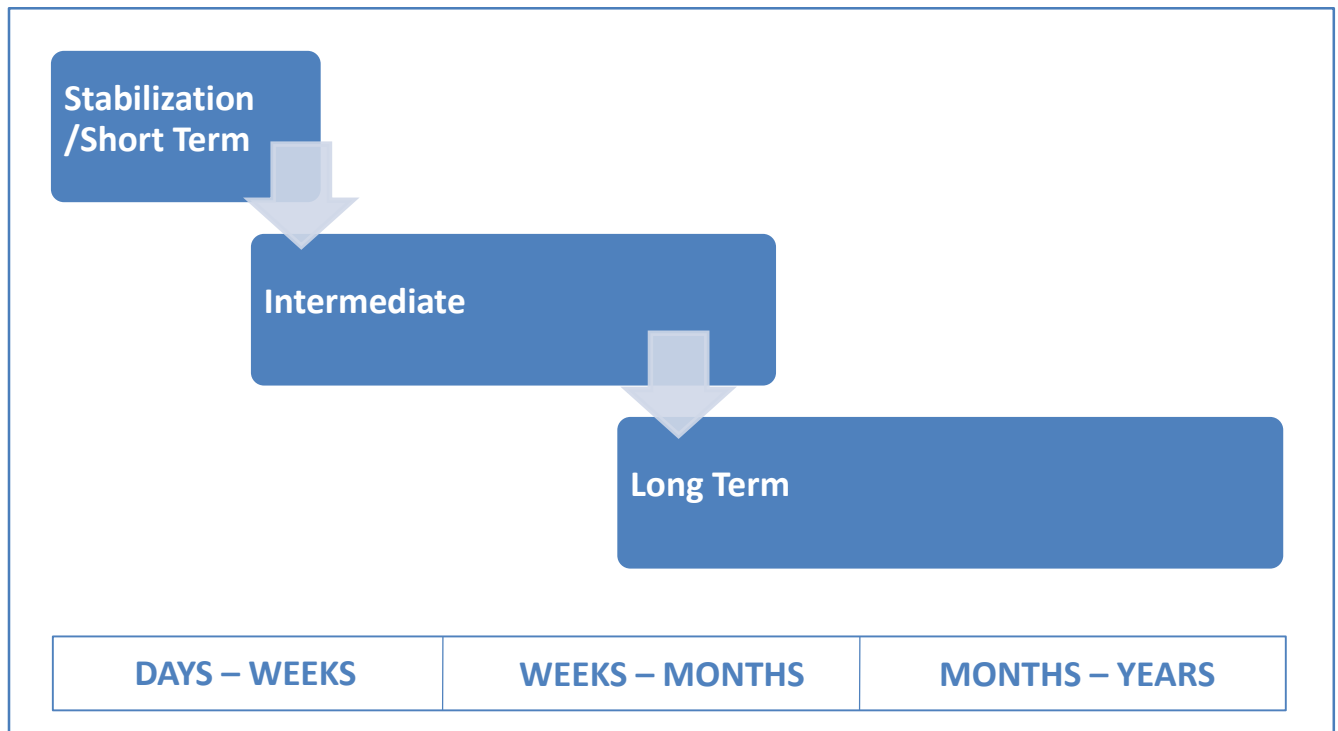
## INTRODUCTION

This attachment to the Washington County Comprehensive Emergency Management Plan (CEMP) Annex IV Recovery provides an operational and organizational framework that will be implemented during all phases of the disaster recovery process. This attachment provides a roadmap for recovery operations utilizing recovery support functions (RSFs). Each RSF contains a listing of primary and support agencies and organizations, policies, pre-recovery tasks and recovery tasks.

The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward successful recovery and redevelopment. Recovery is a complex, interdependent and can be a long-term process that involves complicated decisions with diverse stakeholders.

Response to disaster impacts follows a “phased approach” that includes three general phases: stabilization/short-term, intermediate and long-term.

## RECOVERY PHASES



### RECOVERY PHASES.

#### ***Stabilization/Short-Term Recovery (Days-Weeks).***

As life and safety response actions wind down, stabilization/short term recovery activities become primary. Stabilization is the process in which the immediate impacts of an event on community systems are managed and contained, creating an environment where recovery activities can begin. The various elements of a community



will stabilize on different time frames, leading to a situation in which response, stabilization, and restoration activities can occur concurrently.

***Intermediate Recovery (Weeks-Months).***

Intermediate recovery activities involve returning individuals and families, critical infrastructure and essential government or commercial services back to a functional, if not pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

***Long-Term Recovery And Redevelopment (Months-Years).***

This last phase of recovery follows intermediate recovery and may continue for months to years. Examples include the complete redevelopment and revitalization of the damaged area. It is the process of rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to pre-disaster conditions, or better. The goal underlying long-term recovery and redevelopment is the impacted community moving toward self-sufficiency, sustainability, and resilience. Long-term activities may continue for years depending on the severity and extent of the disaster damages, as well as the availability of resources.

**TRANSITIONING TO RECOVERY SUPPORT FUNCTIONS (RSFS).**

The diagram below illustrates how some Emergency Support Functions (ESFs) that are initially activated during the response phase may transition during stabilization/short term recovery to RSFs. It is important to note that RSFs may be activated while ESFs are still operational and the two coexist until the ESFs fully demobilize.

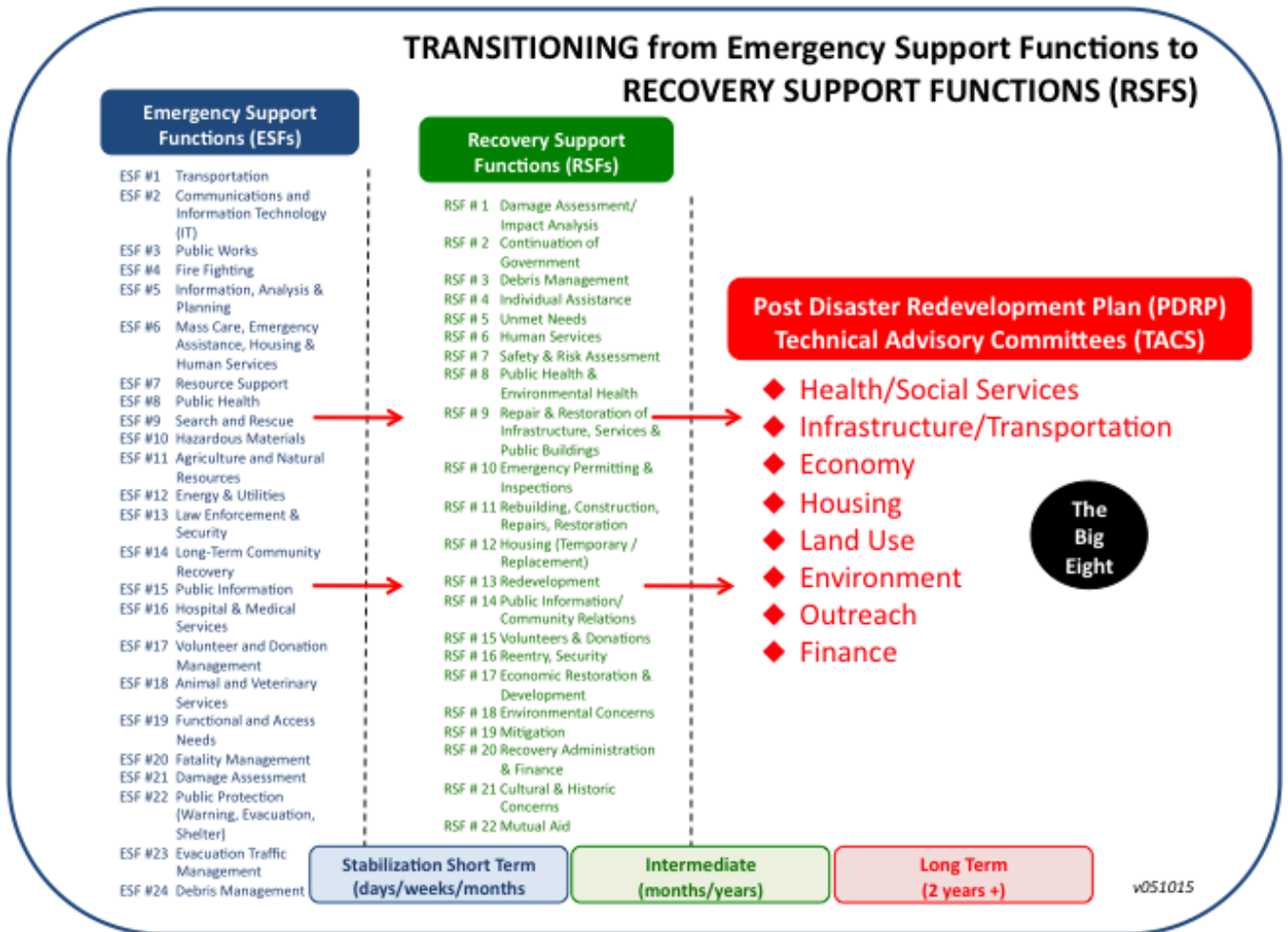
As ESFs are deactivated within the Emergency Operations Center, some may become RSFs. These and other RSFs are established within a Recovery Operations Center.

The RSF “leads” maintain focus within each of the recovery functional areas and provide leadership and guidance to address immediate recovery needs. RSFs will staff the Recovery Operations Center, if necessary, and maintain active engagement of all stakeholders coordinating decisive, expedited action to aid community recovery.

RSFs are coordinating structures within each of the vital functional areas to guide and manage initial recovery functions, facilitate problem solving, improve access to resources and foster coordination among county, municipal, state, federal, nongovernmental partners and stakeholders.

***Transitioning to Technical Advisory Committee (TACs).***

Once the community transitions into the long-term redevelopment environment, actions and decision-making structures will be guided by a post disaster redevelopment plan (TBD) with long term recovery goals and objectives guided by Technical Advisories Committees. (See Diagram on following page.)



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Recovery Support Functions  
Attachment To CEMP Annex IV Recovery

# THE RECOVERY PLAN



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

*Washington County Office of Emergency Management*

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

**I. RECOVERY INCIDENT MANAGEMENT SYSTEM**

**I. RECOVERY INCIDENT MANAGEMENT SYSTEM.**

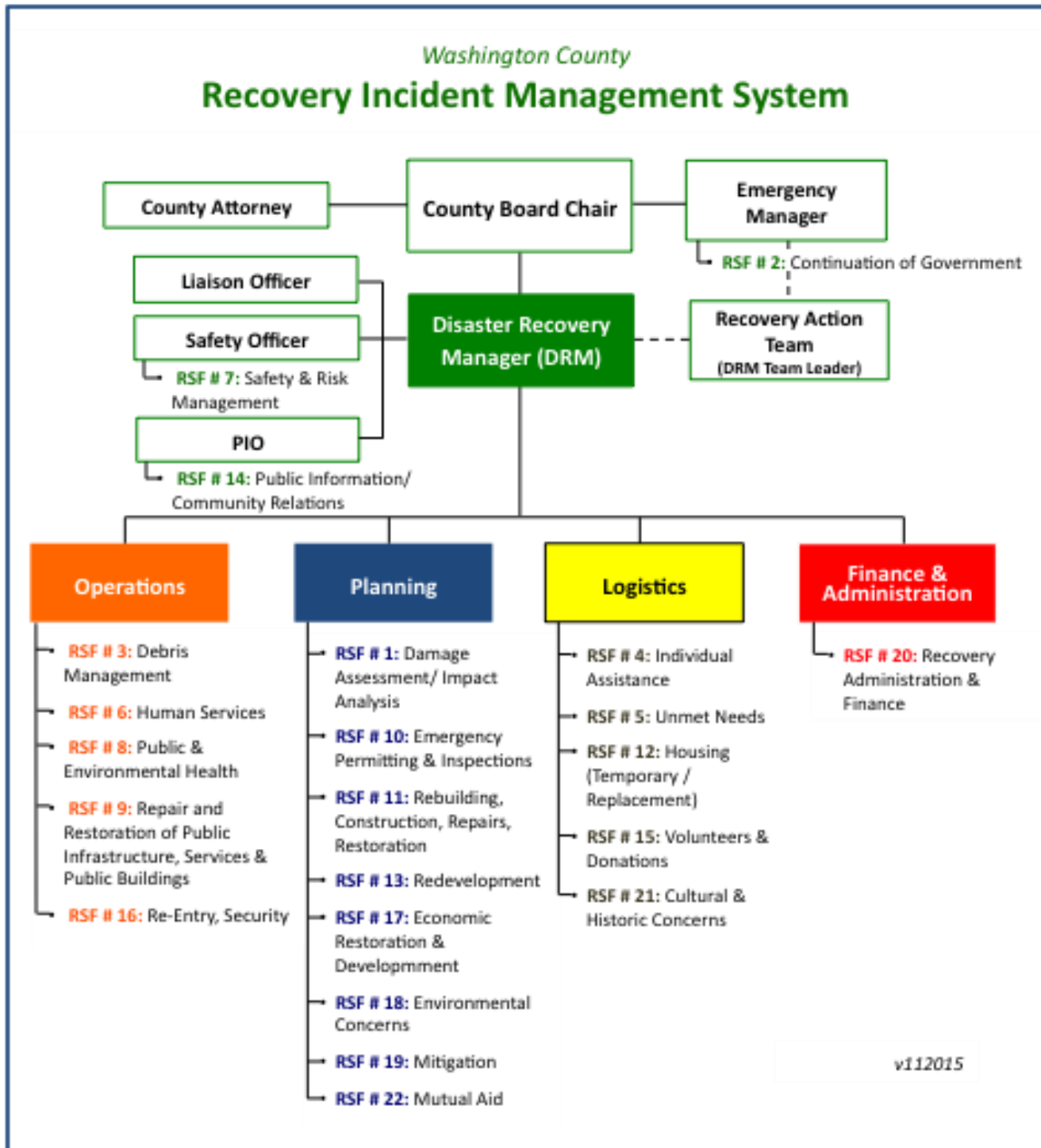
1. The County’s recovery organization follows the concepts of the National Incident Management System (NIMS).
2. Depending upon the severity and magnitude of the disaster, full activation of the County’s Recovery Incident Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.
3. The County’s Recovery Incident Management System is partially or fully activated by decision of the chief elected official. The organization structure is intended to be flexible and should be tailored by the “Disaster Recovery Manager” and the “Section Chiefs,” to meet the County’s recovery needs.
4. Overview of the County’s Recovery Incident Management System.

Recovery Incident Management System Position	JOB DESCRIPTION
<b>Chief Elected Official</b>	<ol style="list-style-type: none"> <li>1. With advice from the Recovery Action Team develops policy and strategy, disseminates policy guidance and direction through the Disaster Recovery Manager.</li> <li>2. Provides leadership and authorization.</li> <li>3. Appoints and provides direction to the Disaster Recovery Manager to ensure implementation of recovery policy directives and strategic decisions.</li> <li>4. Provides interface to the media and public.</li> <li>5. Provides liaison with state and federal officials as required.</li> <li>6. Considers and takes action on recommendations for needed short and long-term legislation (post disaster recovery ordinance).</li> <li>7. Encourages community participation in all recovery and reconstruction decisions.</li> </ol>
<b>Disaster Recovery Manager</b>	<ol style="list-style-type: none"> <li>1. Reports to the chief elected official.</li> <li>2. Convenes and chairs the Recovery Action Team and has overall management responsibility of recovery activities.</li> <li>3. Implements policy directives.</li> <li>4. Ensures that the appropriate RSFs are identified and activated, and that appropriate</li> </ol>

Recovery Incident Management System Position	JOB DESCRIPTION
	<p>issues and tasks are identified, prioritized and assigned.</p> <ol style="list-style-type: none"> <li>5. Provides leadership and direction.</li> <li>6. Makes recommendations to the County Board for short and long-term recovery legislation (post disaster recovery ordinance).</li> <li>7. Coordinates with the Federal Disaster Recovery Coordinator (FDRC) and State Disaster Recovery Coordinator (SDRC).</li> <li>8. Directs establishment of a Recovery Operations Center. Ensures set up.</li> </ol>
<b>Emergency Manager</b>	<ol style="list-style-type: none"> <li>1. Provides advice to the chief elected official and the Disaster Recovery Manager.</li> <li>2. Maintains Washington County Recovery Plan and the schedule of RSFs.</li> <li>3. Ensures the EOC Recovery Planning Unit is staffed during EOC activations. <b>Note:</b> The EOC Recovery Planning Unit is responsible for all initial recovery operations planning and preparing the EOC organization for transition to a recovery operations organization.</li> <li>4. Recommends facilities that will best support a Recovery Operations Center.</li> <li>5. Attends Recovery Action Team meetings.</li> <li>6. Ensures the “Continuation of Government” function (RSF #2).</li> </ol>
<b>Recovery Action Team</b>	<ol style="list-style-type: none"> <li>1. Reports to the Disaster Recovery Manager.</li> <li>2. Receives policy guidance from the chief elected official through the Recovery Manager.</li> <li>3. Provides a coordination mechanism to oversee the recovery process and to serve as an advisory committee to County officials responsible for recovery activities. The composition of the Recovery Task Force will vary depending upon the nature of the disaster, size of the staff and available resources.</li> <li>4. Chief elected official may advise the County Board of Supervisors through the Recovery Manager.</li> <li>5. Coordinates efforts with municipal jurisdictions and state/federal agencies as appropriate.</li> </ol>
<b>County Attorney/ Corporation Counsel</b>	<ol style="list-style-type: none"> <li>1. Provides legal analysis of the recovery program.</li> <li>2. Reviews recovery plans and procedures.</li> <li>3. Advises on recovery resolutions and/or ordinances.</li> <li>4. Provides legal advice.</li> </ol>
<b>Liaison Officer</b>	<ol style="list-style-type: none"> <li>1. Point of contact with other recovery agencies.</li> <li>2. Coordinates Agency Representatives assigned to the Recovery Operations Center as well as requests from other agencies for sending liaison personnel to other recovery centers / facilities.</li> <li>3. Functions as a central location for incoming Agency Representatives, and will provide workspace and arrange for support as necessary.</li> </ol>
<b>Safety Officer</b>	<ol style="list-style-type: none"> <li>1. Advises the Disaster Recovery Manager on recovery safety issues and is responsible for monitoring and assessing safety hazards or unsafe conditions for recovery personnel and developing measures for assuring personnel safety.</li> </ol>

Recovery Incident Management System Position	JOB DESCRIPTION
<b>Public Information Officer</b>	<ol style="list-style-type: none"> <li>1. Prepares and releases information about the County’s recovery activities to the news media, affected community citizens, recovery personnel and other agencies and organizations.</li> <li>2. Serves as a central point for distributing public information.</li> </ol>
<b>Recovery Operations Section</b>	<ol style="list-style-type: none"> <li>1. Responsible for all coordination of recovery response assets.</li> <li>2. Implements assignments designed to assist those affected by the disaster incident; and to repair, replace or restore damaged facilities.</li> <li>3. Activities carried out will be based upon tactical objectives drafted by the Disaster Recovery Manager to achieve strategic goals.</li> </ol>
<b>Recovery Planning Section</b>	<ol style="list-style-type: none"> <li>1. Collects, evaluates, disseminates, and documents information about the disaster impacts, status of resources, compiles damage/impact assessments and develops the Recovery Action Plan (RAP).</li> <li>2. Recovery planning efforts will focus on activities that restore the community’s economic base and reducing its future disaster potential. The purpose of these activities is to get the community back to a stable, functioning and dynamic state; and to coordinate with state and federal officials in complying with post-disaster hazard mitigation planning requirements. The RAP will:               <ol style="list-style-type: none"> <li>(a) Be developed in close working relationship with the Recovery Action Team, chief elected official and the Disaster Recovery Manager.</li> <li>(b) Identify what is going to be done; Identify who is going to do it; Identify where it is going to be done; Identify how it is going to be done.</li> </ol> </li> </ol>
<b>Recovery Logistics Section</b>	<ol style="list-style-type: none"> <li>1. Provides all support needs to recovery incident sites, and will order all resources, and provide facilities, supplies, and services.</li> <li>2. This includes services, materials and facilities that sustain the disaster victim to a defined level of care as well as maintain emergency response and recovery requirements.</li> </ol>
<b>Recovery Finance &amp; Administration Section</b>	<ol style="list-style-type: none"> <li>1. Responsible for monetary, financial, and related administrative functions.</li> <li>2. Assures that accurate records are kept of personnel and equipment costs incurred by County or mutual aid forces in response to or recovery from the disaster incident.</li> <li>3. Oversees the County’s effort in applying for, receiving and documenting federal disaster recovery assistance.</li> <li>4. Administers vendor contracts and injury claims.</li> <li>5. The extent to which this section is activated will vary by disaster setting.</li> </ol>





Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

## II. RECOVERY OPERATIONS CENTER

### II. RECOVERY OPERATIONS CENTER.

A Recovery Operations Center (ROC) will be established separate from the Washington County Emergency Operations Center (EOC). The Washington County Emergency Manager will assist with identifying suitable facility(ies).

Activation of a ROC allows the EOC to maintain operational readiness for future disasters. The ROC provides the ability for recovery organizations to engage in uninterrupted, integrated planning, and long-term coordination of resources and personnel, while maintaining centralized control of post disaster redevelopment operations. The ROC will augment and decrease the personnel required to support recovery operations. A catastrophic-level disaster will require the coordination of all local, state, and federal stakeholders, while a lesser disaster may require only specific recovery components to address community recovery needs.

ROC staffing schedules will be set by the Recovery Manager and will be based upon the need for ongoing coordination. ROC staff may be activated on a 24-hour basis, or may convene on a daily basis, based on need.

#### *Selection of a Recovery Operations Center*

Facility needs include:

1. Non damaged building that meets or exceeds the standard building code.
2. Located in an area free from hazards.
3. Adequate parking.
4. Work spaces, storage and meeting areas.
5. Flexible for configuration to meet the needs of different recovery phases.
6. Voice, data and video communications, TV (multiple lines of communications and redundant systems).
7. Room for electronic equipment, file storage, maps and special equipment.
8. Security and safety.
9. Additional space for conferences and eating.
10. HVAC, energy management systems and power supplies.
11. Physical access (ADA).

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery  
**III. RECOVERY ACTION TEAM (RAT)**  
**STANDARD OPERATING GUIDE (SOG)**

**III. RECOVERY ACTION TEAM (RAT) SOG.**

**A. PURPOSE.**

1. To provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to County officials responsible for recovery activities.
2. To establish uniform policies for effective coordination to accomplish County recovery tasks resulting from a natural or technological emergency or disaster.
3. To recommend and coordinate efforts to restore areas adversely impacted by the disaster.
4. To help identify mitigation opportunities and resources.

**B. SCOPE.**

Recovery actions following any emergency or disaster will be determined by the specific event. Federal, state, and county agencies may be involved depending on the hazard and scope of the situation. Washington County will lead recovery activities within its jurisdiction.

**C. POLICIES.**

1. County Departments will support and act upon the recommendations of the RAT.
2. All individuals, department and agency representatives involved in recovery activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the Recovery Action Team.
3. County recovery activities will be coordinated with Wisconsin Emergency Management and the federal Joint Field Office (JFO), if activated, as appropriate.

**D. ORGANIZATION.**

1. The Recovery Action Team should be established, with goals and scope of authority clearly stated, by County resolution.
2. The composition of the Recovery Action Team as well as it's purpose will vary depending upon the nature of

the disaster, size of the staff and available resources. The RAT will be comprised of three (3) or more of the following officials:

- a. County Board Chair.
- b. County Administrator.
- c. Emergency Manager.
- d. County Attorney.
- e. Finance Director.
- f. Municipal Officials.
- g. Health Department Director.
- h. Human Services Director.
- i. Zoning / Planning and Development Director.
- j. Public Works Director.
- k. County Highway Commissioner.
- l. Parks and Recreation Director.
- m. Law Enforcement Agencies.
- n. Fire / EMS Agencies.
- o. VOAD.
- p. Private Sector Representative(s).
- q. Economic Development Corporation / Organizations.
- r. Utilities.
- s. Information Systems.
- t. Community / Civic Organizations.
- u. Faith Based Organizations.

#### **E. RESPONSIBILITIES.**

1. Provide a vision of recovery, staff encouragement and support to ensure that the community recovers as quickly and completely as possible.
2. Receive input from citizens and client groups on their recovery needs and issues.
3. Identify recovery priorities and goals.
4. Advise the Chief Elected Official(s), the Recovery Manager and the Emergency Management Coordinator on a wide range of post-disaster recovery, reconstruction, and mitigation issues.
5. Assure a framework for the disaster recovery organization to include legal, financial, and resource requirements.

#### **F. CONCEPT OF OPERATIONS.**

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the County Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.

2. A Recovery Planning Unit is established in the County EOC to begin the first draft of a “Recovery Action Plan (RAP)” for use by the Recovery Action Team. The RAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
3. As the emergency response phase stabilizes, Emergency Management / EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Action Team as appropriate.
4. Activation of Recovery Action Team.
  - a. For post–disaster responsibilities, the Recovery Action Team will be activated and mobilized by a disaster declaration under the procedures set forth in the County's Post Disaster Ordinance.
  - b. Duration of Recovery Action Team. In the event of a disaster declaration, the Recovery Action Team will activate and mobilize for as long as needed.
  - c. Repealing or Extending of the Recovery Action Team. The chief elected official may, by resolution, extend or repeal the activation of the Recovery Action Team.
5. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Joint Field Office (JFO), if and when it is established.
  - The activities of the RAT may be coordinated with the JFO.

**G. RECOVERY ACTION TEAM INITIAL ACTIVATION TASKS.**

1. Receive and review damage reports and other analyses of post–disaster circumstances and to compare these circumstances with mitigation opportunities identified prior to the disaster in order to identify areas for post–disaster change and innovation. Where needed, the Recovery Action Team may review alternative mechanisms for achieving these changes and recommend the coordination of internal and external resources for achieving these ends.
2. Initiate recommendations for the enactment, repeal or extension of emergency ordinances, resolutions and executive orders.
3. Review the nature of damages, identify and evaluate alternate program objectives for repairs, reconstruction and mitigation and formulate recommendations to guide community recovery.
4. Describe the organizational structure for recovery operations.
5. Formulate special committees and subcommittees as conditions may warrant.
6. Develop an organizational chart designating who is in charge of what and who reports to whom; designate the internal control structure.
7. Display the organizational chart in an obvious place for the team’s reference as well as other people coming into the recovery office.

8. Create and maintain a flexible organizational chart for easy revision, remember the recovery may take years.
9. List recovery activities assigned to each unit or section of the organizational structure.
10. Liaison with county, state and federal governments.
  - a. Individual Assistance.
  - b. Public Assistance.
  - c. Hazard Mitigation.
11. Liaison with voluntary agencies.
12. Liaison with private sector (business and industry) and NGOs.
13. Meet with other recovery agencies to determine strategies.
14. As conditions may warrant, appoint a Cultural and Historic Rehabilitation Coordinator responsible for: evaluating the extent and type of cultural and historic rehabilitation activities needed based upon assessments of damage; assisting the Chief Building Official and staff in related cultural and historic resource rehabilitation activities; providing information on cultural and historic resource rehabilitation and redevelopment in cultural and historic districts to interested parties to coordinate and maximize such efforts; and fulfill other duties assigned by the Disaster Recovery Manager.
15. Review relevant recovery plans and documents:
  - a. Review the County Comprehensive Plan; associated maps or reports; zoning; subdivision building codes; and other land development regulations or ordinances.
  - b. Review the County Recovery Plan and schedule of RSFs.
  - c. Review the County's Post Disaster Recovery Ordinance.
  - d. Review Countywide Hazard Mitigation Plan.
16. Consider establishing a relationship with a "mentoring community" that has experienced a similar hazard and completed a successful recovery effort.
  - a. Obtain copies of their recovery plans, after-action reports, etc.
  - b. Consider engaging a representative from that community in an advisory capacity.

#### **H. DEVELOP A RECOVERY "ACTION PLAN."**

1. Recovery Action Plan (RAP) Overview.
  - a. Developed by the Recovery Action Team.
  - b. Essential tool for the County in managing recovery operations.
  - c. If the County is to have a well planned and executed approach to resolving the recovery problems posed

by the disaster, the County must remain focused and unified in its efforts.

- d. The Recovery Action Planning process is a key element to ensure that the entire County will be focused and acting as a unified, coordinated community.
  - e. The County is going to move forward in a unified manner and there must be a clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual County departments, business and industry, community organizations and individual efforts are a part of the overall recovery effort.
2. The Recovery Action Plan should:
- a. Outline the County recovery management structure and management process.
  - b. Describe the organizational networks and structures appropriate to recovery.
  - c. Formalize arrangements for the effective management of the recovery process.
  - d. Facilitate the recovery of affected individuals, businesses, infrastructure and County government as quickly and practicably as possible.
  - e. Involve all agencies with a role in the recovery process.
  - f. Ensure community participation in the recovery process.
  - g. Identify responsibilities and tasks of key agencies.
  - h. Describe appropriate resource arrangements.
  - i. Be as simple as possible.
3. Elements of the plan include:
- a. Recovery Action Team Composition.
  - b. Priority of efforts.
    - (1) Activities that reestablish services that meet the physical and safety needs of the community: to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.
    - (2) Reestablishing infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.
    - (3) Restoring the County's economic base.



- (4) Improving the County's ability to withstand the effects of future major or catastrophic disasters.
  - (a) Phasing/milestones for recovery tasks.
  - (b) Support requirements.
  - (c) Coordination requirements.
  - (d) Methodologies.
  - (e) Reporting requirements.

#### I. CONTINUING ACTIONS, LONG TERM.

1. Liaison with relevant county, state, federal and private recovery agencies.
2. Identify funding sources for mitigation and recovery projects, including state and federal assistance programs, private-sector funding, and public donations.
3. Ensure that the media is kept informed on recovery program and status.
4. Monitor staffing arrangements.
5. Review resources and services on an ongoing basis.
6. Determine longer-term recovery measures.
7. Continue to monitor agency activities and reduce/withdraw services when appropriate.
8. Develop a community recovery planning process.
  - a. Ensure active participation of members of the affected community.
  - b. Assess reports gathered through outreach program to assess community needs.
9. Recommend and implement an economic recovery program, focusing on local community needs.
10. Recommend zoning changes in damaged areas.
11. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
12. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
13. Recommend strategies to keep unethical contractors out of the area.
14. Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
15. Participate in the preparation of a community redevelopment plan.

16. Help develop replacement–housing strategies.
17. Recommend restoration priorities.
18. Review emergency actions and recommend amendments to the County’s:
  - a. Post–Disaster Ordinance.
  - b. Comprehensive Plan.
  - c. Comprehensive Emergency Management Plan.
  - d. Countywide All Hazard Mitigation Plan.
  - e. Relevant Administrative Policies.
19. Make recommendations for new ordinances, plans, codes, and /or standards to assist in recovery from future disasters.
  - Establish a community long term recovery planning committee with membership/input from all sectors that make-up the community.

**J. REFERENCES.**

1. Effective Coordination of Recovery Resources for State, Tribal, Territorial and Local Incidents.
2. WI State Recovery Framework.
3. National Recovery Framework.

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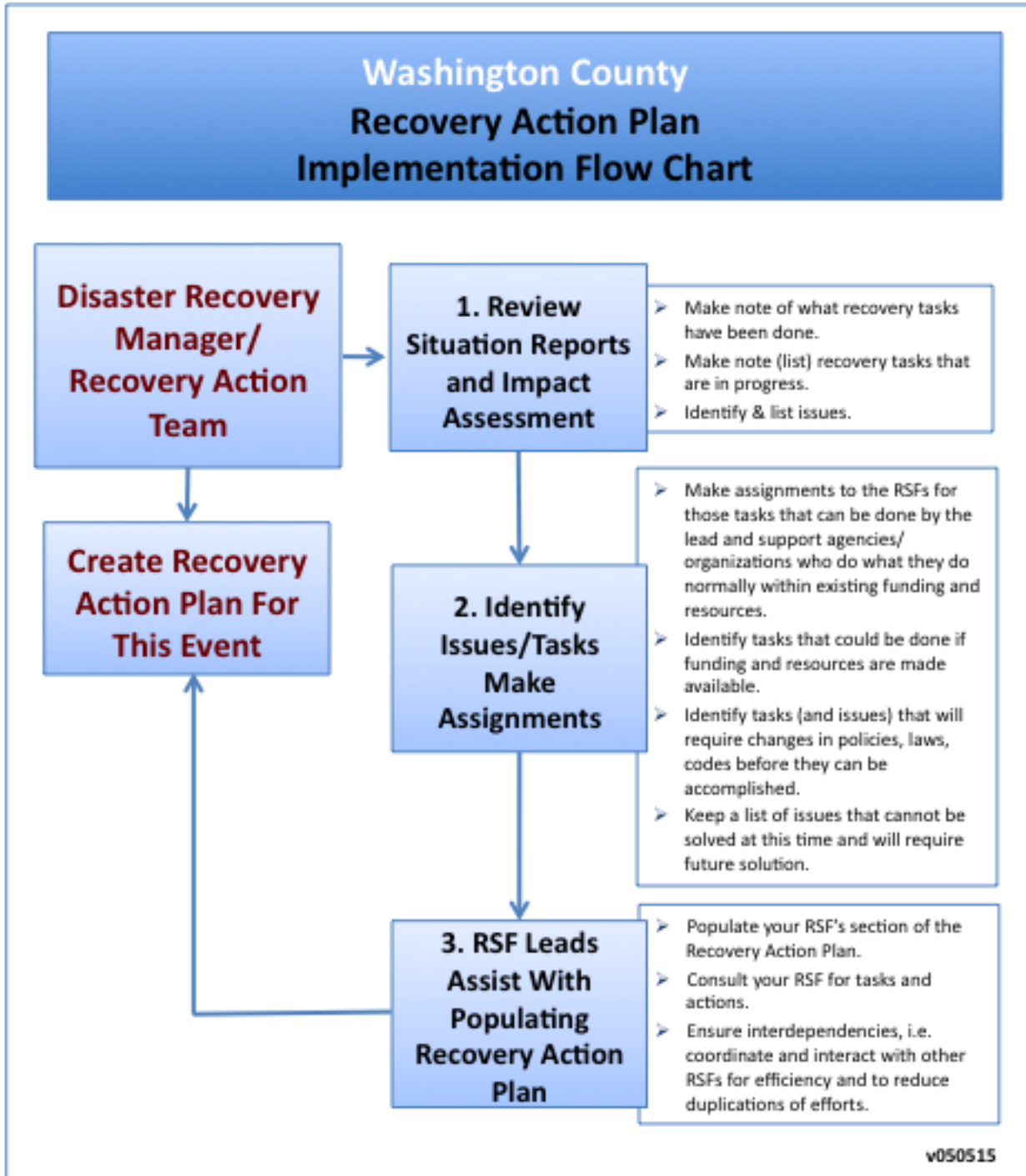
Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

**IV. RECOVERY ACTION PLAN TEMPLATE**

**IV. RECOVERY ACTION PLAN TEMPLATE.**

Development of a Recovery Action Plan (RAP) is an essential part of recovery management at all levels. Recovery action planning is an effective management tool involving two essential items:

1. A process to identify issues (objectives), priorities, and task assignments related to recovery actions.
2. A Recovery Action Plan that documents the priorities, objectives and task assignments.





**RECOVERY ACTION PLAN**

**Washington County**

# RECOVERY ACTION PLAN

**RECOVERY PERIOD**

- Stabilization/Short Term
- Intermediate
- Long Term

**FOR REPORTING PERIOD**

**FROM:** \_\_\_\_\_ AM/PM

**TO:** \_\_\_\_\_ AM/PM

**NOTE:** Actions assigned herein should begin during this operational period and RSFs should report progress at the Recovery Action Team meeting at \_\_\_\_\_: \_\_\_\_\_AM/PM.

**TIME/DATE PREPARED:**

**Executive Summary**

**Prepared By** (Disaster Recovery Manager):

**Distribution:**

- Recovery Action Team Members
- County Board
- RSFs and Recovery Organization Staff
- Other (list)

**Approved By** (County Board Chair):

**IV. RECOVERY ACTION PLAN TEMPLATE**

<b>Washington County</b> <b>RECOVERY GOALS AND OBJECTIVES</b>		Date Prepared:	Time Prepared:
<b>RECOVERY OPERATIONAL PERIOD</b>		From:	To:
<b>GENERAL RECOVERY GOALS/OBJECTIVES:</b>		[From County Board Chair / Disaster Recovery Manager]	
<b>A. (Goal #1)</b>			
1. (Objective)			
2. (Objective)			
<b>B. (Goal #2)</b>			
1. (Objective)			
2. (Objective)			
<i>Etc</i>			
<b>DISASTER SAFETY MESSAGE:</b>		[From Management Section SITREP]	
<b>ATTACHMENTS (If Applicable)</b>			
⑧ Recovery Organization Chart	⑧ Recovery Facilities (list)	⑧ Other	
⑧ Recovery SITREP (current)	⑧ Map(s)	⑧ _____	
⑧ Task Assignment Data	⑧ Directives	⑧ _____	
<b>Prepared By (Disaster Recovery Manager):</b>		<b>Approved By (County Board Chair):</b>	

<b>Washington County</b>		Date Prepared:	Time Prepared:
<b>RECOVERY ORGANIZATION STAFFING LIST</b>			
<b>MANAGEMENT STAFF</b>		For Operational Period: _____ to _____	
County Board Chair		<b>OPERATIONS SECTION</b>	
Disaster Recovery Manager		Chief	
County Attorney		RSF #3: Debris Management	
Emergency Manager		RSF #6: Human Services	
RSF #2: Continuation of Government		RSF #8: Public & Environmental Health	
Liaison Officer		RSF #9: Repair & Restoration of Public Infrastructure, Services & Public Buildings	
Safety Officer			
RSF #7: Safety & Risk Management		RSF #16: Re-Entry, Security	
PIO			
RSF #14: Public Information/Community Relations		<b>PLANNING SECTION</b>	
Recovery Action Team		Chief	
		RSF #1: Damage Assessment/Impact Analysis	
<b>AGENCY REPRESENTATIVES</b>		RSF #10: Emergency Permitting & Inspections	
<i>Agency</i>	<i>Name</i>	RSF #11: Rebuilding, Construction, Repairs, Restoration	
<b>FINANCE &amp; ADMIN SECTION</b>		RSF #13: Redevelopment	
Chief		RSF #17: Economic Restoration & Development	
RSF #20 Recovery Admin & Finance		RSF #18: Environmental Concerns	
<b>LOGISTICS SECTION</b>		RSF #19: Mitigation	
Chief		RSF #22: Mutual Aid	
RSF #4: Individual Assistance			
RSF #5: Unmet Needs			
RSF #12: Housing Temporary/Replacement			
RSF #15: Volunteers & Donations			
RSF #21: Cultural & Historic Concerns			
		Prepared By: _____	



ASSIGNMENT LIST		
RECOVERY MANAGEMENT SECTION TASKS FOR THIS OPERATING PERIOD		
Title	Tasks	Assigned To
<b>County Board Chair</b>		
<b>Disaster Recovery Manager</b>		
<b>County Attorney</b>		
<b>Emergency Manager</b>		
<b>RSF #2 Continuation Of Government Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>Liaison Officer</b>		
<b>Safety Officer</b>		
<b>RSF #7 Safety &amp; Risk Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		

ASSIGNMENT LIST		
RECOVERY MANAGEMENT SECTION TASKS FOR THIS OPERATING PERIOD		
Title	Tasks	Assigned To
5.		
<b>PIO</b>		
<b>RSF #14 Public Information/ Community Relations Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>Recovery Action Team</b>		

ASSIGNMENT LIST		
RECOVERY OPERATIONS SECTION TASKS FOR THIS OPERATING PERIOD:		
Section/RSF	Tasks	Assigned To
<b>OPERATIONS SECTION CHIEFS TASKS</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF 3 Debris Management Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #6 Human Services Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		

4.	
5.	
<b>RSF #8 Public &amp; Environmental Health Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF#9 Repair &amp; Restoration of Public Infrastructure, Services &amp; Public Buildings Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #16 Re-Entry, Security Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	

ASSIGNMENT LIST		
RECOVERY PLANNING SECTION TASKS FOR THIS OPERATING PERIOD:		
Section/RSF	Tasks	Assigned To
<b>PLANNING SECTION CHIEFS TASKS</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #1 Damage Assessment/ Impact Analysis Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #10: Emergency Permitting &amp; Inspections Tasks In Support of Priority Issues</b>		
1.		

2.	
3.	
4.	
5.	
<b>RSF #11: Rebuilding, Construction, Repairs, Restoration Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #13: Redevelopment Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #17: Economic Restoration &amp; Development Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #18: Environmental Concerns Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #19: Mitigation Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	
<b>RSF #22: Mutual Aid Tasks In Support of Priority Issues</b>	
1.	
2.	
3.	
4.	
5.	

ASSIGNMENT LIST		
RECOVERY LOGISTICS SECTION TASKS FOR THIS OPERATING PERIOD:		
Section/RSF	Tasks	Assigned To
<b>LOGISTICS SECTION CHIEFS TASKS</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #4: Individual Assistance Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #5: Unmet Needs Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #12: Housing Temporary/ Replacement Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #15: Volunteers &amp; Donations Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #21: Cultural &amp; Historic Concerns Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		

ASSIGNMENT LIST (EOC ICS 204)		
RECOVERY FINANCE SECTION CHIEFS TASKS FOR THIS OPERATING PERIOD:		
Section/RSF	Tasks	Assigned To
<b>FINANCE SECTION CHIEFS TASKS</b>		
1.		
2.		
3.		
4.		
5.		
<b>RSF #20 Recovery Admin &amp; Finance Tasks In Support of Priority Issues</b>		
1.		
2.		
3.		
4.		
5.		

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

## V. RSF PRIMARY/SUPPORT MATRIX

**V. RSF PRIMARY/SUPPORT MATRIX.**

Departments, Agencies & Organizations	Damage Assessment/Impact Analysis	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety and Risk Management	Public and Environmental Health	Repair and Restoration	Emergency Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Redevelopment	Public Information	Volunteers and Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Cultural & Historic Concerns	Mutual Aid
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
911 Communications Centers													S									S
Advisory Council on Historic Preservation (United States)																						S
All County Departments		S																	S			
All Department/ Agency Public Information Officers														S								
American Red Cross	S			S	S	S						S			S							
Army Corps of Engineers									S													
Assessors	S																					
Building Departments											S		S									
Building Inspectors									S	S												
CDBG																	S					
CERT															S							
Chamber(s) of Commerce																	S					
Chamber/Manufacture Associations													S									
Community and Faith Based Organizations															S							
Contractors / Architects									S													
Corporation Counsel										S			S		S	S	S					
County Administration		P												P						S	S	



V. RSF PRIMARY/SUPPORT MATRIX

Departments, Agencies & Organizations	Damage Assessment/Impact Analysis	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety and Risk Management	Public and Environmental Health	Repair and Restoration	Emergency Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Redevelopment	Public Information	Volunteers and Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Cultural & Historic Concerns	Mutual Aid
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
County Attorney		S												P				S	S	S	S	
County Board		S												S			S			S		
County Clerk							S															
County Law Enforcement								S														
County/Municipal Planning & Zoning Offices										S												
DNR										S					S							
Economic Development											S											
Emergency Management		S		S	S		S						S	S	P		S		P	S		P
Engineering Departments									S													
Engineering							S															
Environmental Organizations																		S				
EPA																		S				
Facilities		S																				
Faith Based Organizations					S	S																
Family Promise of Washington County												S										
Farm Bureau						S											S					
FAST Teams						S																
Federal Highway Administration Historic Preservation and Archeology Program																						S
FEMA Environmental and Historic Preservation																						S
FEMA				S																		
Finance		S								S					S		S			P		
Fire/EMS							S									S						S
Health Department	S		S	S			S	P	S													

Departments, Agencies & Organizations	Damage Assessment/Impact Analysis	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety and Risk Management	Public and Environmental Health	Repair and Restoration	Emergency Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Redevelopment	Public Information	Volunteers and Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Cultural & Historic Concerns	Mutual Aid
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Highway Department / Public Works									P													
Highway											P					S					S	S
Hospitals								S														
Housing Authorities	S											S										
Human Resources							P							S							S	
Human Services	S			P	S	P						P		S	S						S	
Impact 211												S		S								
IMTs															S							
Information Systems		S																				
Land and Water Management											S											
Law Enforcement																						S
Local Contractors			S																			
Local Economic Development Organizations													S				S					
Local Emergency Management																			S			
Local Governments																	S					
Local Law Enforcement																P						
Local Public Works Departments								S														
Long Term Recovery Committees															S							
Mitigation Planning Workgroup																			S			
Municipal Finance Departments																					S	
Municipal Public Works	S		S																			
NGO Public Information Officers														S								
Non-Government and Faith Based Organizations												S										
Parks and Recreation													S					S	S			
Planning & Parks	P		P							P	P		P					P				S

V. RSF PRIMARY/SUPPORT MATRIX

Departments, Agencies & Organizations	Damage Assessment/Impact Analysis	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety and Risk Management	Public and Environmental Health	Repair and Restoration	Emergency Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Redevelopment	Public Information	Volunteers and Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Cultural & Historic Concerns	Mutual Aid
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Planning and Zoning Boards/Commissions											S											
Planning and Zoning													S					S	S			
Private Sector Public Information Officers														S								
Public Health																		S				
Public Information Officers										S												
Public Works and Parks											S											
Public Works	P		P				S			P						S						
Purchasing Departments																				S		
Register of Deeds										S	S						S				S	
Salvation Army				S	S	S						S			S							
Southeastern Wisconsin Regional Planning Committee (SEWRPC)													S									
Treasurer										S							S			S		
United Way of Washington County					S							S			S							
US Housing and Urban Development (HUD)												S										
USGS									S													
Utilities: Electric, Telephone, Gas, Cable	S		S						S													
UW Extension																	S					
VOAD				S		S																
Washington County ADRC						S																
Washington County Economic Development Corporation (EDWC)													S				P					
Washington County Historical Society																					P	
Washington County Sheriff's Office																P						

Departments, Agencies & Organizations	Damage Assessment/Impact Analysis	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety and Risk Management	Public and Environmental Health	Repair and Restoration	Emergency Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Redevelopment	Public Information	Volunteers and Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Cultural & Historic Concerns	Mutual Aid
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Washington County (VOAD 5P) 15)					P										S							
Washington County Volunteer Center					S										S							
Water and Wastewater			S						S													
Weather Service	S																					
WEM				S																		
WI Department of Corrections									S													
WI Department of Health Services								S														
WI Department of Natural Resources			S					S	S								S					
WI Department of Transportation			S						S													
WI Emergency Management																			S			
WI Housing & Economic Development Authority (WHEDA)												S	S				S					
WI Humane Society, Washington County Branch						S																
WI State Historical Society																					S	
WI VOAD					S										S							

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

## VI. SCHEDULE OF RECOVERY SUPPORT FUNCTIONS

**VI. SCHEDULE OF RECOVERY SUPPORT FUNCTIONS.**

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTION (RSF)	PURPOSE
<b>RSF #1 Damage Assessment/ Impact Analysis</b>	<ol style="list-style-type: none"> <li>1. To determine the disaster's impact on the County, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, identify structures unsafe for occupation, and determine structures that have to comply with the County's (and Municipality's) build-back policy.</li> <li>2. To determine nature/extent of impact to infrastructure damage for proper prioritization.</li> <li>3. To provide information after an emergency or disaster and detailing the situation, location, and extent and nature of damage.</li> <li>4. To provide information to determine priorities and requirements for restoration and reconstruction.</li> </ol>
<b>RSF #2 Continuation of Government</b>	To ensure the continuing critical functions and services of government while responding to and recovering from disaster.
<b>RSF #3 Debris Management</b>	To effectively manage debris generated by the disaster.
<b>RSF #4 Individual Assistance</b>	To inform disaster victims about the federal individual assistance programs that are available and how to make application.
<b>RSF #5 Unmet Needs</b>	<ol style="list-style-type: none"> <li>1. To provide an Ombudsman to provide information, investigate complaints, and to assist with disputes by directing citizens to the appropriate agency(ies) for resolution.</li> <li>2. To provide a means of identifying and resolving disaster recovery needs in cases where: government or voluntary agency assistance programs are not available; or government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims.</li> </ol>
<b>RSF #6 Human Services</b>	To identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations.

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTION (RSF)	PURPOSE
<b>RSF #7 Safety &amp; Risk Assessment</b>	To establish a safety program to identify and implement ways and means to reduce or eliminate unsafe conditions or practices for which losses may occur. The safety program may include such rewards, disciplines or penalties as may tend to reduce losses and promote safety.
<b>RSF #8 Public Health &amp; Environmental Health</b>	To identify threats to public health during the recovery period and to provide remedies.
<b>RSF #9 Repair &amp; Restoration of Infrastructure, Services &amp; Public Buildings</b>	Repair and restoration of public infrastructure and services to return the public infrastructure and government's services to pre-event levels or better.
<b>RSF #10 Emergency Permitting &amp; Inspections</b>	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster. These activities will consist of determining whether repair or reconstruction of damaged structures will be allowed and under what conditions, coordinating and streamlining the County's (and Municipality's) permitting processes, and implementing a system to verify that repairs/redevelopment comply with all applicable codes and laws.
<b>RSF #11 Rebuilding, Construction, Repairs, Restoration</b>	To provide for the physical rebuilding of the community, which necessarily includes the viability of commercial operations to support the residents.
<b>RSF #12 Housing (Temporary / Replacement)</b>	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes).
<b>RSF #13 Redevelopment</b>	To articulate the vision for recovery and redevelopment in both anticipation and in the wake of a catastrophic natural disaster.
<b>RSF #14 Public Information/ Community Relations</b>	To provide information to citizens, government employees, businesses and organizations concerning disaster recovery operations and progress, and to identify necessary messages and appropriate methods of delivery.
<b>RSF #15 Volunteers &amp; Donations</b>	To continue to coordinate during recovery offers of assistance by volunteer organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
<b>RSF #16 Reentry, Security</b>	To promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the County and its economy; and to provide uniform

<b>SCHEDULE OF RSFs</b>	
<b>RECOVERY SUPPORT FUNCTION (RSF)</b>	<b>PURPOSE</b>
	guidance following a large-scale disaster to law enforcement personnel who direct access into the impacted area. Includes procedures to ensure safe and orderly reentry and clarifies the roles and responsibilities of local and state agencies that may be involved in reentry.
<b>RSF #17 Economic Restoration &amp; Development</b>	To establish a partnership with the business community to restore the local economy following disaster; identify County and business post-disaster roles and relationships; identify economic recovery assistance programs; encourage the development of business preparedness and mitigation programs.
<b>RSF #18 Environmental Concerns</b>	To identify and implement projects or programs that restore, enhance, or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation to reduce impacts from natural disasters.
<b>RSF #19 Mitigation</b>	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce the County's vulnerability to natural hazards.
<b>RSF #20 Recovery Administration &amp; Finance</b>	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
<b>RSF #21 Cultural &amp; Historic Concerns</b>	To identify and implement projects or programs that restore, enhance, or protect Historic resources from degradation, and to reduce impacts from disasters.
<b>RSF #22 Mutual Aid</b>	To manage requests for mutual aid assistance for the County, or to assist another local government.



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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #1

**Damage Assessment/Impact Analysis**



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

**Planning & Parks**  
**Public Works**

Recovery Support Function (RSF) #1

**Damage Assessment/Impact Analysis**

<b>LEAD DEPARTMENT</b>	Planning & Parks. Public Works.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. Assessors.</li> <li>3. Health Department.</li> <li>4. Housing Authorities.</li> <li>5. Human Services.</li> <li>6. Municipal Public Works.</li> <li>7. Utilities: Electric, Telephone, Gas, Cable.</li> <li>8. Weather Service.</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. To determine the disaster's impact on Washington County and its local governments, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, identify structures unsafe for occupation, and determine structures that have to comply with the County's or a local government's build-back policy.</li> <li>2. To determine nature/extent of impact to infrastructure damage for proper prioritization.</li> <li>3. To provide information after an emergency or disaster and detailing the situation, location, and extent and nature of damage.</li> <li>4. To provide information to determine priorities and requirements for restoration and reconstruction.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Priority will be given to rapid damage assessment and impact analysis.</li> <li>2. As soon as possible after an event the level of human suffering will be assessed to aid in determining the types and amount of external support required.</li> <li>3. Damage and impacts to County and local government infrastructure and resources will be assessed.</li> <li>4. Disaster impacts will be listed and prioritized.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop a County rapid impact assessment system for use in determining recovery planning priorities.</li> <li>2. Develop methods for prioritizing critical public infrastructure, based on the vulnerability analysis.</li> <li>3. Obtain and maintain pre-disaster maps, photos, and other documents for government buildings, facilities, infrastructure, etc.</li> <li>4. Develop a data base (GIS) for use in rapidly compiling, interpreting and displaying damage assessment and impact assessment information.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Using local GIS data, HAZUS and other modeling software, produce countywide estimated damage scenarios based on the level of disaster.</li> <li>6. Develop a “critical facilities” inventory (GIS). Data base information should include: Critical facility number designation; Name of facility; Street address; Map coordinates; Title/name of facility contact person; Telephone number; Type of hazard potential.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Receive initial impact data and damage assessment data.</li> <li>2. Utilize the pre–event data base and GIS to develop an Impact Assessment that will identify:             <ol style="list-style-type: none"> <li>a. The boundaries of the disaster area(s), access points to the disaster area(s), and casualty information.</li> <li>b. The immediate physical needs of disaster victims (food, water, ice, medical, sanitation, temporary housing, security, electrical power needs).</li> <li>c. Numbers of houses and businesses impacted.</li> <li>d. Numbers of wells contaminated.</li> <li>e. The impact to the County’s lifelines (those critical services and facilities necessary to sustain life, i.e., health services, water, food, etc.), public facilities, public services, private residences, and private businesses.</li> <li>f. The impact to the County’s infrastructure, i.e. utilities, communications and transportation.</li> <li>g. Numbers of roads blocked.</li> <li>h. Numbers of tons of debris generated.</li> <li>i. Areas of the County that are isolated.</li> <li>j. The County’s ability to meet disaster victims needs (status of fire, law enforcement, medical systems, critical facilities, and major resource needs/shortfalls).</li> <li>k. Critical facilities incapable of performing their intended post disaster functions.</li> <li>l. The major disaster condition(s) that must be addressed.</li> <li>m. Which condition(s) are the most critical and requires the most immediate attention.</li> <li>n. The “rough” costs involved.</li> <li>o. Cost of damage to homes and businesses.</li> <li>p. Economic effects of the disaster on local business.</li> <li>q. Cost of damage to public facilities.</li> <li>r. How much federal and state individual and public assistance will be needed to recover from the disaster.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>s. Who must participate: directly or through support.</li> <li>t. The approximate timelines required for recovery.</li> <li>u. Which activities may require and be eligible for higher level assistance.</li> </ul> <ol style="list-style-type: none"> <li>3. Distribute the Impact Assessment to Emergency Management, the Recovery Task Force, and other RSFs.</li> <li>4. Compile list of locations and damage estimates to private and public structures as required to complete the WI UDSR:             <ul style="list-style-type: none"> <li>a. Using the UDSR as a guide develop an Individual Assistance impact assessment to estimate damages and impacts to the private sector to include damages to homes, businesses, possessions, and other improvements. (See References to state and federal guidance publications.)</li> <li>b. Develop a Public Assistance impact assessment involving damage and impacts to public buildings, facilities, roads, bridges, sewer plants, etc. (See References to state and federal guidance publications.)</li> <li>c. Identify impacts to public infrastructure and critical facilities.                 <ul style="list-style-type: none"> <li>• Provide list and locations to RSF #9 Repair and Restoration of Public Infrastructure, Services and Buildings (Public Assistance) for inspections and restoration planning.</li> </ul> </li> </ul> </li> <li>5. Develop a priority list for the building inspection process and communicate this to RSF #11 Rebuilding, Construction, Repairs, and Restoration.</li> <li>6. Provide impact assessment and other details to State Emergency Operations Center.</li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Critical Facilities.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Washington County Damage Assessment and Impact Assessment Procedures.</li> <li>2. WEM Disaster Assessment Guide.</li> <li>3. Uniform Disaster Situation Report (UDSR).</li> <li>4. FEMA Damage Assessment Guide.</li> </ol>

*Attachment 1*  
**CRITICAL FACILITIES**

**Note:** Critical facilities are those locations providing essential lifeline services to the community or qualify as a high occupancy structure, or as a high risk hazard to the community. Critical facilities and their priority will vary but some examples of their priority would be:

Priority 1:	Priority 2:	Priority 3:
<ol style="list-style-type: none"> <li>1. Major Government Buildings</li> <li>2. Fire Stations</li> <li>3. Police Stations</li> <li>4. Public Works Yard(s)</li> <li>5. Emergency Communication Center(s)/Infrastructure</li> <li>6. County/Local Government Administrative Building(s)</li> <li>7. Hospital(s), Medical Facilities, Emergency Clinics, pharmacies</li> <li>8. Airports</li> <li>9. Water</li> <li>10. Sewage– Lift and Pumping Stations</li> <li>11. Electric</li> <li>12. Bridges, Overpasses, Major Arterial Roads</li> <li>13. Schools: Occupied</li> </ol>	<ol style="list-style-type: none"> <li>1. Transportation</li> <li>2. Essential Lifeline/Utility System Sites</li> <li>3. Natural Gas</li> <li>4. Telephone (Emergency Facilities)</li> <li>5. Communication Towers</li> <li>6. Educational Facilities</li> <li>7. Schools: Unoccupied</li> <li>8. Staging areas and distribution centers requiring emergency power</li> </ol>	<ol style="list-style-type: none"> <li>1. High Occupancy Structures/ Locations</li> <li>2. Public Shelters</li> <li>3. Shopping Malls</li> <li>4. Stadiums, Arenas</li> <li>5. High Rise Buildings</li> <li>6. High Risk Construction/Engineering</li> <li>7. Tilt–up Buildings</li> <li>8. Un–reinforced Masonry Buildings</li> <li>9. High Risk HAZMAT Locations</li> <li>10. Chemical/Waste Processing and Treatment Plants</li> <li>11. Gas Stations</li> <li>12. Identified High Risk HAZMAT carriers/handlers</li> <li>13. Telephone (general public)</li> <li>14. Convalescent/Residential Care Facilities</li> <li>15. Grocery Stores</li> </ol>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #2

## Continuation of Government

(Restoration of Government Services)



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

County Executive



Recovery Support Function (RSF) #2

**Continuation of Government**  
**(Restoration of Government Services)**

<b>LEAD DEPARTMENT</b>	County Administration.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. All County Departments.</li> <li>2. County Attorney.</li> <li>3. County Board.</li> <li>4. Emergency Management.</li> <li>5. Facilities.</li> <li>6. Finance.</li> <li>7. Information Systems.</li> </ol>
<b>PURPOSE</b>	To ensure the continuing critical functions and services of County government while responding to and recovering from disaster.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Ensure that every effort will be made to restore normal local government operating and decision making processes as quickly as possible.</li> <li>2. Provide support to local government employees who may be called upon to perform in unfamiliar roles and environments, under conditions of fatigue and extreme stress, and often out of touch with family members for extended periods of time.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop a long term recovery ordinance/executive order template.</li> <li>2. Review Continuity of Operations Plans (COOPs) to ensure that they are consistent with long-term recovery actions.</li> <li>3. Review County Code to ensure appropriate “lines of successions” are in place for elected officials and County departments; Determine limitations (if any) of authority based on delegations of authority to others; Develop recommendations (if any) for changes or additions to County Code.</li> <li>4. Develop succession procedures to include the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities.</li> <li>5. Conduct orientation programs to prepare successors for their emergency duties.</li> <li>6. Determine mission essential functions for core services including:             <ol style="list-style-type: none"> <li>a. Emergency services.</li> <li>b. Finance.</li> <li>c. Purchasing.</li> <li>d. Human resources.</li> <li>e. Communications.</li> <li>f. Information Systems.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"><li>g. Risk management.</li><li>h. Facilities.</li><li>i. Legal (Corporate Counsel).</li></ul> <ol style="list-style-type: none"><li>7. For each core and support service, determine to what level of service each must be maintained to conserve financial resources.</li><li>8. Develop a County government services “impact analysis” to determine likely disaster impacts on County essential functions/operations.</li><li>9. List likely sites for County government temporary office space for continuation of essential services; Determine need for emergency power at each location.</li><li>10. Develop/maintain a master County government “Continuity of Operations Plan (COOP)” to allow certain County government services and essential functions to continue and to provide for the orderly restoration of County government services after disaster.</li><li>11. Direct each County department to develop a COOP; Provide guidance for use in developing a departmental COOP. Department COOP plans should provide for: Identification of agency essential functions; Predetermined delegations of authority and orders of succession; Contingency staffing to perform essential functions; Alternate operating facilities; Inter-operable communications, information processing systems and equipment; Protection of vital records and systems.</li><li>12. Assist municipalities in developing Continuity of Operations Plans (COOPs) and coordinate with county COOP.</li><li>13. Determine types of vendor contracts and/or mutual aid agreements necessary for continuation of post-disaster County government essential services.</li><li>14. Prepare an administrative instruction with procedures for backing up and/or storing critical data; Ensure all County government departments routinely back up or store critical files off-site.</li><li>15. Address County government personnel issues:<ol style="list-style-type: none"><li>a. Develop a plan to assist employees in locating family members if a disaster occurs during work hours.</li><li>b. If County government personnel suffered losses, determine what provisions there will be for time off (leave time) and other assistance.</li><li>c. Formulate a policy regarding pay. Will employees be paid for the first few days of the emergency when some might not make it into work? Will employees be paid overtime?</li><li>d. Identify Alternative Health Insurance options for employees.</li><li>e. Ensure provisions in union contracts, as appropriate.</li><li>f. Set up provisions for employee debriefings for both employees involved in response and employees maintaining the functioning of County government.</li><li>g. Train supervisory staff to provide for the emotional needs of employees during the recovery phase, during which they will be expected to work long hours under stressful conditions, and possibly to perform unfamiliar roles.</li><li>h. Educate supervisors and staff about stress responses so that they understand that their reaction is a normal one to an abnormal situation.</li><li>i. Provide training in stress management techniques.</li></ol></li></ol>
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	<p>16. Provide training to all County government employees so they are aware of their responsibilities in responding to a disaster, and during the recovery period.</p> <p>17. Conduct continuity of operations tests and exercises.</p>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Activate COOP/COG (Continuity of Government) plans.</li> <li>2. Convene an emergency meeting of County government elected officials. Determine:             <ol style="list-style-type: none"> <li>a. Political process management.</li> <li>b. Interdepartmental coordination.</li> <li>c. Policy development.</li> <li>d. Decision making.</li> </ol> </li> <li>3. Using damage assessment tools, estimate the impact on the County’s financial revenue sources.             <ul style="list-style-type: none"> <li>• Identify and prioritize allocation of government funds based on level of core and support services that must be maintained.</li> </ul> </li> <li>4. Meet with County Attorney; obtain:             <ul style="list-style-type: none"> <li>• Advice on emergency authorities and actions.</li> </ul> </li> <li>5. As appropriate, County Attorney to:             <ol style="list-style-type: none"> <li>a. Prepare opinions.</li> <li>b. Prepare new ordinances and regulations.</li> </ol> </li> <li>6. If appropriate, enact a Disaster Recovery Ordinance and/or Executive Order(s).</li> <li>7. Identify impacts to County government buildings and facilities; Coordinate with RSF #1 Damage Assessment/Impact Analysis.</li> <li>8. Determine status of County government operations and communications, and requirements for:             <ol style="list-style-type: none"> <li>a. Space.</li> <li>b. Supplies and equipment.</li> <li>c. Vehicles.</li> <li>d. Personnel.</li> <li>e. Related support.</li> </ol> </li> <li>9. Determine which routine County government business and services will be reduced or suspended during the response and short term recovery, and for how long.             <ul style="list-style-type: none"> <li>• Reassign personnel to appropriate tasks.</li> </ul> </li> <li>10. Ensure County government departments have activated their COOP plans as appropriate.</li> <li>11. Anticipate the need to set new priorities, reassign staff, hire/contract additional temporary staff.</li> </ol>

	<ol style="list-style-type: none"> <li>12. Coordinate the establishment of County government services at temporary sites as necessary.             <ol style="list-style-type: none"> <li>a. Ensure that departments who are relocating have activated their COOP plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate operating facility(ies).</li> <li>b. Work with RSF #14 Public Information/Community Relations to notify the public of temporary government service locations, phone numbers, etc.</li> </ol> </li> <li>13. Determine what infrastructure and essential services are required to continue or reestablish critical government services. Communicate this to RSF #10 Emergency Permitting and Inspections.</li> <li>14. Determine methods and guidelines for retrieving needed resources from damaged County government buildings and facilities.</li> <li>15. Ensure the repairing or restoring of normal communication and information systems to include restoration of:             <ol style="list-style-type: none"> <li>a. Emergency radio and telephone communications.</li> <li>b. Computer and network operations.</li> </ol> </li> <li>16. Provide County government employee support.             <ol style="list-style-type: none"> <li>a. Assist employees in locating family members if a disaster occurs during work hours.</li> <li>b. If County government personnel have suffered losses, coordinate time off (use of sick leave, vacation time), loans, and other assistance.</li> <li>c. Communicate work hours and overtime policy.</li> <li>d. Provide employee briefings and debriefings, for both employees involved in response and employees maintaining the functioning of County government.</li> <li>e. Provide employees information on stress reactions and stress management.</li> <li>f. Provide employee disaster safety and health information (RSF #7 Safety and Risk Management).</li> <li>g. Provide security for staff who might need to work in unsafe areas.</li> <li>h. Provide guidance in how to respond to frustrated and angry members of the community.</li> <li>i. Establish a method for periodic staff update briefings to ensure that personnel are aware of recovery efforts and progress. This will relieve staff anxiety and foster cooperation.</li> </ol> </li> <li>17. Return to normal operations as feasible.             <ol style="list-style-type: none"> <li>a. Inform all personnel that the threat of or actual emergency no longer exists, and provide instructions for resumption of normal operations.</li> <li>b. Supervise an orderly return to the normal operating facility, or movement to other temporary or permanent facility(ies) using a phased approach if conditions necessitate.</li> <li>c. Report status of relocation to the EOC and other department points of contact.</li> <li>d. Notify the general public.</li> </ol> </li> </ol>
<b>ATTACHMENTS</b>	None.

<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Washington County COOP Plan.</li><li>2. Washington County Department COOP Plans.</li><li>3. County Disaster Recovery Ordinance. (A best practice recommendation.)</li></ol>
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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #3

## Debris Management



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

Planning & Parks  
Public Works

Recovery Support Function (RSF) #3

**Debris Management**

<b>LEAD DEPARTMENT</b>	Planning & Parks. Public Works.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Health Department.</li> <li>2. Local Contractors.</li> <li>3. Municipal Public Works.</li> <li>4. Utilities: Electric, Telephone, Gas, Cable.</li> <li>5. Water and Wastewater.</li> <li>6. WI Department of Natural Resources.</li> <li>7. WI Department of Transportation.</li> </ol>
<b>PURPOSE</b>	To effectively manage debris generated by natural and man-caused disasters.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Initial focus of debris removal efforts will be on clearing of major transportation routes and roadways into damaged areas to allow for the movement of emergency vehicles, personnel, equipment and supplies.</li> <li>2. Remove debris in affected areas to prevent the development and spread of vector-based epidemiological agents and general sanitation problems.</li> <li>3. Conduct disposal activities with health and environmental concerns being the foremost consideration.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Identify areas in which there is likely to be debris from damaged structures and environment. Determine storage sites for the debris. <ul style="list-style-type: none"> <li>• Provide for a periodic reassessment of debris collection sites, using GIS analysis to show parcel availability and changes in adjacent land use.</li> </ul> </li> <li>2. Prepare and maintain operating procedures, resource inventories, personnel rosters and detailed resource mobilization information necessary for implementation of ESF #24 (Debris Management) and RSF #3 (Debris Management).</li> <li>3. Provide a periodic review of resources to ensure they are available, operational and accessible and the current location the day of the event. <ul style="list-style-type: none"> <li>• This action should also include the human element and ensure the resource has a driver or operator and that all keys are obtainable.</li> </ul> </li> <li>4. Develop and maintain an inventory and sources of debris management resources, manpower and equipment to include supplies and maintenance. <ul style="list-style-type: none"> <li>• This inventory needs to be reviewed periodically to ensure availability.</li> </ul> </li> <li>5. Work with RSF #1 Damage Assessment/Impact Analysis to establish and maintain priorities for roadway corridors that will have priority in regard to debris removal and repair to allow access into damaged areas.</li> <li>6. Pre-stage appropriate equipment when allowed and have a plan that can be modified in the field.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Encourage municipalities to develop and maintain a Debris Management Plan. Include strategies for:             <ol style="list-style-type: none"> <li>a. Identification of temporary storage areas.</li> <li>b. Promote Recycling of Surplus Materials from reconstruction activities by retaining recycling/salvaging contractors.</li> <li>c. Disposal.</li> <li>d. Hazardous waste identification and handling.</li> <li>e. Administration.</li> <li>f. Creating public education materials on the proper segregation of debris.</li> <li>g. Include equipment and manpower listing and contacts plus locations.</li> <li>h. Ensure debris management plan is consistent with future long-term land use policies.</li> <li>i. Review Plan annually.</li> </ol> </li> <li>8. Secure pre-event contracts from local and non-local waste collectors as back-up resources.</li> <li>9. Coordinate with County’s contractor(s).</li> <li>10. Maintain data base of contractors, services, resources and contact numbers.</li> <li>11. Determine what authority is required to receive contractor service.</li> <li>12. Conduct pre–event meeting to brief key contractors and essential staff on the applicable Debris Management Plan of Operations.             <ul style="list-style-type: none"> <li>• This should happen periodically and especially at pre-event.</li> </ul> </li> <li>13. Conduct periodic site visits at Temporary Debris Staging Areas.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this RSF that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Implement the Debris Management Plan.             <ul style="list-style-type: none"> <li>• Appoint a debris management coordinator. This coordinator needs to be assigned early enough to be familiar with all issues and should have contact numbers, etc. provided to all personnel associated with recovery actions.</li> </ul> </li> <li>2. Contact the debris management contractor(s) to activate the debris management contract(s).             <ul style="list-style-type: none"> <li>• Provide a scope of work of the debris removal work that is to begin first or as top priority would indicate.</li> </ul> </li> <li>3. Coordinate emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.             <ul style="list-style-type: none"> <li>• Public Works along with DOT will perform this activity with the law enforcement and Fire and Rescue team to clear streets and critical infrastructure.</li> </ul> </li> <li>4. Identify incident sites requiring debris clearance and management:             <ol style="list-style-type: none"> <li>a. Public rights–of–way.</li> </ol> </li> </ol>



	<ul style="list-style-type: none"> <li>b. Public property.</li> <li>c. Private property.</li> <li>d. After identification a priority plan needs to be developed to maximize efficiency.</li> </ul> <ol style="list-style-type: none"> <li>5. Recommend disposal sites for debris:             <ul style="list-style-type: none"> <li>a. Temporary staging areas and debris reduction sites.</li> <li>b. Prepare site layout for inspection tower debris segregation area, equipment lay down, personnel parking and security perimeter.</li> </ul> </li> <li>6. Coordinate debris collection and hauling:             <ul style="list-style-type: none"> <li>a. Coordinate debris removal operations in areas affected by emergencies or disasters.</li> <li>b. Coordinate or assist in removal of debris from private property, within the limits established by local, state and federal policies.</li> <li>c. Ensure and designate key personnel to provide this service and others to monitor work, transportation to staging areas, etc.</li> </ul> </li> <li>7. Coordinate the removal of debris with county, state, and federal environmental officials.             <ul style="list-style-type: none"> <li>• Ensure quantities are established, verified and documented, recommend a manifest and follow up of where the debris ends up with confirmation</li> </ul> </li> <li>8. Determine who will have salvage rights to building materials.             <ul style="list-style-type: none"> <li>a. Also determine what and when is considered salvageable, this activity should also be documented with pictures and assured that the salvager takes only what is within their rights.</li> <li>b. This activity should be monitored and have a few check points.</li> </ul> </li> <li>9. Develop a “recycling on site” program.             <ul style="list-style-type: none"> <li>• Ensure there is a portion of each proposed debris staging area for this component, this should also be monitored for quality assurance</li> </ul> </li> <li>10. Determine how asbestos, hazardous materials, fuel spill, etc., removal will be handled via contractors and sub contractors.             <ul style="list-style-type: none"> <li>• Ensure suspect building materials are kept segregated and periodically sprayed with water and covered if possible.</li> </ul> </li> <li>11. Determine who will be responsible for identification and removal of downed or potentially hazardous trees.</li> <li>12. Develop process for building owners to reclaim valuables contained within debris.             <ul style="list-style-type: none"> <li>• This can only happen after the building is deemed safe and should not happen without a law enforcement representative on site. There should be a list compiled of items removed, signed by the taker and also photos if applicable.</li> </ul> </li> <li>13. Coordinate debris separation. Debris from residential and commercial properties will be separated into four general groups:             <ul style="list-style-type: none"> <li>a. Raw garbage, rubbish garbage, yard waste and construction/building rubble.</li> <li>b. Separate hazardous materials and hazardous waste from debris to the extent possible.</li> <li>c. Segregate debris in the field during pick up if possible, if not, provide area</li> </ul> </li> </ol>
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	<p>at staging area to spread out materials for this separation activity.</p> <ol style="list-style-type: none"> <li>14. Coordinate debris disposal.             <ol style="list-style-type: none"> <li>a. Identify debris disposal issues, i.e. hazardous materials.</li> <li>b. Secure necessary environmental permits and legal clearances from DNR, etc.</li> <li>c. Document with photos, signatures of haulers and manifest of transport, to include final disposal site or incineration facility.</li> </ol> </li> <li>15. Determine methods of disposal as appropriate:             <ol style="list-style-type: none"> <li>a. Open pit burning and burning by incineration methods.</li> <li>b. Mulching and chipping clean horticultural waste.</li> <li>c. Hauling mulched or chipped waste out of the County.</li> <li>d. Mixing mulch or chipped clean waste with soil to improve agricultural productivity.</li> <li>e. Reuse/recycle for aluminum, plastic and horticultural waste to the extent possible.</li> <li>f. NOTE: Track and document of all waste for record (reimbursements).</li> </ol> </li> <li>16. Administer and manage contracted services.</li> <li>17. Conduct briefing with all proposed staff and field workers on operation procedures and follow up.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Municipal Debris Management Plans.</li> <li>2. WI DNR guidance documents.</li> <li>3. FEMA Handbook: Public Assistance Debris Management Guide.</li> </ol>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #4

## Individual Assistance



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

Human Services

Recovery Support Function (RSF) #4

**Individual Assistance**

<b>LEAD DEPARTMENT</b>	Human Services.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. Emergency Management.</li> <li>3. FEMA.</li> <li>4. Health Department.</li> <li>5. Salvation Army.</li> <li>6. VOAD.</li> <li>7. WEM.</li> </ol>
<b>PURPOSE</b>	To inform disaster victims about programs that are available.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Ensure that citizens are informed about the individual assistance programs that are available following a major disaster declaration, and how to make application.</li> <li>2. Provide convenient sites where the public can apply for assistance programs. Ensure that these sites are placed in the areas most impacted by the disaster event.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Identify facilities that could be utilized as Disaster Recovery Centers (DRC’s) or Multi-agency Resource Centers (MARC’s). See Attachment 1 for requirements.</li> <li>2. Become familiar with post-disaster individual assistance programs and application processes to include the FEMA National Tele-registration Center phone number and FEMA website (disasterassistance.gov).</li> <li>3. Prioritize and designate low-income census tracts for first access to recovery grants and financial assistance.</li> <li>4. Create a prioritized list of those services that citizens need immediately to speed the decision making process for recovery operations.</li> </ol>
<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Obtain a current copy of State and FEMA post-disaster individual assistance programs and application processes. <ul style="list-style-type: none"> <li>• Latest information is available through FEMA website: <a href="http://www.fema.gov">www.fema.gov</a>.</li> </ul> </li> <li>2. Work with RSF #14 Public Information/Community Relations to publicize the</li> </ol>

	<p>FEMA National Tele-registration Center (NTC) and FEMA web site.</p> <ol style="list-style-type: none"> <li>a. Disaster survivors should have the following information ready before calling: Social security number, names and addresses of all persons living in the damaged home, address where damage occurred, evidence that you lived at damaged residence, phone number where you can be reached, address where you can received mail, total monthly family income, name of insurance company, proof of ownership for damaged automobiles, receipts of medical expenses related to the disaster and receipts of funeral expenses caused by the disaster.</li> <li>b. Inform the general public that this speeds up the application process.</li> <li>c. Advantages of the National Teleregistration Center (NTC) include convenience, being available immediately upon receiving a major disaster declaration, service to remote locations, identifying other areas of the State that are affected, eliminating the requirement for federal, state and local staffing, and providing close monitoring, uniformity and consistency of the application process.</li> <li>d. Disadvantages are that all agencies are not in one place, therefore applicants must follow-up on the status of their application at different physical locations.</li> </ol> <ol style="list-style-type: none"> <li>3. Coordinate with State Emergency Management on need for Disaster Recovery Centers (DRCs).</li> <li>4. If DRC(s) are needed, coordinate with State Emergency Management to establish locations for Disaster Recovery Centers (DRC's).             <ul style="list-style-type: none"> <li>• Review the pre-event listing of local government facilities that could be utilized as Disaster Recovery Centers (DRC's). Determine what is available now. Modify this list as appropriate. See Attachment 3 for requirements.</li> </ul> </li> <li>5. If DRC(s) Are Established.             <ol style="list-style-type: none"> <li>a. Maintain a visible County desk at DRCs to answer questions and concerns by Washington County citizens, and to better coordinate individual assistance programs and issues with state and federal officials.</li> <li>b. Identify which local government functions you want to represent and staff at the DRC's, i.e. planning and building permits, property tax, etc.</li> <li>c. Identify which community-based organizations you want to be represented at the DRC's.</li> <li>d. Work with RSF #14 Public Information/Community Relations to develop strategies for outreach to citizens to encourage them to visit a DRC if they have been affected.                 <ol style="list-style-type: none"> <li>(1) Use radio, television, newspaper and public notices.</li> <li>(2) Provide outreach to the disabled and non-English speaking.</li> </ol> </li> </ol> </li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Disaster Recovery Centers (DRCs) Requirements.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Individual Assistance Programs can be found on the FEMA website.</li> <li>2. MARC Guidance.</li> </ol>

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*Attachment 1*

**DISASTER RECOVERY CENTERS (DRC'S) REQUIREMENTS**

1. Desired: A buildings with at least 4,500 square feet of usable space. (Consider accessibility, parking, location.)
2. Desired: 25–50 tables and 150–250 chairs.
3. Personal comfort items such as air conditioning, heating, electricity, air circulation fans, water, restrooms, etc. should also be available.
4. Communications in the way of telephones or two–way radios for coordination between the Joint Field Office (JFO) and other DRCs.
5. Janitorial support.
6. Handicapped accessible.
7. Emergency medical support.
8. Security personnel during operations and after closing– –Fire protection.
9. Bilingual support, if required.
10. Childcare if practical.
11. General office supplies.
12. Adequate parking space for peak periods.
13. Provide staff as necessary.



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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #5

## Unmet Needs



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

Washington County VOAD

Recovery Support Function (RSF) #5

**Unmet Needs**

<b>LEAD DEPARTMENT</b>	Washington County VOAD.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. Emergency Management.</li> <li>3. Faith Based Organizations.</li> <li>4. Human Services.</li> <li>5. Salvation Army.</li> <li>6. United Way of Washington County.</li> <li>7. Washington County Volunteer Center.</li> <li>8. WI VOAD.</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. To provide a means of identifying and resolving disaster recovery needs in cases where: Government or voluntary agency assistance programs are not available; or Government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims.</li> <li>2. To provide a mechanism for providing information, investigating complaints and assisting with disputes by directing citizens to the appropriate agency(ies) for resolution.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Promote cooperation and coordination among local government, county, state, federal, and voluntary agencies to address recovery needs of individuals and families.</li> <li>2. To organize and utilize a long term recovery committee to meet the unmet needs of the County's citizens.</li> <li>3. To assist citizens with finding their way through "red tape."</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Identify community-based organizations that can provide resources to support unmet needs.</li> <li>2. Develop an "Unmet Needs" procedure to include eligibility criteria and application process.</li> </ol>
<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be "one time only"; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Identify any disaster-related losses experienced by disaster victims that cannot</li> </ol>

	<p>be provided for by the programs available from local, state, or federal government agencies due to the victim's ineligibility for such services or the unavailability of the goods or services.</p> <ol style="list-style-type: none"> <li>2. Refer families and individuals who have unmet needs to the appropriate entity.</li> <li>3. Ensure that disaster victims' applications have been received and that their needs are being met.</li> <li>4. Assure appropriate allocation of resources.</li> <li>5. Provide a means for referrals.</li> <li>6. As appropriate, coordinate with RSF #15 Volunteers and Donations to provide donated goods and volunteer services to supplement governmental assistance.</li> <li>7. Activate the mechanism for providing information, investigating complaints, and assisting with disputes by directing citizens to the appropriate agency(ies) for resolution.</li> </ol> <p><b><u>Typical Unmet Needs Areas of Involvement Include:</u></b></p> <ol style="list-style-type: none"> <li>1. Individual Assistance: utility deposits, rental assistance, essential mechanical, appliance and furniture replacement, emergency protection repairs, rebuilding of homes, building supplies, donated goods, management of volunteer labor.</li> <li>2. Crisis counseling and mental health assistance.</li> <li>3. Coordination and disbursement of donated monies.</li> <li>4. Casework management and review.</li> <li>5. Success of the Unmet Needs coordination is contingent on local resources and participation. Likely participants include:             <ol style="list-style-type: none"> <li>a. Governmental agencies.</li> <li>b. Voluntary agencies: ARC, Salvation Army, Habitat for Humanity, Churches.</li> <li>c. Nonprofit organizations: United Way.</li> <li>d. Businesses and corporations.</li> </ol> </li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Washington County Long Term Recovery Committee Manual.</li> <li>2. List of Unmet Needs Committee Members And Summary of What Each Offers.</li> </ol>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #6

## Human Services



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

Human Services

Recovery Support Function (RSF) #6

**Human Services**

<b>LEAD DEPARTMENT</b>	Human Services.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. Faith Based Organizations.</li> <li>3. Farm Bureau.</li> <li>4. FAST Teams.</li> <li>5. Salvation Army.</li> <li>6. VOAD.</li> <li>7. Washington County ADRC.</li> <li>8. WI Humane Society, Washington County Branch.</li> </ol>
<b>PURPOSE</b>	To identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Coordinate recovery human services following a disaster to include: shelter, first aid, water, ice, food, hygiene, sanitation, crisis counseling, temporary housing, family grants, animal needs.</li> <li>2. Assess the need for human services and coordinate with the agencies who normally offer these services.</li> <li>3. Allow pre-identified local government facilities to be used as emergency shelters.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop a post-disaster human services needs baseline and capacity assessment system. <ul style="list-style-type: none"> <li>• Consider developing a MOU with “211”.</li> </ul> </li> <li>2. Identify facilities that may be used for temporary emergency shelters.</li> <li>3. Develop and maintain a mass care and human services inventory to include: personnel, facilities, equipment and supplies.</li> <li>4. Develop agreements with human services providers.</li> <li>5. Identify Functional and Access Need populations: <ol style="list-style-type: none"> <li>a. Develop strategies for systematic monitoring and reporting of the needs of functional and access needs populations.</li> <li>b. Pre-identify potential hidden populations using social, economic, cultural, and other indicators.</li> <li>c. Develop outreach strategies with advocacy groups that assist these populations.</li> </ol> </li> <li>6. Conduct regular and periodic assessments of the access and functional needs populations to determine any significant difference in pre-disaster assessments.</li> </ol>
<b>RECOVERY TASKS</b>	<b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery.

ery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.

**A. General.**

1. Develop a “Human Services Needs Assessment.” See Attachment 1. Use this as a guide to develop a bigger overview of needs.
  - a. Coordinate with RSF #1 Damage Assessment/Impact Analysis.
    - (1) Obtain information on need for human services.
    - (2) Develop an initial recovery human services needs assessment.
    - (3) Determine what kinds of human services are now in place; which human services need to continue short term and long term.
    - (4) Develop an initial recovery food and water needs assessment.
    - (5) Determine what food and water distribution services are now in place and which need to continue short term and long term.
2. Review the local mass care and human services inventory. Determine what is available now. Modify this list as appropriate.
3. Review the inventory of facilities that may be used for temporary emergency shelters. Determine what is available now. Modify this list as appropriate.
4. Establish and maintain liaison among federal, state, and county officials concerned with human services.
  - Agencies should coordinate their efforts to avoid duplication of efforts.
5. Establish priorities and coordinate the transition of mass care operations (ESF #6) with recovery activities based on disaster situation information and the availability of resources that can be appropriately applied.
6. Provide information services on locations and availability of human services.
  - Coordinate public information with RSF #14 Public Information/Community Relations.
7. Coordinate with GIS to:
  - a. Develop a data base for use in rapidly compiling and displaying the human services needs assessment.
  - b. Develop a “human services” inventory. Data base information should include locations of: facilities, equipment and supplies.

**B. Sheltering and Mass Feeding.**

1. Coordinate with Red Cross and Salvation Army to support emergency public shelters after a major or catastrophic disaster for those whose homes have been destroyed, severely damaged or rendered inaccessible.
2. Identify agencies responsible for the following:
  - a. Provide available facilities suitable for shelter as necessary.
  - b. Provide for food preparation and stockpiling.



	<ul style="list-style-type: none"> <li>c. Arrange for emergency communications at sheltering facilities.</li> <li>d. Keep track of and report number of sheltered evacuees/homeless.</li> <li>e. Arrange for vector control and health hazard monitoring at shelter facilities.</li> <li>f. Provide available departmental resources (cots, blankets, sleeping bags, and personnel) for shelters (ARC).</li> <li>g. Provide assistance in inspecting mass care shelter sites after the disaster to ensure suitability of facilities to safely shelter disaster victims.</li> <li>h. Provide workers to augment personnel assigned to shelters.</li> <li>i. Provide assistance for shelter operations related to food, vectors, water supply, and waste disposal.</li> <li>j. Provide medical supplies and personnel to support mass care operations.</li> </ul> <ul style="list-style-type: none"> <li>3. Implement procedures to provide for first responder care needs.</li> <li>4. Assist in the release of information for notification of relatives.             <ul style="list-style-type: none"> <li>• Provide communications links to the Red Cross Disaster Welfare Inquiry Center from the disaster area.</li> </ul> </li> <li>5. Distribute “Change of Address Cards” for victims to notify the Postal Service of relocation addresses for the purpose of mail forwarding, and assist in the distribution, collection, and mailing of those cards.             <ul style="list-style-type: none"> <li>• Provide an electronic file of address change information furnished by disaster victims (ARC) – note this is suggested.</li> </ul> </li> <li>6. Coordinate assistance in constructing temporary shelter facilities, if necessary, in the disaster area.</li> <li>7. Coordinate temporary housing for those displaced by the disaster.             <ul style="list-style-type: none"> <li>• Coordinate with RSF #12 Housing (Temporary/Replacement).</li> </ul> </li> <li>8. Coordinate mobile feeding capability as needed for victims and disaster workers with American Red Cross and/or Salvation Army.             <ul style="list-style-type: none"> <li>a. Identify facilities that are appropriate for feeding facilities.</li> <li>b. Provide potable water.</li> <li>c. Provide temporary sanitation facilities.</li> </ul> </li> <li>9. Obtain, coordinate mass care resources as requested by incident commanders.             <ul style="list-style-type: none"> <li>• Coordinate temporary sheltering, feeding, potable water, sanitation facilities, for disaster workers.</li> </ul> </li> <li>10. Conduct regular and periodic assessments of the needs of functional needs populations during recovery.</li> </ul> <p><b>C. <u>Relief Services – Community Services.</u></b></p> <ul style="list-style-type: none"> <li>1. Assess social service needs of victims. Institute a Social Services Needs Baseline and Capacity Assessment.</li> <li>2. Coordinate additional services to disaster victims who normally depend upon others to maintain daily living activities. This could include:             <ul style="list-style-type: none"> <li>a. Financial assistance (rental, electric payment, medical).</li> <li>b. Housing assistance.</li> <li>c. Case management.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>d. Child care.</li><li>e. Homemaker services.</li><li>f. Day care.</li><li>g. Information and referral.</li><li>h. Personal care.</li><li>i. Respite.</li><li>j. Home delivered meals.</li><li>k. Escort/transportation.</li><li>l. Interpreters.</li></ul> <ul style="list-style-type: none"><li>3. Assess the need for these services.<ul style="list-style-type: none"><li>• Assist clients with contacting the agencies who normally offer these services.</li></ul></li><li>4. Coordinate door-to-door outreach programs to determine unmet needs and publicize service availability.</li><li>5. Request help to fill needs that cannot be met locally from various providers outside the area through established channels.</li><li>6. Coordinate counseling services with RSF #8 Public Health (Long Term).<ul style="list-style-type: none"><li>• Work with the ARC, American Psychological Association (APA) Disaster Outreach Program, Salvation Army and other volunteer groups.</li></ul></li></ul> <p><b>D. <u>Food and Water.</u></b></p> <ul style="list-style-type: none"><li>1. Locate and secure supplies of food, including federally owned surplus foods, to supplement those in the disaster area.</li><li>2. Identify locations for distribution service centers.</li><li>3. Coordinate receipt of bulk items and donated goods.<ul style="list-style-type: none"><li>• Coordinate donated goods with RSF #15 (Volunteers and Donations) in conjunction with the American Red Cross and Salvation Army.</li></ul></li><li>4. Establish, staff, and supervise supply distribution points within the County.<ul style="list-style-type: none"><li>• Coordinate potable water, ice, and food for mass care use and bulk distribution to disaster victims.</li></ul></li></ul> <p><b>E. <u>Emergency Transportation in conjunction with ESF #1.</u></b></p> <ul style="list-style-type: none"><li>1. Coordinate the procuring of transportation resources to support delivery of emergency goods and services, and other disaster related needs.</li></ul> <p><b>F. <u>Emergency Housing.</u></b></p> <ul style="list-style-type: none"><li>1. Assist individuals and families in identifying the availability and location of potential emergency housing (ARC).</li><li>2. Provide information on available habitable housing units, within or adjacent to the disaster or affected area for use as emergency shelters.</li><li>3. Coordinate with home improvement businesses to ensure that critical building supplies are in stock or easily accessible to assist homeowners to make temporary repairs to their homes to make them habitable (in conjunction with building inspectors).</li><li>4. Identify sites for emergency housing, i.e. parks, schools.</li><li>5. Encourage homeowners whose homes have been damaged to protect the</li></ul>
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	<p>interior of the home and its contents from further damage must contact their insurance companies immediately.</p> <ul style="list-style-type: none"> <li>• Coordinate public information with RSF #14 Public Information/Community Relations.</li> </ul> <p>6. Identify and assist the non-insured, and homeowners whose homeowner insurance does not cover the costs of “drying-in.”</p> <ul style="list-style-type: none"> <li>• Coordinate with RSF #15 Volunteers and Donations for volunteers and donated materials.</li> </ul>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Initial Recovery Human Services Needs Assessment.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. WHEDA WI.</li> <li>2. USDA Rural Development.</li> </ol>

**Attachment 1**  
**INITIAL RECOVERY HUMAN SERVICES NEEDS ASSESSMENT**

INITIAL INTAKE AND ASSESSMENT TOOL - AMERICAN RED CROSS - U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
<b>HEARING</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Comments</b>
Do you use a hearing aid and do you have it with you?	YES / NO	If Yes to either, ask the next two questions. If No, skip next two questions.	
Is the hearing aid working?	YES / NO	If No, identify potential resources for replacement.	
Do you need a battery?	YES / NO	If Yes, identify potential resources for replacement.	
Do you need a sign language interpreter?	YES / NO	If Yes, identify potential resources in conjunction with shelter manager.	
How do you best communicate with others?		Sign language? Lip read? Use a TTY? Other (explain).	
<b>VISION/SIGHT</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Comments</b>
Do you wear prescription glasses and do you have them with you?	YES / NO	If Yes to either, ask next question. If No, skip the next question.	
Do you have difficulty seeing, even with glasses?	YES / NO	If No, skip the remaining Vision/Sight questions and go to Activities of Daily Living section.	
Do you use a white cane?	YES / NO	If Yes, ask next question. If No, skip the next question.	
Do you have your white cane with you?	YES / NO	If No, identify potential resources for replacement.	
Do you need assistance getting around, even with your white cane?	YES / NO	If Yes, collaborate with HS and shelter manager.	
<b>ACTIVITIES OF DAILY LIVING</b>	<b>Circle</b>	<b>Ask all questions in category.</b>	<b>Comments</b>
Do you need help getting dressed, bathing, eating, toileting?	YES / NO	If Yes, specify and explain.	
Do you have a family member, friend or caregiver with you to help with these activities?	YES / NO	If No, consult shelter manager to determine if general population shelter is appropriate.	
Do you need help moving around or getting in and out of bed?	YES / NO	If Yes, explain.	
Do you rely on a mobility device such as a cane, walker, wheelchair or transfer board?	YES / NO	If No, skip the next question. If Yes, list.	
Do you have the mobility device/equipment with you?	YES / NO	If No, identify potential resources for replacement.	
<b>NUTRITION</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Comments</b>
Do you wear dentures and do you have them with you?	YES / NO	If needed, identify potential resources for replacement.	
Are you on any special diet?	YES / NO	If Yes, list special diet and notify feeding staff.	
Do you have any allergies to food?	YES / NO	If Yes, list allergies and notify feeding staff.	
<b>IMPORTANT! HS/DMH INTERVIEWER EVALUATION</b>			
Question to Interviewer: Has the person been able to express their needs and make choices?	YES / NO	If No or uncertain, consult with HS, DMH and shelter manager.	
Question to Interviewer: Can this shelter provide the assistance and support needed?	YES / NO	If No, collaborate with HS and shelter manager on alternative sheltering options.	
NAME OF PERSON COLLECTING INFORMATION:	HS/ DMH Signature:	Date:	

This Medical Information is only relevant for interviews conducted at DHS medical facilities. Federal agencies collecting or sponsoring collection of information by use of these tools, as long as these tools are used in the position of treatment or clinical examination, are exempt from the Paperwork Reduction Act under 5 C.F.R. 1020-3.0002.

The authority for collecting this information is 42 CFR 100.10-110.01. Your disclosure of this information is voluntary. The principal purpose of this collection is to appropriately assess, or provide assistance to, you. The primary source(s) of the information provided include all persons to agency operations who are performing a service related to this collection, to medical facilities, emergency healthcare workers, and to other federal agencies to treat and protect and coordinate, and to the Justice Department in the event of litigation. Forwarding the information requested will assist us in properly relating you or providing assistance to you.

INITIAL INTAKE AND ASSESSMENT TOOL - AMERICAN RED CROSS - U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Date/Time: _____ Shelter Name/City/State: _____		DRO Name/ID: _____	
Family Last Name: _____		Does the family need language assistance/interpreter?: _____	
Primary language spoken in home: _____			
Name(s)/age(s)/gender(s) of all family members present: _____			
If alone and under 18, location of next of kin/parent/guardian: _____		If unknown, notify shelter manager & interviewer initial here: _____	
Home Address: _____			
Client Contact Number: _____		Interviewer Name (print name): _____	
INITIAL INTAKE	Circle	Actions to be taken	Include ONLY name of affected family member
1. Do you need assistance hearing me?	YES / NO	If Yes, consult with Disaster Health Services (HS).	
2. Will you need assistance with understanding or answering these questions?	YES / NO	If Yes, notify shelter manager and refer to HS.	
3. Do you have a medical or health concern or need right now?	YES / NO	If Yes, stop interview and refer to HS immediately. If life threatening, call 911.	
4. Observation for the interviewer: Does the client appear to be overwhelmed, disoriented, agitated, or a threat to self or others?	YES/ NO	If life threatening, call 911. If yes, or unsure, refer immediately to HS or Disaster Mental Health (DMH).	
5. Do you need medicine, equipment or electricity to operate medical equipment or other items for daily living?	YES / NO	If Yes, refer to HS.	
6. Do you normally need a caregiver, personal assistant, or service animal?	YES / NO	If Yes, ask next question. If No, skip next question.	
7. Is your caregiver, personal assistant, or service animal inaccessible?	YES / NO	If Yes, circle which one and refer to HS.	
8. Do you have any severe environmental, food, or medication allergies?	YES / NO	If Yes, refer to HS.	
9. Question to interviewer: Would this person benefit from a more detailed health or mental health assessment?	YES / NO	If Yes, refer to HS or DMH.	*If client is uncertain or unsure of answer to any question, refer to HS or DMH for more in-depth evaluation.
<b>STOP STOP</b>		REFER to: HS Yes ( ) No ( ) DMH Yes ( ) No ( )	Interviewer Initial _____
DISASTER HEALTH SERVICES/DISASTER MENTAL HEALTH ASSESSMENT FOLLOW-UP			
ASSISTANCE AND SUPPORT INFORMATION	Circle	Actions to be taken	Comments
Have you been hospitalized or under the care of a physician in the past month?	YES / NO	If Yes, list reason.	
Do you have a condition that requires any special medical equipment/supplies? (Epi pen, diabetes supplies, respirator, oxygen, dialysis, ostomy supplies, etc.)	YES / NO	If Yes, list potential sources if available.	
Are you presently receiving any benefits (Medicare/Medicaid) or do you have other health insurance coverage?	YES / NO	If Yes, list type and benefit number(s) if available.	
MEDICATIONS	Circle	Actions to be taken	Comments
Do you take any medication(s) regularly?	YES / NO	If No, skip to the questions regarding hearing.	
When did you last take your medication?		Date/Time	
When are you due for your next dose?		Date/Time	
Do you have the medications with you?	YES / NO	If No, identify medications and process for replacement.	



Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #7

## Safety & Risk Management



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

Primary Agency

Human Resources

Recovery Support Function (RSF) #7

**Safety & Risk Management**

<b>LEAD DEPARTMENT</b>	Human Resources.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. County Clerk.</li> <li>2. Emergency Management.</li> <li>3. Engineering.</li> <li>4. Fire/EMS.</li> <li>5. Health Department.</li> <li>6. Public Works.</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. Ensure that a safe and healthful working and living environment is maintained for local government recovery personnel and others, and to provide guidelines to minimize the risk of injury or illness to local government deployed personnel, mutual aid personnel, and volunteers who are involved in disaster response, recovery, or mitigation operations; and for victims and citizens. This RSF applies to all personnel, regardless of agency affiliation, who are deployed to the field or any other location in response to a disaster declaration, whether on or off duty, and whether on or off local government controlled premises.</li> <li>2. For the purposes of this RSF, "local government deployed personnel" means full-time and part-time local government employees, local hires, registered volunteers and any other local government controlled personnel, whether staff, managers, or executives, who are working in response, recovery, or mitigation in support of a declared disaster. These personnel may be deployed at disaster sites, at interim staging points, or in support functions at the Emergency Operations Center or other locations. In some cases, deployed personnel will include employees and registered volunteers who have been deployed under the Washington County Comprehensive Emergency Management Plan.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Ensure that deployed personnel work and reside in as safe and healthful environment as possible.</li> <li>2. Establish and maintain a visible safety and health presence at the disaster site and at all support sites, including mobilization centers.</li> <li>3. Ensure consistency at incident sites with use of the Incident Command System (ICS) organizational structure and the inclusion of a qualified Safety Officer as a member of the Command Staff.</li> <li>4. Ensure that safety and health activity is integrated into the operating routine of on-site command structures.</li> <li>5. Identify, investigate, and coordinate abatement of safety and health problems.</li> </ol>

<p><b>PRE-DISASTER TASKS</b></p>	<ol style="list-style-type: none"> <li>1. Works with agencies when necessary in identifying and listing the disaster safety and health hazards that may threaten personnel involved in disaster response, recovery, or mitigation.</li> <li>2. Develop directives for disaster safety issues to include:             <ol style="list-style-type: none"> <li>a. Taking all reasonable steps to protect deployed personnel from disaster-related hazards, including, but not limited to, compliance with safety and health standards, This includes, for example, allocating sufficient resources for safety and health protection, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.</li> <li>b. Agencies will ensure that these individuals are fitted and trained in the use of their Personal Protection Equipment (PPE), if applicable, prior to using the equipment.</li> <li>c. Agencies will provide basic disaster safety and health training and information for all personnel.</li> </ol> </li> <li>3. Develop a procurement process for obtaining safety and security materials.</li> <li>4. Review all safety certifications and renewal dates for Safety and Security Personnel on a regular basis.             <ul style="list-style-type: none"> <li>• Cross-train safety and inspection personnel to ensure optimal efficiency.</li> </ul> </li> <li>5. Works with agencies when necessary in providing training on the anticipated safety and health hazards, their potential impacts, and possible prevention or countermeasures, including crime prevention.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. The Safety Officer shall liaison with safety and health personnel of other departments as needed.</li> <li>2. Each department shall assign Supervisors who will:             <ol style="list-style-type: none"> <li>a. Represent the County in all occupational safety and health matters within the context of the disaster.</li> <li>b. Provide ongoing safety and health status reports to the County's risk management.</li> <li>c. Develop a roster of replacements to rotate throughout disaster operations as necessary.</li> <li>d. Deploy to, or near, the potential disaster location as appropriate.</li> <li>e. Collect relevant information on the situation.</li> <li>f. Obtain information on disaster-related safety and health hazards that could be expected to be found on initiation of on-site disaster response and recovery operations.</li> <li>g. Develop an initial safety and health hazard assessment. Review often and</li> </ol> </li> </ol>



	<p>revise after a more comprehensive impact assessment is provided.</p> <ul style="list-style-type: none"> <li>h. Ensure that deployed personnel and others have adequate information about the potential safety and health hazards that they may face, and mitigation measures that may be employed.</li> <li>i. Ensure that deployed personnel observe all normal safety and health practices of their respective agencies.</li> <li>j. Appoint representatives as needed to provide safety and health service oversight for requirements unique to their specific operations.</li> <li>k. Obtain and maintain suitable, safe, and healthful working facilities for deployed personnel.</li> <li>l. Ensure facilities meet all applicable safety, health, and fire criteria.</li> <li>m. Identify hazards at the disaster site(s).             <ul style="list-style-type: none"> <li>(1) Determine hazard abatement strategies.</li> <li>(2) Coordinate the abatement of hazards.</li> <li>(3) Assign responsibilities for protecting personnel from these hazards.</li> <li>(4) Ensure prompt and effective remedial actions if and when a disaster-related illness or injury takes place.</li> </ul> </li> <li>n. Provide procedures and coordinate the acquisition of equipment to mitigate the effects of the anticipated hazards to the greatest degree possible.</li> <li>o. Coordinate access to survey instrumentation (oxygen levels, chemicals, radiation, contamination, etc.) and proper personal protective equipment (helmets, gloves, safety shoes, eye protection, hearing protection, self contained breathing apparatus, etc.) as may be required to protect the safety and health of deployed personnel.</li> <li>p. Ensure that tasked agencies provide personal protective equipment (PPE) for all their staff needing such equipment.             <ul style="list-style-type: none"> <li>• Ensure personnel have been trained in the use of their PPE.</li> </ul> <p><b>Note:</b> No personnel should be deployed to the scene of an emergency that may involve a response to hazardous materials until the Supervisor has coordinated personal protective equipment with those agencies leading a response under another plan.</p> </li> <li>q. Inspect and approve field facilities prior to leasing to ensure compliance with all applicable ADA, safety, health, and fire criteria.</li> <li>r. Works with Risk Management and Workers Compensation to implement a system to report, investigate, and recommend remediation for accidents, injuries, and illnesses related to the disaster. This system should include centralized collection and maintenance of safety and health related documentation and records. Workers' compensation reports may contribute to the reporting system but should not be construed as sole fulfillment of this requirement.             <ul style="list-style-type: none"> <li>• Collect and review information for required reports.</li> </ul> </li> <li>s. Provide written evaluations, after-action reports, and exit reports on the disaster safety and health activities to include input from other agency safety personnel as appropriate.</li> </ul>
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<b>ATTACHMENTS</b>	1. Safety and Health Problems that might be Encountered in a Disaster.
<b>REFERENCES</b>	1. FEMA Instruction 6900.5, FEMA Safety and Occupational Health Program Authorities and Responsibilities. 2. FEMA Manual 6900.3, FEMA Occupational Safety and Health Program Manual.

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*Attachment 1*

**SAFETY AND HEALTH PROBLEMS THAT MIGHT BE ENCOUNTERED IN A DISASTER**

1. **Safety Problems:** Wet or uneven floors or carpets, broken walkways, or unlighted parking lots; sharp edges on equipment in crowded work areas; falling objects from unsecured or improperly stacked cabinets in office work areas; blocked fire doors or emergency escape routes; lack of emergency lighting; electrical cables strung across floors or hanging from ceilings; unprotected or ungrounded electrical circuits; traffic safety issues such as driver fatigue, unfamiliar roads, or disaster–related road hazards; hazards relating to construction equipment and operations; hazards encountered by field inspectors in and around damaged or unsafe structures; and fire or other hazards created by poor housekeeping.
2. **Health Problems:** Ergonomic issues related to lifting and carrying, seating, or video display terminals; repetitive motion injury from using power tools, computers, or other equipment; reactions to particulate matter, chemicals, radioactive materials, or microbial contaminants such as fungi from mildewed carpets; exposure to asbestos or other contaminants that cause delayed or long–term health effects; infectious diseases (including vector–borne illnesses) that may be aggravated by crowded work spaces, poor ventilation, or poor air quality; exposure to weather extremes without adequate protective gear or time to become acclimated to the conditions; damage to eyes, hearing, or respiratory system as a result of failure to wear protective goggles, earplugs, or breathing apparatus; fatigue, stress, or hypoglycemia from poor nutrition or inadequate rest breaks; and exposure to diseases indigenous to the disaster area.

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #8

**Public & Environmental Health**



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

**Health Department**

Recovery Support Function (RSF) #8

**Public & Environmental Health**

<b>LEAD DEPARTMENT</b>	Health Department.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Hospitals.</li> <li>2. WI Department of Health Services.</li> <li>3. WI Department of Natural Resources.</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. Coordinate comprehensive public health services following a disaster through the recovery period.</li> <li>2. Provide measures and resources for communicable disease prevention and control (disease surveillance, investigation, containment and communication), including environmental health.</li> <li>3. Provide over-sight of environmental health throughout recovery.</li> </ol>
<b>POLICIES</b>	Continuation of public health functions and control of environmental factors related to public health is essential following a disaster to prevent the outbreak of disease and to monitor the spread of vectors associated with the disaster itself.
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop and maintain an inventory and sources of available health resources, manpower and equipment to include supplies and maintenance.</li> <li>2. Maintain a system to monitor and report disease outbreaks following a disaster incident.</li> <li>3. Develop public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters.</li> <li>4. Develop format for preparing health-related public information for distribution to the PIO for release to the general public.</li> <li>5. Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major disasters.</li> <li>6. Identify locations for long term shelters for access and functional needs clients.</li> <li>7. Form a collaborative body of health agencies and professionals to address potential environmental health issues.</li> <li>8. Develop procedures to provide access to mental health care to the entire jurisdictional population.</li> <li>9. Identify long-term housing strategies for health and medical professionals and their families.</li> </ol>
<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may</p>

	<p>be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Coordinate with RSF #1 Damage Assessment/Impact Analysis; Obtain information on disaster related public and environmental health hazards.</li> <li>2. Liaison with federal, state, and local officials concerned with public health.</li> <li>3. Activate a disease surveillance program/system.</li> <li>4. Develop an initial public health hazard assessment. Provide assessment to county EOC and state health officials.</li> <li>5. Ensure continuing monitoring and assessment of potential public health and safety threats, to include:             <ol style="list-style-type: none"> <li>a. Potable water, wastewater, and solid waste disposal sites.</li> <li>b. Health threats in damaged homes and other buildings.</li> <li>c. Health threats from vector–borne diseases; Inspecting other sites where vector–borne diseases may develop, such as areas where debris, sewage, and contaminated water have collected.</li> <li>d. Soil contamination.</li> <li>e. Water quality and supply; wells.</li> <li>f. Food quality and supply.</li> <li>g. Sanitation in temporary housing, comfort stations, shelters.</li> <li>h. Portable chemical toilet waste disposal.</li> </ol> </li> <li>6. Ensure information is provided to general public about public and environmental health issues as applicable.</li> <li>7. Provide vector control as needed.</li> <li>8. If available Deploy mobile health unit(s), both short and, if necessary, long-term to provide counseling, health screening, and referral services in hard-hit and low income areas of the county.             <ul style="list-style-type: none"> <li>• Activate faith-based clinics.</li> </ul> </li> <li>9. Review list of disaster public and environmental health hazards to determine need for post disaster ordinances and policies; As appropriate, develop ordinances and policies for public health, issues could include:             <ol style="list-style-type: none"> <li>a. Debris clearance and disposal.</li> <li>b. Air quality and open burning.</li> <li>c. Water quality and conservation.</li> <li>d. Hazardous materials cleanup and disposal.</li> <li>e. Sewage disposal and contamination.</li> <li>f. Vector and animal control.</li> </ol> </li> <li>10. Provide public education information for post disaster use, to include:             <ol style="list-style-type: none"> <li>a. Actions to take to maintain acceptable health standards.</li> <li>b. How to clean up buildings and contents damaged by water (fungi, yeast, bacteria, mold).</li> <li>c. Notices about public and environmental health threats.</li> <li>d. Notices about availability of first aid, immunizations, crisis counseling, drug and alcohol abuse counseling, and other health assistance.</li> <li>e. Water quality.</li> <li>f. Water for drinking, cooking.</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>g. Food safety.</li> <li>h. Frozen and refrigerated foods.</li> <li>i. Sanitation and hygiene.</li> <li>j. Mosquitoes.</li> <li>k. Animals.</li> <li>l. Septic tanks.</li> </ul> <ol style="list-style-type: none"> <li>11. Environmental Health:             <ul style="list-style-type: none"> <li>a. Monitor long-term impacts of environmental health factors.</li> <li>b. Assess environmental health issues in preparation for repopulation.</li> </ul> </li> <li>12. Coordinate with professional organizations on issues that impact the delivery of ancillary public health services.</li> <li>13. Continue to conduct public and environmental health assessments throughout the “long-term” recovery period. Identify gaps in public and environmental health care needs and utilize data to allocate existing resources as needed; standardize collection and reporting protocols.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Public Health Emergency Plan (PHEP).</li> <li>2. Mass Clinic Plan (MCP).</li> <li>3. Pandemic Influenza Plan (PIP).</li> </ol>

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #9

**Repair & Restoration of Infrastructure, Services & Public Buildings**



Primary Agency

**Highway Department / Public Works**

Recovery Support Function (RSF) #9

# Repair & Restoration of Infrastructure, Services & Public Buildings

<b>LEAD DEPARTMENT</b>	Highway Department / Public Works.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Army Corps of Engineers.</li> <li>2. Building Inspectors.</li> <li>3. Contractors / Architects.</li> <li>4. County Law Enforcement.</li> <li>5. Engineering Departments.</li> <li>6. Health Department.</li> <li>7. Local Public Works Departments.</li> <li>8. USGS.</li> <li>9. Utilities: Electric, Telephone, Gas, Cable.</li> <li>10. Water and Wastewater.</li> <li>11. WI Department of Corrections.</li> <li>12. WI Department of Natural Resources.</li> <li>13. WI Department of Transportation.</li> </ol>
<b>PURPOSE</b>	<p>Repair and Restoration of Infrastructure, Services and Public Buildings to return the infrastructure and government's services.</p> <p><i>Definitions.</i></p> <ol style="list-style-type: none"> <li>1. <u>Essential Services</u>: Community services normally provided on a daily basis. Each of these services are dependent upon certain critical facilities and infrastructure. Washington County will also strive to provide these services during disasters through activation of Emergency Support Functions (ESFs) as appropriate.</li> <li>2. <u>Critical Facilities</u>: Specific structures or facilities that support the delivery of essential services.</li> <li>3. <u>Infrastructure</u>: "Systems" upon which critical facilities, and hence, essential services are dependent.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Cooperate with government agencies and the private sector to reestablish the public infrastructure and government services.</li> <li>2. Assist in the re-establishment of essential public commercial services and necessary utilities.</li> <li>3. Work with appropriate county, state, federal entities to facilitate the restoration of roadways and utilities immediately following a disaster.</li> <li>4. Correct deficiencies in public and private infrastructure following a county-wide</li> </ol>

	disaster.
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Evaluate all critical infrastructure and structures in the county to determine current vulnerability and capacity.</li> <li>2. Develop a general repair and restoration plan to restore utility services, streets, sewage and solid waste disposal; other similar locally operated functions; Incorporate service providers in the planning and decision making process; Develop a general repair and restoration priority scheme (See Attachment #1).             <ul style="list-style-type: none"> <li>• Coordinate the repair and restoration strategy with private sector contractors.</li> </ul> </li> <li>3. Develop recovery communication and coordination procedures with non-government service providers; Develop a general communication system restoration priority scheme.</li> <li>4. Develop/maintain GIS data base, to include:             <ol style="list-style-type: none"> <li>a. Critical facilities.</li> <li>b. Infrastructure: Electric; Gas; Water; Sewer; Roadways; Bridges; Roadway lighting; Traffic signals; Traffic signs; Waterways; Communication system.</li> <li>c. Debris clearance strategy, i.e. initial “push” routes, etc.</li> </ol> </li> <li>5. Develop procedures for estimating reconstruction costs for the most vulnerable publicly-owned Infrastructure.</li> <li>6. Develop mutual aid agreements for infrastructure repair.</li> <li>7. Determine procedures for estimating additional staff needs for inspecting of infrastructure and facilities after a disaster.</li> <li>8. Develop prearranged contracts with both local and non-local contractors for repairs and supplies in order to expedite repairs.</li> <li>9. Stockpile temporary repair and construction materials needed for immediate repairs to public buildings and facilities.</li> <li>10. Incorporate new construction designs that integrate mitigation measures for infrastructure and facilities reaching the end of their life cycles.</li> </ol>
<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Coordinate with RSF #1 Damage Assessment/Impact Analysis.             <ol style="list-style-type: none"> <li>a. Collect relevant information on the situation.</li> <li>b. Obtain information on disaster-related impacts to public infrastructure and services.</li> </ol> </li> <li>2. Develop an initial infrastructure and services impact assessment; Review often and revise after a more comprehensive impact assessment is provided.             <ol style="list-style-type: none"> <li>a. Identify restoration needs of essential services:                 <ol style="list-style-type: none"> <li>(1) Electricity.</li> </ol> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"><li>(2) Gas.</li><li>(3) Water.</li><li>(4) Sewer.</li><li>b. Identify restoration needs of transportation system:<ul style="list-style-type: none"><li>(1) Roadways.</li><li>(2) Bridges.</li><li>(3) Roadway lighting.</li><li>(4) Traffic signals.</li><li>(5) Traffic signs.</li><li>(6) Waterways.</li></ul></li><li>c. Identify restoration needs of communication and data system.</li><li>3. Develop a prioritization of activities so sequence is coordinated with recovery efforts.</li><li>4. Coordinate a debris clearance strategy with RSF #3 Debris Management.</li><li>5. Request accurate estimates from utility providers about damage impacts and estimated length of service interruption. If estimates are weeks to months, determine need for:<ul style="list-style-type: none"><li>a. Temporary housing or business sites.</li><li>b. Potable water.</li><li>c. Solid waste disposal.</li><li>d. Portable power generation.</li><li>e. Transportation.</li></ul></li><li>6. Inform RSF #6 Human Services of need for short-term housing, potable water, solid waste disposal, portable power generation, transportation, etc.</li><li>7. Coordinate with RSF #6 Human Services (Short Term), RSF #7 Safety and Risk Management and RSF #8 Public Health (Long Term) to identify critical services and infrastructure to meet the physical and safety needs of the community: including water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.</li><li>8. Coordinate with RSF #11 Rebuilding, Construction, Repairs and Restoration to identify infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.</li><li>9. Develop an “infrastructure restoration plan” based on the impact assessment and priority scheme to restore utility services, streets, sewage and solid waste disposal; other similar locally operated functions.</li><li>10. Develop a priority component within this action plan.</li><li>11. Determine water service restoration priorities:<ul style="list-style-type: none"><li>a. Valve off major leaks.</li><li>b. Identify high damaged areas.</li></ul></li><li>12. Assess and provide service to the following customers:<ul style="list-style-type: none"><li>a. Emergency response and recovery facilities.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>b. Hospitals, nursing homes, emergency public shelters, and kidney dialysis patient facilities and correctional facilities.</li> <li>c. Other identified emergency response facilities.</li> </ul> <ol style="list-style-type: none"> <li>13. Establish water sites as necessary.</li> <li>14. Ensure all recovery agencies are kept informed of situation status.</li> <li>15. Establish priorities and repair of damaged trunk mains, distribution mains, and service connections.             <ul style="list-style-type: none"> <li>a. Ensure communication is maintained.</li> <li>b. Re-pressurize water system as necessary.</li> </ul> </li> <li>16. Determine waste water service restoration priorities:             <ul style="list-style-type: none"> <li>a. Assess damage to public system.</li> <li>b. Determine extent of damage to private franchise facilities and establish priorities in reestablishing service.</li> <li>c. Determine need and provide service to the following customers:                 <ol style="list-style-type: none"> <li>(1) Emergency response and recovery facilities.</li> <li>(2) Hospitals and other medical providers.</li> <li>(3) Correctional Facilities.</li> </ol> </li> <li>d. Repair damaged facilities closest to treatment plants first, then lift stations starting with those closest to the treatment plants.</li> <li>e. Reestablish wastewater service to franchise areas as power and water service are restored.</li> </ul> </li> <li>17. Coordinate with RSF #20 Recovery Administration and Finance to:             <ul style="list-style-type: none"> <li>a. Identify public assistance projects.</li> <li>b. Establish procedures to manage federal disaster assistance programs.</li> </ul> </li> <li>18. Incorporate mitigation into repair plans.</li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. <b>DRAFT:</b> Infrastructure Restoration Priority Guide.</li> <li>2. Tasks Performed During Recovery.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. "State Administrative Plan" as required by subsection 206.120 of the Disaster Mitigation Act of 2000.</li> </ol>

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*Attachment 1*

**DRAFT: INFRASTRUCTURE RESTORATION PRIORITY GUIDE**

<b>A. POWER AND COMMUNICATIONS RESTORATION PRIORITY GUIDE.</b>	
<p>The priority sequence established for restoring power and communication is the following:</p> <ol style="list-style-type: none"> <li>1. Damaged transmission system (poles, lines).</li> <li>2. Damaged electrical substations.</li> <li>3. Damaged electrical distribution systems.</li> </ol>	
<b>Priority #1</b>	Emergency response and recovery facilities having no emergency power or telephone service (community emergency operations or command centers, response/recovery centers), medical facilities having no emergency power, repairing emergency communication centers and facilities, and designated facilities providing emergency food, water and ice.
<b>Priority #2</b>	Water treatment and pumping facilities, special care centers, nursing home facilities having no emergency power, law enforcement and fire stations having no emergency power, staging areas and distribution centers requiring emergency power, and detention centers.
<b>Priority #3</b>	Wastewater treatment plants and lift stations, general telephone service, solid waste facilities, medical facilities having emergency power, nursing homes having emergency power, law enforcement and fire stations having emergency power, public shelters still housing evacuees and the homeless, adult congregate living facilities, facilities serving as disaster application centers for federal disaster relief, and public and private facilities necessary for resource management and distribution activities (government facilities handling emergency purchasing, designated grocery store/restaurant outlets).
<b>Priority #4</b>	Community areas receiving minor damage, and other government facilities.
<b>Priority #5</b>	Community areas receiving major damage.
<b>Priority #6</b>	Community Areas receiving catastrophic damage.
<b>B. WATER SERVICE RESTORATION PRIORITY GUIDE.</b>	
<b>Priority #1</b>	<ol style="list-style-type: none"> <li>1. Emergency response and recovery facilities.</li> <li>2. Hospitals, nursing homes, emergency public shelters, kidney dialysis patient facilities and detention centers.</li> <li>3. Other identified emergency response facilities.</li> </ol>
<b>C. WASTE WATER SERVICE RESTORATION PRIORITY GUIDE.</b>	
<b>Priority #1</b>	<ol style="list-style-type: none"> <li>1. Emergency response and recovery facilities.</li> <li>2. Hospitals, nursing homes, emergency public shelters, kidney dialysis patient facilities and detention centers.</li> <li>3. Other identified emergency response facilities.</li> </ol>



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*Attachment 2*  
**TASKS PERFORMED DURING RECOVERY**

**Electric and Gas Utilities**

1. Inspect and evaluate facility condition.
2. Eliminate potentially hazardous conditions.
3. Repair substations.
4. Restore generation facilities.

**Repair and restore regulator stations and storage facilities.**

1. Correct problems with property service lines.
2. Reestablish temporary service capabilities.
3. Provide emergency power to critical facilities.
4. Identify and locate utility lines and systems.
5. Monitor gas lines for leaks, explosions and other secondary effects.
6. Establish “working rules.”

**Water Systems**

1. Inspect facility condition.
2. Eliminate or isolate hazardous conditions.
3. Repair breaks and leaks.
4. Test water quality and report results to the public and the Health Department.
5. Clean and purify water supply, including wells.
6. Correct problems with distribution lines.
7. Terminate service to demolished buildings or those where re-occupancy will be delayed.
8. Install supplementary or temporary sources such as wells or tankers.
9. Organize emergency water and ice distribution as required.

10. Apply mitigation measures in restoring facilities.

**Sewer and Wastewater Treatment Systems**

1. Inspect and evaluate facility condition.
2. Remove debris from storm drains.
3. Prioritize repairs on public health outcomes.
4. Repair sewer lines and lift stations.
5. Clean up overflow areas.
6. Clean up and repair treatment facilities.
7. Provide temporary or emergency collection, treatment, and disposal systems.
8. Cap service to demolished buildings or those where re-occupancy will be delayed.
9. Apply mitigation measures.

**Transportation Systems**

1. Set priorities for restoration of transportation systems.
2. Inspect highways, roads, streets, signs, lighting, bridges, airports, and sidewalks for damage.
3. Repair damaged structures.
4. Clean streets and runways.
5. Maintain roadblocks.
6. Reestablish operations and communications facilities.
7. Repair passenger waiting and loading areas.
8. Repair ancillary facilities (e.g., fueling).
9. Repair or replace traffic control systems and signs.
10. Repair or replace roads and pedestrian signals.
11. Establish short-term and long-term detours and signage.

12. Maintain rights-of-way for emergency vehicles.
13. Coordinate/check with Department of Transportation/Transit Authority on functional responsibilities and reimbursement for work done on:
  - a. Airports.
  - b. Transit.
  - c. State and federal roads.

#### **Flood Control, Drainage and Irrigation Systems**

1. Inspect flood control, drainage, and irrigation systems for damage.
2. Prioritize repairs on public health outcomes.
3. Repair leaks and collapsed pipes and inlets.
4. Provide alternative drainage as necessary.
5. Clear debris from streambeds.
6. Develop and maintain flood control systems.
7. Place sandbags and install dikes.
8. Monitor water and storm drainage facilities for possible damage or collapse.

#### **Public Buildings**

1. Inspect schools (School Board), hospitals (private and comes under Joint Commission), libraries, police stations, parking facilities, shelters, fire stations, prisons, and other critical facilities for damage.
2. Restore usability of partially affected buildings.
3. Where buildings are uninhabitable, locate and obtain alternate space.
4. Oversee construction of parking facilities, trailer parks, and expedient shelters.
5. Erect temporary buildings and install temporary roofing at critical facilities.
6. Oversee demolition of destroyed and substantially damaged buildings.
7. Identify and upgrade shelters, where necessary.
8. Ensure custodial service for operating public buildings.

**Parks and Recreational Facilities**

1. Inspect parks, playgrounds, stadiums, and other recreation facilities for damage.
2. Repair damaged facilities.
3. Identify staging areas and debris retention areas.

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #10

**Emergency Permitting & Inspections**



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

**Planning & Parks**  
**Public Works**

Recovery Support Function (RSF) #10

**Emergency Permitting & Inspections**

<b>LEAD DEPARTMENT</b>	Planning & Parks. Public Works. <i>(Municipal jurisdictions may be the lead in this area.)</i>
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Building Inspectors.</li> <li>2. Corporation Counsel.</li> <li>3. County/Municipal Planning &amp; Zoning Offices.</li> <li>4. DNR.</li> <li>5. Finance.</li> <li>6. Public Information Officers.</li> <li>7. Register of Deeds.</li> <li>8. Treasurer.</li> </ol>
<b>PURPOSE</b>	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster in Washington County. These activities will consist of determining whether repair or reconstruction of damaged structures will be allowed and under what conditions, coordinating and streamlining the local government’s permitting processes, and implementing a system to verify that repairs/redevelopment comply with all applicable codes and laws.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Streamline and implement interdepartmental approval processes within local governments for utilization immediately following a disaster.</li> <li>2. Provide timely building inspections, permits, and convenient licensure procedures without compromising the public health, safety, or welfare.</li> <li>3. Identify unsafe structures and facilitate the process to reestablish occupancy.</li> <li>4. Address necessary post-disaster variances to the procedures of local government’s Comprehensive Plan and Land Management Ordinance as they pertain to development approval processes.</li> <li>5. Waive and/or delay costs associated with development and building permits in the event of an emergency permitting situation.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Establish an Emergency Permitting process to streamline and expedite the review and approval of an anticipated high volume of development related permits. (Residential and Commercial – See Attachment #1.)                         <ol style="list-style-type: none"> <li>a. Develop policies and procedures that would allow for a “triaged” system for prioritizing permitting and inspection operations.</li> <li>b. Include mitigation information on financing mitigation techniques, available contractors, and financing.</li> </ol> </li> <li>2. Identify Critical Facilities and prioritize land uses for permitting functions. This will</li> </ol>

	<p>identify development review priorities for build back of structures to assure public health, safety and welfare based upon a community need assessment. (See Attachment #2).</p> <ol style="list-style-type: none"> <li>3. Establish a Build back Policy to identify a timely review period for emergency permitting operations (to include priorities for repairs and rebuilding) for use during disaster recovery operations. This policy will incorporate provisions to address structures that are not repaired or permitted within a specified time period as well as abandoned structures.</li> <li>4. Create and provide emergency permitting information via webpage, media, and press releases. Introduce and maintain as part of the County’s Webpage, a link designated to educate and guide the public in the event of a natural disaster. This link shall include an emergency permitting subsection that will consist of, among other information, downloadable applications required for development review, defined permitting process information, locations where emergency permitting reviews are processed, appeal procedures, etc. In addition, for emergency Recovery Support Functions, media and press releases should be prepared to educate the community about emergency permitting requirements and processes.</li> <li>5. Educate the public about emergency permitting processes.</li> <li>6. Establish emergency permitting review team roles and responsibilities. Review teams shall review and approve/deny submitted applications as designed in the permitting flowcharts established by this Emergency Permitting Subcommittee. The number of review teams required for emergency permitting shall be dependent upon the severity of a natural disaster in conjunction with the demand for development review. A review team may consist of at least one: Planner; Engineer; Construction Plans Examiner; Natural Resource Professional; Permitting Processor; Administrative Assistant; Addressing Support; Business License Support. (This can be adapted to County needs.)</li> <li>7. Establish a pool of professional volunteer resources capable of assisting with development reviews and approvals – and fulfill the roles and duties of the required permit process review team. This list shall include building code and fire code plans examiners, engineers, site planners, natural resource professionals and permit processing assistants. This pool of resources should be acquired from in–state and out–of state resources such as various Chapters of the American Planning Association, and Building Officials Associations.             <ol style="list-style-type: none"> <li>a. Maintain Mutual Aid with Building Officials Association of Wisconsin.</li> <li>b. Create Emergency Applications and Permits that incorporate required information for each department responsible for development review and permitting functions.</li> <li>c. Develop a builders, contractors and inspectors screening process.</li> </ol> </li> <li>8. Review demolition and abandoned building ordinance to ensure that buildings that are left standing but which are unsafe and/or not being repaired or rebuilt by the owner are demolished after an appropriate time period after the event.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type</p>



	<p>of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Establish and staff one-stop permitting centers.             <ul style="list-style-type: none"> <li>• How many? Where? Hours of operation?</li> </ul> </li> <li>2. General Tasks.             <ol style="list-style-type: none"> <li>a. Identify buildings that will be given priority for inspections (see Attachment #2).</li> <li>b. Determine requirement for outside assistance through mutual aid with Building Officials Association of Wisconsin, such as:                 <ol style="list-style-type: none"> <li>(1) Need for additional inspectors.</li> <li>(2) Need for technical assistance on health and safety regulations, and state and federal environmental regulations.</li> <li>(3) Additional staffing needs (clerical, computer support, communications support).</li> </ol> </li> <li>c. Provide documentation and data on recovery/reconstruction costs.</li> <li>d. Create and maintain a damaged structure inventory or database.</li> </ol> </li> <li>3. Rebuilding and Reconstruction.             <ol style="list-style-type: none"> <li>a. Implement the builders, contractors and inspectors screening process.</li> <li>b. Monitor building contractors conducting both repair work and new construction.</li> </ol> </li> <li>4. Emergency Repairs.             <ol style="list-style-type: none"> <li>a. Identify and coordinate emergency repair activities to local government Facilities necessary to prevent injury, loss of life, imminent collapse or other additional damage to the building or structure and its contents.</li> <li>b. Determine and prioritize emergency repairs to buildings or infrastructure necessary to protect the public health and safety.</li> <li>c. Issue emergency repair “how to” information to home and business owners.</li> </ol> </li> <li>5. Demolition.             <ol style="list-style-type: none"> <li>a. Obtain a list of structures identified by Damage Assessment Teams that require demolition (red tagged structures).</li> <li>b. Ensure the required demolition documentation is completed and properly processed.</li> <li>c. Notify property owners; If you cannot locate property owner, keep documentation of notification attempts.</li> <li>d. Coordinate demolitions with contractors; ensure compliance with environmental and historic preservation requirements.</li> </ol> </li> <li>6. Public Information.             <ol style="list-style-type: none"> <li>a. Respond to information requests from the public concerning inspections, permit requirements, re-inspection and technical assistance.</li> <li>b. Develop brochures, bulletins, fliers, posters, and other information on building topics to include:                 <ol style="list-style-type: none"> <li>(1) Who to contact (names and phone numbers of agencies).</li> <li>(2) Meaning of the placards (explain what the different placards mean and</li> </ol> </li> </ol> </li> </ol>
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	<p>what actions the home/business owner must take to allow the posting classification to be changed).</p> <ul style="list-style-type: none"> <li>(3) How to find a contractor (explain the precautions that should be taken to select a reputable and qualified contractor).</li> <li>(4) How to obtain permits (inform citizens of the correct procedures for obtaining repair, shoring or demolition permits; incorporate any special policies that have been adopted regarding field issuance of permits, plan review and/or inspections).</li> <li>(5) Who are the inspectors (depending on the type and amount of damage, and the type of assistance desired, a home/business owner may be visited by several different inspectors; this may be confusing, so develop information materials to explain).</li> </ul> <ul style="list-style-type: none"> <li>c. Distribute information in coordination with RSF #14 Public Information/Community Relations.             <ul style="list-style-type: none"> <li>(1) Provide staff location(s) for dissemination of public information.</li> <li>(2) Share public information with other departments and internal staff members.</li> </ul> </li> <li>d. Respond to telephone, correspondence, email, and in-person requests for technical assistance on building issues.</li> </ul>
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>1. Draft Emergency Permitting Guidelines: Residential and Commercial. <i>(To Be Reviewed and Developed by each Jurisdiction)</i></li> <li>2. Draft Critical Facilities and Prioritized Land Uses for Permitting Functions. <i>(To Be Reviewed and Developed by each Jurisdiction)</i></li> </ul>
<b>REFERENCES</b>	None.

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*Attachment 1*

**EMERGENCY PERMITTING GUIDELINES: RESIDENTIAL and COMMERCIAL**

*(Note: Modify as needed.)*

GREEN PLACARD	No Restriction On Use Or Occu- pancy	Damage 0–11%	<ol style="list-style-type: none"> <li>1. No plans required for repairs.</li> <li>2. No permits required for repairs.</li> <li>3. No inspection activity required.</li> </ol>
YELLOW PLACARD	Use And Occu- pancy Re- strictions	Damage >11% to 50%	<ol style="list-style-type: none"> <li>1. No plans required for repairs.</li> <li>2. Planning Department Development Plan review not required.</li> <li>3. Building Plan review not required.</li> <li>4. Emergency Building Permit required.</li> <li>5. Affidavit stating that owner or his/her authorized agent shall comply with all local government Codes.</li> <li>6. Building Department inspections required.</li> </ol>
		Damage >50% to 74%	<ol style="list-style-type: none"> <li>1. No plans required for repairs if pre-existing structure is in compliance, and there is no change in use, occupancy, expansion or reduction.</li> <li>2. Must be brought into full compliance with all applicable codes: Planning, Building Codes, and FEMA rules.</li> <li>3. Planning Department Development Plan review not required.</li> <li>4. Building Plan review not required.</li> <li>5. Emergency Building Permit required.</li> <li>6. Affidavit stating that owner or his/her authorized agent shall comply with all local government Codes.</li> <li>7. Building Department inspections required.</li> </ol> <p>See <b>Note</b> "Use and Occupancy Restrictions."</p>
RED PLACARD	Use and occu- pancy re- strictions	Damage >74%	<ol style="list-style-type: none"> <li>1. Demolition permit required.</li> <li>2. Plans required.</li> <li>3. Planning Department Development Plan Review required.</li> <li>4. Building Department plan review required.</li> <li>5. Emergency Building Permit required.</li> <li>6. Building Department inspections required.</li> </ol>

**Note:**

**USE and OCCUPANCY RESTRICTIONS**

Any change in use, occupancy, expansion or reduction of pre-event structure will require complete review and approval from both the Department of Planning and the Department of Building and Fire Codes. Complete plans are required. Structure and Site Features must conform to the current codes and regulations.

As a requirement for approval and to assure that PRE-EVENT Site and Building Conditions existed, the applicant must provide at least one of the following: Site Plan; As Built Surveys; Pictures; Videos.

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*Attachment 2*

**CRITICAL FACILITIES AND PRIORITIZED LAND USES FOR PERMITTING FUNCTIONS**

Critical Facilities:

*To Be Developed.*

Essential Facilities:

*To Be Developed.*

Support Facilities:

*To Be Developed.*

Retail Business:

*To Be Developed.*

Multifamily and Single Family Primary Residences:

*To Be Developed.*

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #11

**Rebuilding, Construction, Repairs,  
Restoration**



Primary Agency

**Planning & Parks  
Highway**



Recovery Support Function (RSF) #11

**Rebuilding, Construction, Repairs, Restoration**

<b>LEAD DEPARTMENT</b>	Planning & Parks. Highway.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Building Departments.</li> <li>2. Economic Development.</li> <li>3. Land and Water Management.</li> <li>4. Planning and Zoning Boards/Commissions.</li> <li>5. Public Works and Parks.</li> <li>6. Register of Deeds.</li> </ol>
<b>PURPOSE</b>	Provide for the physical rebuilding of the community, which necessarily includes the viability of commercial operations to support the residents.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. All rebuilding, reconstruction, repairs, and restoration shall meet existing building codes.</li> <li>2. All single family and duplex residential dwelling units shall be subject to the provisions of Land Use Ordinance and shall not be subject to the policies stated below.</li> <li>3. Allow flexibility in the application of Land Use Ordinance standards for redevelopment of sites damaged or destroyed by 50% or more per Attachment #1.</li> <li>4. When buildings or structures have been damaged less than 50% they may be rebuilt to original condition, with repair work subject to current building and life safety codes.</li> <li>5. The method for calculating the 50% shall follow the methodology used by FEMA.</li> <li>6. When rebuilding after a disaster, mitigation should be encouraged.</li> <li>7. When necessary, demolish structures as expeditiously as possible.</li> <li>8. Ensure that opportunity for public participation be part of the adoption process for reconstruction policies and programs.</li> <li>9. Paying for the rebuilding is a joint public and private responsibility.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop a Land Use Ordinance using example recommendations listed in Attachment 1.</li> <li>2. Obtain copies of federal and state mitigation measures required during reconstruction.</li> <li>3. Include in the public education program (RSF #14 Public Information/Community Relations):             <ol style="list-style-type: none"> <li>a. Information for homeowners and business owners on how to perform emergency repairs.</li> <li>b. Information to business owners on the Land Use Ordinance criteria they will be required to meet, including Attachment 1.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c. Information for property owners on what information data, etc., to take with them during an evacuation to provide proof of what the pre-existing conditions on the site were (to include things such as an as-built site plan, photographs, color samples, etc.).</li> <li>4. Partner with home improvement stores and major home builders to advocate structural hazard mitigation techniques for use during rebuilding and repair work. Use pre-designed educational materials.</li> <li>5. Incorporate incentives for incorporating "Healthy Communities" principles and green building techniques.</li> <li>6. Update and maintain list of qualified local and regional contractors to perform post disaster recovery work.</li> <li>7. Analyze current rebuilding policies and assess for consistency.</li> <li>8. Consider creating a database of sites that are non-conforming to the Land Use Ordinance. Annually update this database for different disaster scenarios.</li> <li>9. Identify impacted areas of the county where growth management projects can be implemented following a disaster incident.</li> <li>10. Develop a best practice guide and administrative processes to manage and regulate nonconforming uses.</li> <li>11. Develop Transfer of Development Rights (TDR) policies for the post disaster environment.</li> </ul>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be "one time only"; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ul style="list-style-type: none"> <li>1. Develop a "fast track" permitting process so large construction firms will have incentives to undertake repair and reconstruction processes.</li> </ul> <p style="text-align: center;"><b><u>Option One</u></b></p> <ul style="list-style-type: none"> <li>1. Coordinate with RSF #10 Emergency Permitting and Inspections and RSF #12 Housing (Temporary/Replacement) to establish priorities for repair and rebuilding.</li> <li>2. For local government facilities, coordinate with RSF #20 Recovery Administration and Finance. <ul style="list-style-type: none"> <li>a. Review current federal reimbursement programs and rules.</li> <li>b. Determine how much money is available to spend: short term; long term.</li> <li>c. Recovery Task Force needs to establish priorities.</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>Option Two</u></b></p> <ul style="list-style-type: none"> <li>1. Build back. <ul style="list-style-type: none"> <li>a. Implement the Local Government's build back policy.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>(1) Buildings or structures damaged up to and including 50% of replacement value shall be rebuilt to original condition, with repair work subject to current building and life safety codes.</li> <li>(2) Building or structures damaged greater than 50% of replacement cost shall be rebuilt to original square footage and density provided that they comply with permitted land uses, Federal flood insurance 100-year elevation requirements, building code requirements for flood proofing, repair work meets current building and life safety codes, disability access regulations, and any required zoning or other development regulations (other than density or intensity) unless compliance with such regulations would preclude reconstruction otherwise intended by the build back policy.</li> <li>(3) The following zoning regulations shall not preclude reconstruction for buildings and structures damaged greater than 50% of their replacement value if all other compliance requirements are met: water setbacks, rear/side setbacks, open space/lot requirements, parking requirements and building heights, and road setback regulations.</li> <li>(4) Require that any building damaged by the disaster that is improved, modified or added on to or reconstructed by more than twenty (20) percent of its replacement value, and which has recorded one or more National Flood Insurance flood losses of \$1,000.00 or more since 1978 shall be brought into compliance with current regulatory standards for new construction.</li> </ul> <p>2. Repair and Reconstruction.</p> <ul style="list-style-type: none"> <li>a. Establish a Local Government(s) plan for repair and reconstruction activities to rebuild damaged facilities in an orderly and timely manner that takes into account changes to reduce future disaster disruption.             <ul style="list-style-type: none"> <li>(1) Establish moratoriums on current buildings, structures and development orders.</li> <li>(2) Establish moratoriums on outstanding building permits, development orders and site plan reviews.</li> <li>(3) Exempt certain types of emergency repairs from moratoria or building permit provisions.</li> <li>(4) Allow certain types of emergency repairs to take place without issuing a building permit in a catastrophic disaster setting.</li> <li>(5) Issue permits that allow temporary residential or building quarters in areas suffering major or catastrophic damage for a defined period of time.</li> <li>(6) Implement the emergency permitting system to carry out the Local Government’s Build back Policy.</li> <li>(7) Implement the Local Government’s Build back policy in rebuilding structures suffering minor damage, major damage or damage greater than 50% of their replacement value.</li> </ul> </li> <li>b. Implement a builders, contractors and inspectors screening process. Enact emergency ordinances to:</li> </ul>
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	<ul style="list-style-type: none"><li>(1) Register contractors not holding county or state certification, and requiring these contractors to pass an examination on the county's building code.</li><li>(2) Allowing volunteers to perform certain emergency construction, reconstruction and repair work for a limited period of time.</li><li>(3) Allowing Wisconsin licensed architects and engineers to serve as special inspectors within their area of expertise to augment local government building inspectors.</li><li>c. Coordinate with RSF #10 Emergency Permitting and Inspections to:<ul style="list-style-type: none"><li>(1) Implement the established building permit process.</li><li>(2) Identify and evaluate alternative types of construction.</li><li>(3) Monitor building contractors conducting both repair work and new construction.</li><li>(4) Determine if/how volunteers may be used to augment contractors in rebuilding residences having no insurance coverage or are underinsured.</li></ul></li><li>d. Determine how construction fraud will be handled.</li><li>e. Determine mitigation measures to take or to comply with federal, state or local law during reconstruction. Coordinate with RSF #19 Mitigation on such issues as:<ul style="list-style-type: none"><li>(1) Revised building code.</li><li>(2) Build back policy.</li><li>(3) Mobile home construction standards.</li></ul></li><li>3. Evaluate Rebuilding Options.<ul style="list-style-type: none"><li>a. Questions, policy issues:<ul style="list-style-type: none"><li>(1) What has to be done in order to rebuild?</li><li>(2) What will be rebuilt?</li><li>(3) Where will rebuilding take place?</li><li>(4) Will there be changes in the building process?</li><li>(5) What will the rebuilt community look like?</li></ul></li><li>b. Develop a reconstruction plan:<ul style="list-style-type: none"><li>(1) Temporarily stop all existing construction?</li><li>(2) Urgency ordinances?</li><li>(3) How repairs will be handled.</li><li>(4) How will construction industry be involved.</li><li>(5) What private and public financial resources are available? How will financing be done?</li><li>(6) How to receive input from public on restriction plan.</li><li>(7) Include hazard mitigation opportunities.</li><li>(8) Orientation of community toward development? Consult Comprehensive Plan.</li></ul></li><li>c. Coordinate with RSF #20 Recovery Administration and Finance to determine rebuilding finance options.<ul style="list-style-type: none"><li>(1) Stafford Act disaster assistance to local governments.</li><li>(2) Determine sources of possible funding from private and nonprofit sectors.</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>(3) Decide if the County/local government(s) will (should) increase public taxes or fees to pay for rebuilding.</li> <li>(4) Create redevelopment districts with a large un-captured tax base? (Coordinate with RSF #13: Redevelopment (Planning and Community Development)).</li> </ul> <p>4. Long-Term Rebuilding; Developing Rebuilding Strategies.</p> <ul style="list-style-type: none"> <li>a. Coordinate with RSF #13 Redevelopment (Planning and Community Development).</li> <li>b. Determine whether rebuilding process will be guided by existing planning documents (Comprehensive Plan); or is new plan necessary.             <ul style="list-style-type: none"> <li>(1) Involve the business community, neighborhood groups, and civic organizations.</li> </ul> </li> <li>c. Consider (if new plan or modified plan):             <ul style="list-style-type: none"> <li>(1) Reducing risks from future disasters.</li> <li>(2) Eliminating non-conforming uses.</li> <li>(3) Modifying land use.</li> <li>(4) Correcting plan or zoning inconsistencies.</li> <li>(5) Realigning, extending or improving roads.</li> <li>(6) Improving housing conditions or affordability.</li> <li>(7) Enhancing the local economy.</li> <li>(8) Upgrading inadequate commercial, industrial or public facilities.</li> <li>(9) Improving urban design.</li> <li>(10) Providing open space.</li> <li>(11) Preserving cultural and historic buildings or other cultural resources.</li> </ul> </li> <li>d. Decide if a new authority will need to be created to oversee recovery planning process, or if existing organization will work (task the Recovery Action Teams).</li> <li>e. Determine environmental requirements.</li> <li>f. Determine if serious questions about whether, what and how to rebuild warrant a moratorium and restudy of an address, block, neighborhood.             <ul style="list-style-type: none"> <li>• If moratorium is imposed, then what information will be needed to lift it?</li> </ul> </li> <li>g. Determine if nonconforming uses will be allowed to continue.             <ul style="list-style-type: none"> <li>• If no, what kinds of modifications will be required?</li> </ul> </li> <li>h. Establish policies regarding the repair or replacement of substandard structures.</li> </ul>
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>1. Repairs, Restoration, Rebuilding and Reconstruction. (An Example from Hilton Head Island, South Carolina).</li> <li>2. Summary of Land Management Ordinance (LMO) Criteria For Development Destroyed By 50% Or More (An Example From Hilton Head, South Carolina).</li> </ul>
<b>REFERENCES</b>	None.

*Attachment 1*  
**REPAIRS, RESTORATION, REBUILDING AND RECONSTRUCTION**  
*(AN EXAMPLE FROM HILTON HEAD, SOUTH CAROLINA)*

In the event of an "emergency", as declared and implemented under the provisions of the Town of Hilton Head Island Municipal Code Section 7-7-10, it is the policy of the Town to take such steps as are necessary to facilitate, as soon thereafter as is feasible, the return of the Town's multi-family, commercial and other non-residential structures to a safe, non-temporary and fully usable condition so as to restore the community's businesses to operating condition as soon as possible after the occurrence of the "emergency". This policy is to be implemented without ignoring the quality of Hilton Head Island's present and planned development.

Because of the fact that much of the Island's development preceded the incorporation of the Town, and due to the evolution of the Land Management Ordinance (LMO) over the years, there are on the Island a large number of multi-family, commercial and other non-residential structures, sites, and uses which are not in compliance with provisions of the LMO. It is estimated that a majority of the commercial structures on the Island fall into this category. Upon damage to or destruction of these structures and/or sites to the extent of 50% or more, the repair, restoration, rebuilding or reconstruction thereof, under current regulations (Chapter 7, Section 16-7 et seq. Non-conformities) would be required to be pursuant to ordinances existing at the time of the declared "emergency".

There is a significant balancing act facing the Town in order to accomplish the early return to service of the Town's commercial facilities while, and to the extent feasible, remaining consistent with the desire to maintain an interest in the improved quality of the Island. Accordingly, the recommended modifications to the existing LMO regulations listed below will guide redevelopment of structures damaged by 50% or more. The rationale for not recommending modification in some cases is that Hilton Head Island has been developed with a unique aesthetic appeal which is highly valued, and to permit non-conforming developments to rebuild without regard to those standards would be contrary to the Town's goal of maintaining this unique character.

In cases of perceived hardship, there is a procedure available in LMO Section 16-7-106 whereby the Administrator may waive any provisions of Article III or IV of Chapter 7 of the LMO. In cases where there is an existing authorized variance to the design standards in the LMO, said variance may continue provided the use of the property does not change.

In the following recommendations, the short term period goes into effect when the Mayor and Town Council make a request for federal disaster status and the Island is open for return of citizens. This period ends and the interim period begins when major utilities and infrastructure are restored and the Mayor and Town Council enact interim criteria. The Mayor and Town Council will declare when the interim period ends. A possible trigger would be substantial completion of debris removal. Following that, the long term period begins.

1. Non-conforming Use: In the short term and interim periods, a nonconforming use can continue. However, in the long term a non-conforming use cannot continue unless the Town's Future Land Use Map from the Comprehensive Plan shows this use on the particular site. (LMO Ch. 4, Art. IX)
2. Non-conforming Density: Density issues will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term, a structure that is non-conforming due to density may build back up to the maximum density permitted in the LMO plus up to 50% of the amount previously above the permitted density, as long as it meets the open space requirement. An

additional 15% of the amount previously above the permitted density may also be added if the development meets the buffer requirements. Finally, an additional 10% of the amount previously above the permitted density may also be added if the development meets the impervious coverage requirements. (LMO Ch. 4, Art. X)

- **Example:** A development pre-disaster has 60,000 square feet of retail space, and they are permitted by the LMO to have only 40,000 square feet, so the amount of non-conforming density is 20,000 square feet. If the post-disaster development meets the open space requirement in the LMO, then they can build up to 10,000 square feet in addition to the allowable 40,000 square feet (for a total of 50,000). If, in addition to meeting the open space requirements they also meet the buffer requirement, then they can get an additional 15% of 20,000, or 3,000 square feet, bringing the total up to 53,000 square feet. Finally, if they also meet the impervious coverage requirements of the LMO, they can get an additional 10%, or 2,000 square feet, bringing the grand total to 55,000 square feet of retail space.
3. **Height Standards:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term the LMO standards for height must be met unless the allowed density requires a greater height, but under no circumstances can the structure be built taller than it was prior to damage. (LMO Ch. 5, Art. VI)
  4. **Open Space Standards:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term a site that is non-conforming to the open space standards may continue to have some non-conformity, but the amount of the non-conformity must be reduced by 50% and this will only be permitted if the density requirements for the structure are met. (LMO Ch. 5, Art. III)
    - **Example:** A development that meets the density requirement has 40% open space, while the LMO open space requirement is 50%. The development may be rebuilt to a standard of 45% open space.
  5. **Setbacks:** In the short term and interim periods, setbacks on sites where the structure was damaged by 50% or more may be utilized for storage or display, but must not cause damage to remaining trees and shrubs. In the long term, the current LMO standards for setbacks must be met. (LMO Ch. 5, Art. VII)
  6. **Buffers:** In the short term and interim periods, buffers on sites where the structure was damaged by 50% or more may be utilized for storage or display, but must not cause damage to remaining trees and shrubs. In the long term, if parking areas within buffers are left undamaged by the disaster, then the Administrator of the LMO may consider allowing that parking area to remain, provided a minimum of 20% of the required buffer or eight feet (8'), whichever is greater, be provided. All other buffer areas must adhere to the current LMO standards. (LMO Ch. 5, Art. VIII)
    - a. **Example 1:** A development pre-disaster has a parking area that encroaches 30' into the required 50' minimum street buffer. This parking area is not damaged by the disaster. The Administrator determines that the parking area can remain as is, since there is a 20' buffer provided which exceeds 20% of the required buffer.
    - b. **Example 2:** A development pre-disaster has no buffer and has pavement which is used for parking extending from the building to the street, none of which was damaged by the disaster. The buffer required



by the LMO is 20'. The administrator determines that within the 20' buffer area, 12' can remain paved and 8' must be taken out and replaced with a buffer (8' is greater than 20% of 20', which is 4').

7. **Parking Standards:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term, redevelopment of the site can occur with the previously existing number and design of parking spaces. (LMO Ch. 5, Art. XII)
8. **Lighting:** Temporary lighting may be used in the short term if the permanent light fixtures have been damaged, but light may not shine off the property. During the interim period temporary lighting may be used as long as an application for development review has been made and includes lighting which conforms to the LMO. In addition, the regulations in Town Code 8-5-115 pertaining to Sea Turtle Protection (existing development) must be adhered to. In the long term, lighting must meet the LMO requirements. In addition, the regulations in Town Code 8-5-113 pertaining to Sea Turtle Protection (new Reconstruction) must be adhered to. (LMO Ch. 5, Art. XIV)
9. **Signs:** Temporary signs may be used in the short term period without a permit if the permanent sign is destroyed, but the size requirements in the LMO must be met. During the interim period, temporary signs are allowed but the owner must obtain a permit for the sign. In the long term, the LMO sign regulations must be met. (LMO Ch. 5, Art. XIII)
10. **Storm Water Standards:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term the site can be redeveloped to its previously existing conditions for storm water management. (LMO Ch. 5, Art. V)
11. **Street Standards:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term the site can be redeveloped to the previously existing design of the street. (LMO Ch. 5, Art. IV)
12. **Fire Protection:** In the short term and interim periods fire protection requirements may be waived as long as the fire marshal approves the proposed activity. In the long term all LMO fire protection requirements must be met. (LMO Ch. 5, Art. XVI)
13. **Utilities:** In the short term and interim periods temporary sources may be used for utilities. However, in the interim period this will be allowed only if the site has received necessary permits for rebuilding. In the long term all LMO utility standards must be met. (LMO Ch. 5, Art. XVII)
14. **Traffic Analysis Requirements:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term, traffic analysis requirements will only apply to any increase in density over previously existing density. (LMO Ch. 5, Art. XI)
  - **Example:** a development has 7,500 square feet of retail space prior to damage and since the parcel is large enough to allow it, the owner decides to rebuild to 10,500 square feet. Traffic analysis requirements will be applied to the 3,000 additional square feet.
15. **Impact Fees:** Will not be addressed during the short term or interim periods since permanent changes will not occur during those phases of recovery. In the long term these fees will only be collected for increases in



density of a site. (LMO Ch. 5, Art. XVIII)

16. **Flood Zone:** Temporary shelters do not have to meet the flood requirements in the short term or interim periods. However, during the interim period this will be allowed only if the site has received necessary permits for rebuilding. In the long term all flood zone requirements must be met. (LMO Ch. 5, Art. XV)
17. **Wetlands:** All LMO wetland requirements are applicable in the short term, interim and long term periods. (LMO Ch. 6, Art. II)
18. **Beaches:** All LMO beach requirements are applicable in the short term, interim and long term periods. (LMO Ch. 6, Art. III)
19. **Trees:** Tree replacement will not be required in the short term or interim periods. However, protected trees that remain on the site and are not damaged may not be removed. In the long term all LMO tree requirements must be met, but replacement can be phased in with 1/3 of the replacement requirement met each year for 3 years. (LMO Ch. 6, Art. IV)

*Attachment 2*

**SUMMARY OF LMO CRITERIA FOR DEVELOPMENT DESTROYED BY 50% OR MORE**  
*(AN EXAMPLE FROM HILTON HEAD, SOUTH CAROLINA)*

ART.	SUBJECT	SHORT TERM	INTERIM	LONG TERM
4-IX	USE	YES	YES	NO. Unless shown on future land use map.
4-X	DENSITY	N/A	N/A	YES. Nonconforming can build back up to 50% of the amount previously above the limit if meets open space requirement, 15% if meets buffer requirement, 10% if meets impervious requirement.
5-III	OPEN SPACE	N/A	N/A	YES. May build back up to 50% of the amount above the limit if meets density requirement
5-IV	STREETS	YES. If passable	YES. If passable	YES. Street can be built back to previous state
5-V	STORM WATER	N/A	N/A	YES. May rebuild to previous impervious
5-VI	HEIGHT	N/A	N/A	NO. Unless required to obtain previous density up to the previous height.
5-VII	SETBACKS	YES. May utilize setback area for temporary storage or display if necessary but must not damage any remaining trees/shrubbery	YES. If needed during reconstruction period but must not damage any remaining trees/shrubbery	NO
5-VIII	BUFFERS	YES. See Setbacks	YES. See Setbacks	NO. If parking areas within buffers are left undamaged, the LMO Administrator may consider allowing that parking area to remain, provided a minimum of 8 feet or 20% of the required buffer is provided. All other buffers must adhere to the current LMO standards.
5-XI	TRAFFIC ANALYSIS	N/A	N/A	YES. Up to previous density
5-XII	PARKING	YES. IF USABLE	YES. IF USABLE	YES. Can build back to previous number and design
5-XIII	SIGNS	May use temporary	YES. Must obtain	NO

ART.	SUBJECT	SHORT TERM	INTERIM	LONG TERM
		signs without permit if permanent signs are destroyed must meet size requirements.	temporary permit	
5-XIV	SITE LIGHTING	YES. If existing lights damaged. Must not shine off property.	YES. If replacing with new conforming lighting	NO
5-XV	FLOOD ZONE	YES. For temporary shelter	YES. For temporary shelters if rebuilding w/ permit	NO
5-XVI	FIRE PROTECTION	YES. If approved by Fire Marshal	YES. If approved by Fire Marshal	NO
5-XVII	UTILITY	YES. May use temporary sources	YES. May use temporary sources if rebuilding w/ permit	NO
5-XVIII	IMPACT FEES	N/A	N/A	Pay only for any additional density above previous.
6-II	WETLANDS	NO	NO	NO
6-III	BEACHES	NO	NO	NO
6-IV	TREES	N/A	YES. If rebuilding w/ permit	NO. Must meet minimum but can phase 1/3 per year for 3 years.

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

## Recovery Support Function (RSF) #12 Housing (Temporary/Replacement)



Primary Agency

Human Services

Recovery Support Function (RSF) #12

# Housing (Temporary/Replacement)

<b>LEAD DEPARTMENT</b>	Human Services.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. Family Promise of Washington County.</li> <li>3. Housing Authorities.</li> <li>4. Impact 211.</li> <li>5. Non-Government and Faith Based Organizations.</li> <li>6. Salvation Army.</li> <li>7. United Way of Washington County.</li> <li>8. US Housing and Urban Development (HUD).</li> <li>9. WI Housing &amp; Economic Development Authority (WHEDA).</li> </ol>
<b>PURPOSE</b>	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes).
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Assist displaced people in locating temporary housing.</li> <li>2. Encourage immediate repair for interim re-occupancy of minimally damaged residential structures.</li> <li>3. Assist displaced people with locating sources of financial assistance programs to repair or reconstruct permanent housing.</li> <li>4. Temporary Housing will be allowed for one (1) year. Some rules concerning housing may be suspended. State and federal rules concerning temporary housing will be in effect and administered by state/federal. The County and local governments will define and identify areas where temporary housing can be located.</li> <li>5. Use of Temporary Housing can be extended for a second year, if necessary, provided there is a demonstrated need.</li> <li>6. Local Governments will support Temporary Housing efforts, but will not get into the "housing business" directly.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Identify County and local government properties (sites) that will accept temporary housing. Include vacant parcels that best serve the residents of the immediate area for construction of temporary housing. <ul style="list-style-type: none"> <li>• Perform a Housing Stock Analysis to identify those areas most vulnerable and ensure temporary housing land and resources are nearest these areas.</li> </ul> </li> <li>2. Identify vacant lands suitable for temporary housing placement. <ol style="list-style-type: none"> <li>a. Develop and execute prearranged contracts for terms of usage.</li> <li>b. Adopt temporary housing siting criteria that encourages transition of some</li> </ol> </li> </ol>

	<p>types of temporary housing sites into permanent uses.</p> <ol style="list-style-type: none"><li>3. Identify additional areas that could serve as sites for temporary housing:<ol style="list-style-type: none"><li>a. Open spaces (for manufactured homes, tent cities).</li><li>b. Schools, school grounds.</li><li>c. Hotels, hotel grounds.</li></ol></li><li>4. Ensure essential public outreach materials and public meetings are available for those who do not speak English as a first language and for persons with functional and access needs.</li><li>5. Identify nearby hotels to house government employees and the influx of external aid workers deemed essential for housing assistance.<ul style="list-style-type: none"><li>• Designate secondary shelter sites in order to vacate the emergency, school-based shelters for repairs and swift restoration of educational services.</li></ul></li><li>6. Develop a pool of certified building inspectors and review officials with mutual aid, memorandums of understanding or other agreements.</li><li>7. Determine infrastructure needed on temporary housing sites. Ensure compatibility with adjacent land usage.</li><li>8. Develop an inventory of existing available housing that may be considered temporary housing (hotels, apartments, condos, time-shares, manufactured housing and vendors).</li><li>9. Maintain a list of vendors and suppliers of equipment necessary to provide supplies and materials for temporary housing, e.g. tents, portable sanitation facilities, etc.</li><li>10. Establish standards, codes, ordinances and permit requirements that will apply to temporary and replacement housing.</li><li>11. Work with RSF #19 Mitigation to emphasize retrofit and mitigation projects for homeowners.</li><li>12. Adopt a policy or ordinance to deal with nonconforming uses.</li><li>13. Tailor short- and long-term responses to meet the needs of the most vulnerable populations anticipating ethnic, language, cultural or other special considerations. Anticipate problems for each particular type of housing.</li><li>14. Identify resource and assistance programs in advance that can be activated following the disaster. Do not overlook foundations or philanthropic agencies that would not otherwise be involved in housing.</li><li>15. Plan ways for existing County and local government housing programs (e.g., rehabilitation) to be refocused following the disaster.</li><li>16. Work with County non-profit housing agencies (Habitat for Humanity, Housing Development Corporation, Housing Redevelopment Corporation) to establish post-disaster roles.</li><li>17. Evaluate County housing market conditions (elasticity) to anticipate how varying levels of need could be addressed.</li><li>18. Encourage residents to review their insurance policies to see if alternate living expenses are covered, and to determine if they carry replacement value coverage.<ol style="list-style-type: none"><li>a. Public information should point out that FEMA and SBA are not insurance carriers, and do not replace all that was lost. Assistance is short-term, not long-term.</li></ol></li></ol>
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	<ul style="list-style-type: none"> <li>b. Households must understand that they are responsible for their own recovery. The role of public funds is to fill in the gaps after people have made a reasonable effort to meet their own needs, including applying any insurance proceeds to the rehab of their home or to a new home.</li> </ul> <p>19. Develop policies and procedures to ensure implementation of the temporary housing plan is consistent with future long-term land use policies.</p>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ul style="list-style-type: none"> <li>1. Appoint a temporary housing coordinator.             <ul style="list-style-type: none"> <li>a. Establish contact with State Emergency Management and FEMA. Points of contact should be available at the established Joint Field Office (JFO).</li> <li>b. Develop an estimate of temporary housing needs:                 <ul style="list-style-type: none"> <li>(1) Work with RSF #6 Human Services (Short Term) to obtain an estimate of temporary housing needs.</li> <li>(2) Emergency workers’ needs.</li> <li>(3) Recovery workers’ needs.</li> </ul> </li> <li>c. Review the pre–event inventory of available housing resources. Determine what is available now. Modify this list as appropriate. Consider temporary housing options: Vacant rental units; Condos; Time–shares; Hotels; etc.</li> <li>d. Review the pre–event identified areas that could serve as sites for temporary housing. Determine what is available now. Modify this list as appropriate. Consider: Open spaces (for manufactured homes, tent cities); Schools, school grounds; Hotels, hotel grounds.</li> <li>e. Provide the state and federal officials at the JFO with the:                 <ul style="list-style-type: none"> <li>(1) Estimate of temporary housing needs.</li> <li>(2) Current inventory of available housing resources.</li> <li>(3) Identified areas that could serve as sites for temporary housing.</li> </ul> </li> <li>f. Continuing actions:                 <ul style="list-style-type: none"> <li>(1) Maintain contact with the JFO.</li> <li>(2) Coordinate with the State Coordinating Officer (an individual in the State Emergency Management Agency appointed by the Governor to coordinate State and local disaster assistance efforts with those of the federal government).</li> <li>(3) Articulate concerns and needs regarding temporary housing.</li> <li>(4) Continue to serve as a liaison with federal and state housing officials.</li> <li>(5) Ensure temporary housing complies with applicable state and certain pre–determined local codes and ordinances regarding floodplains and wetlands.</li> </ul> </li> </ul> </li> <li>2. Housing Recovery Plan.</li> </ul>

	<ul style="list-style-type: none"><li>a. Develop a housing recovery strategy. It should:<ul style="list-style-type: none"><li>(1) Meet the basic housing needs of individual victims.</li><li>(2) Facilitate rebuilding the community's housing stock.</li><li>(3) Incorporate hazard mitigation principles to assist in preventing future damage. Mitigation can be addressed through enforcement of floodplain management, building codes and ordinances. (See RSF #19 Mitigation.)</li><li>(4) Identify specific housing recovery programs.<ul style="list-style-type: none"><li><b>Note:</b> Don't assume that because the community lost many housing units there will be a strong market for new housing development. Learn about the potential market – people's financial capacity and their personal preferences – before deciding on your long term new construction strategy.</li></ul></li></ul></li><li>b. Seek input on the housing recovery strategy from organizations that delivered housing programs before the disaster, to include lenders, realtors, land developers, housing developers.</li><li>c. Inform the public that households are responsible for their own recovery.<ul style="list-style-type: none"><li>• Emphasize that the role of public funds is to fill in the gaps after people have made a reasonable effort to meet their own needs, including applying any insurance proceeds to the rehab of their home or to a new home.</li></ul></li><li>d. Develop priorities for rehabilitation projects. For example, first fixing up homes that offer family day care or adult foster care may help facilitate the recovery for the whole community.<ul style="list-style-type: none"><li>• Explore options to decrease the financial burden on low-income homeowners.</li></ul></li><li>e. Present the housing recovery strategy to the Recovery Action Team for discussion and approval.</li></ul> <p>3. Temporary Housing. (Interim housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes.)</p> <ul style="list-style-type: none"><li>a. Analyze available housing resources.<ul style="list-style-type: none"><li>(1) Assess usable housing stock.</li><li>(2) Identify sources of housing units.</li><li>(3) Identify number of rental units.</li><li>(4) Identify manufactured (mobile) homes and parks.</li><li>(5) Development of low and moderate income units.</li></ul></li><li>b. Possibilities for temporary housing include:<ul style="list-style-type: none"><li>(1) Vacant rental units.</li><li>(2) Travel Trailers. This appeals to victims because they can protect their property, are able to work on their house, and sleep and eat in the trailer. The trailer can be connected to the home's utilities. There needs to be an ordinance in place that allows for this and a date should be established by which people have to vacate the travel trailers.</li><li>(3) Manufactured (mobile) Homes. The absolute last resort for FEMA,</li></ul></li></ul>
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	<p>when there has been a Presidential declaration, is to bring in manufactured homes for people to occupy for up to 18 months. When this is necessary, existing manufactured home pads will be used, if available. If a manufactured home park needs to be constructed, FEMA’s standard procedure is to install the infrastructure in a temporary manner and remove it once people are out of the units. If the jurisdiction is going to need additional lots for housing, an option is for the jurisdiction to pay the difference to have the infrastructure installed permanently. When the manufactured homes are removed, two lots can be combined to form one permanent lot for new construction. When the lots are sold, the cost of permanent infrastructure installation will be recouped.</p> <ul style="list-style-type: none"> <li>c. Estimate housing needs. Include long-term shelter sites and transitional housing.</li> <li>d. Establish a community-based housing task force (sub group of the Recovery Action Team) to articulate community concerns and serve as a liaison to state and federal agencies.</li> <li>e. Identify housing residents of multi-family buildings and low-income residency hotels.             <ul style="list-style-type: none"> <li>• Rebuilding and repairing takes time; Long-term temporary housing will need to be provided; Identify possible designs and sites for such housing; Any buildings available that can be used as temporary housing?</li> </ul> </li> <li>f. Identify the kinds of reviews that are required for the siting of temporary housing.</li> <li>g. Determine what kinds of temporary housing arrangements the local government will allow and/or encourage at individual home sites.             <ul style="list-style-type: none"> <li>(1) Manufactured homes or recreational vehicles on individual lots.</li> <li>(2) Permits required.</li> <li>(3) Tents or other temporary structures.</li> </ul> </li> <li>h. Work with local insurance companies that may be providing temporary housing for their clients.             <ul style="list-style-type: none"> <li>(1) Keep companies informed about the rebuilding plans.</li> <li>(2) Find out from them the type of coverage they will provide or are provided.</li> </ul> </li> <li>i. Financing Temporary Housing.             <ul style="list-style-type: none"> <li>• People with “loss of use” coverage included in their homeowners insurance should be properly covered for financing temporary housing. The Red Cross may be able to help those without “loss of use” coverage and renters. If a Presidential Declaration is obtained, FEMA may assist with the expense.</li> </ul> </li> <li>j. Urge homeowners to contact their mortgage companies to negotiate a workout agreement. If a Presidential Declaration is made (including individual assistance) and homeowners in the designated area receive a notice of foreclosure as a result of the disaster, they may be eligible for assistance from FEMA to cover mortgage payments.</li> </ul>
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	<ul style="list-style-type: none"> <li>k. Provide grants for assistance to low-income populations.</li> <li>4. Replacement Housing.               <ul style="list-style-type: none"> <li>a. Determine who in the local government requires assistance with housing replacement: low income earners; certain groups of renters; chronically homeless.</li> <li>b. Assemble funding packages for the replacement of subsidized housing, using monies from state and federal government programs, from ARC and other nonprofit programs, and from donations.                   <ul style="list-style-type: none"> <li>• Work in partnership with other organizations.</li> </ul> </li> <li>c. Identify volunteer and community-based organizations that have resources and labor to contribute to the rebuilding process.                   <ul style="list-style-type: none"> <li>• Some groups (Mennonite Disaster Services, Interfaith, Habitat for Humanity) provide assistance in repairing and reconstructing houses.</li> </ul> </li> </ul> </li> <li>5. Implement program(s) to assist residents to transition back to permanent housing.</li> <li>6. Provide post-disaster education on funding assistance and insurance information.</li> <li>7. Provide financial assistance referral to those homeowners lacking homeowners insurance and unable to rehabilitate structures in a timely manner.</li> <li>8. Consider establishing Community Assistance Centers in areas most severely impacted and provide:               <ul style="list-style-type: none"> <li>a. Guidance on state/federal applications.</li> <li>b. Long-term rental assistance.</li> <li>c. A Clearinghouse for re-development information.</li> <li>d. If applicable locate with one-stop permitting sites.</li> </ul> </li> </ul>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>1. Disaster Management Act of 2000, 44 CFR Part 206, Federal Assistance to Individuals and Households.</li> <li>2. Housing Assistance (as per 206.117 of the Disaster Mitigation Act of 2000).</li> </ul>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

## Recovery Support Function (RSF) #13

### Redevelopment

(Planning and Community Development)



Primary Agency

Planning & Parks

Recovery Support Function (RSF) #13

## Redevelopment

### (Planning and Community Development)

<b>LEAD DEPARTMENT</b>	Planning & Parks.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Building Departments.</li> <li>2. Chamber/Manufacture Associations.</li> <li>3. Corporation Counsel.</li> <li>4. Emergency Management.</li> <li>5. Local Economic Development Organizations.</li> <li>6. Parks and Recreation Departments.</li> <li>7. Planning and Zoning.</li> <li>8. Southeastern Wisconsin Regional Planning Committee (SEWRPC).</li> <li>9. Washington County Economic Development Corporation (EDWC).</li> <li>10. WI Housing &amp; Economic Development Authority (WHEDA).</li> </ol>
<b>PURPOSE</b>	To articulate the vision for recovery and redevelopment in both anticipation and in the wake of a disaster.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Recovery begins as quickly and completely as possible.</li> <li>2. If evacuations occurred, every effort will be made to expedite.</li> <li>3. Existing local government Comprehensive Plans will be the basis for and the foundation of a vision for redevelopment.</li> <li>4. Re-development Plans include elements of “sustainability” and “disaster resistance/resiliency.”</li> <li>5. The local governing bodies will aggressively pursue post disaster opportunities to achieve the objectives of their Comprehensive Plans, including the use of condemnation where appropriate.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Acquire current information from FEMA and other sources on community redevelopment and sustainability programs and strategies.</li> <li>2. Review the current Comprehensive Plan. As appropriate incorporate: a post disaster re-development strategy; community “sustainability” strategies; a hazard mitigation component. Strategies should include: <ol style="list-style-type: none"> <li>a. Reducing risks from future disasters.</li> <li>b. Eliminating non-conforming uses.</li> <li>c. Modifying land use.</li> <li>d. Correcting plan or zoning inconsistencies.</li> <li>e. Realigning, extending or improving roads.</li> <li>f. Improving housing conditions or affordability.</li> <li>g. Enhancing the local economy.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>h. Upgrading inadequate commercial, industrial or public facilities.</li> <li>i. Improving urban design.</li> <li>j. Providing open space.</li> <li>k. Preserving cultural and historic buildings or other cultural resources.</li> </ul> <ol style="list-style-type: none"> <li>3. Distribute educational materials provided on mitigation and community sustainability.</li> <li>4. Work with housing agencies and local Comprehensive Plan and develop a pre-disaster, Affordable Housing Redevelopment Program.</li> <li>5. Identify areas for priority redevelopment, based on existing planning documents.             <ul style="list-style-type: none"> <li>• Perform a gap analysis and determine, if needed, plan revisions.</li> </ul> </li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Following disaster review of the County Comprehensive Plan and analyze the viability or applicability of the existing plan for post disaster re–development. In light of the disaster impacts: what elements of the Comprehensive Plan need to be changed or rewritten? Consider:             <ol style="list-style-type: none"> <li>a. Recovery priorities and goals.</li> <li>b. Current status of planning and zoning issues; suggest recovery options, strategies, and priorities.</li> <li>c. Recommend appropriate approaches and processes for re–development planning, and coordinating intergovernmental/interagency efforts.</li> <li>d. Recommend policies that promote long–term community re–development and mitigation.</li> <li>e. Identify programs and funding for long term recovery.</li> </ol> </li> <li>2. Assess re–development needs.             <ol style="list-style-type: none"> <li>a. For all major areas of physical change, ask:                 <ol style="list-style-type: none"> <li>(1) What was there before the disaster?</li> <li>(2) What currently exists?</li> <li>(3) What had been planned?</li> <li>(4) What opportunities exist from looking at the long–term, big–picture?</li> <li>(5) What are the goals of the community?</li> <li>(6) What are the current national trends?</li> </ol> </li> </ol> </li> <li>3. Issues to address in the re–development Plan:             <ol style="list-style-type: none"> <li>a. Repair or replacement of:                 <ol style="list-style-type: none"> <li>(1) Infrastructure.</li> <li>(2) Housing.</li> <li>(3) Businesses.</li> <li>(4) Public buildings and facilities.</li> </ol> </li> <li>b. Government buildings and facilities.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c. Priority for acquisition/buy outs.</li> <li>d. Debris collection and removal from residential and commercial properties.             <ul style="list-style-type: none"> <li>• Disposal of debris.</li> </ul> </li> <li>e. Hazard mitigation strategies.</li> <li>f. Strategy for communicating with the citizens.</li> <li>g. Assessment of community’s fiscal situation, current and projected.</li> <li>h. Redesign of damaged neighborhoods or business districts.</li> <li>i. For housing issues also ask:             <ul style="list-style-type: none"> <li>(1) Are vacant lots available within established neighborhoods upon which to locate replacement housing on?</li> <li>(2) If new neighborhoods need to be created can they be built adjacent to existing residential, both downtown and on the edge of the city?</li> <li>(3) What is the market for new homes?</li> <li>(4) Are there easy links between housing and commercial?</li> </ul> </li> <li>j. For businesses also ask:             <ul style="list-style-type: none"> <li>(1) How can public assistance (typically limited) be used most effectively to maximize and attract private capital?</li> <li>(2) How can we make the community more attractive for investment capital needed to reconstruct buildings and restore business activities?</li> </ul> </li> <li>k. Identify re–development environmental and cultural and historic issues and requirements; Coordinate with RSF #18 Environmental Concerns and RSF #19 Mitigation.             <ul style="list-style-type: none"> <li>(1) Air quality: open air burning; air curtain incineration.</li> <li>(2) Natural resources: wildlife; fish; plants.</li> <li>(3) Re–vegetation: native species policy; exotic species policy.</li> <li>(4) Beach/shoreline management; beach re–nourishment; dune replenishment; re–vegetation.</li> <li>(5) Wetland revitalization.</li> <li>(6) Cultural and historic preservation.</li> <li>(7) Recreation facilities.</li> </ul> </li> </ul> <p>4. Impacted local governments need to include Mitigation Strategies in their Post Disaster Recovery and Redevelopment Plans (see RSF #19: Mitigation). Mitigation Strategies in the re-development Plan should consider:</p> <ul style="list-style-type: none"> <li>a. Making new buildings and infrastructure located in hazard-prone areas more damage-resistant and resilient through the use of building codes, design standards, and construction practices, and to safeguard existing development, through protective devices such as levees and seawalls (structural mitigation), if relocation is infeasible.</li> <li>b. Protecting natural areas like wetlands, flood plains, forested areas, sand dunes, and other ecological elements that can absorb and reduce the impacts of hazards.</li> </ul>
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>1. Re–Development Tools.</li> <li>2. Sustainable Community Characteristics.</li> </ul>
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>1. County Comprehensive Plan.</li> </ul>

	<ol style="list-style-type: none"><li>2. "Planning for a Sustainable Future: The Link Between Hazard Mitigation and Livability" (FEMA 364).</li><li>3. "Planning for Post-Disaster Recovery and Reconstruction" (FEMA/APA PAS #483/484).</li><li>4. Rebuilding for a More Sustainable Future: An Operational Framework (FEMA).</li><li>5. Disaster Resistant Design – University of Colorado.</li><li>6. Dealing with Disaster – Laurie Johnson and Felix Kloman.</li><li>7. Readyng Small Businesses for Recovery: Palm Beach County's Approach – Sheridan L. Truesdale.</li><li>8. Holistic Disaster Recovery – University of Colorado.</li><li>9. County Mitigation Plan.</li></ol>
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*Attachment 1*  
**RE-DEVELOPMENT TOOLS**

1. Zoning and Subdivision Ordinances.
  - Regulate land use.
2. Building Codes and Standards.
  - Review and upgrade as appropriate to include the latest in hazard prevention construction and design.
3. Floodplain Regulations.
  - Consider strengthening floodplain standards.
4. Capital Improvement Programs.
  - a. Locate essential services, critical facilities and infrastructure outside of high hazard areas.
  - b. When siting public facilities in hazardous locations is necessary, incorporate hazard reduction measures into the design or require retrofit where economically feasible.
5. Property Acquisition.
  - a. Public acquisition of property in high hazard areas and restriction of development to uses that are water dependent or water enhanced.
  - b. Acquire lands in high hazard areas through conservation easements, purchase of development rights, purchase of property, or the right of eminent domain.
6. Taxation and Fiscal Policies.
  - a. Distribute the public costs of private development in high hazard areas by shifting more of the cost burden directly to owners.
  - b. One incentive option is to provide tax breaks for reducing land use intensities in hazardous areas.

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*Attachment 2*

**SUSTAINABLE COMMUNITY CHARACTERISTICS**

Integrate the concepts and principles of sustainable development, including disaster resistance, into the re-development plan. Consider incorporating the following “Sustainable Community Characteristics” in the re-development plan:

**Economic Security:** A more sustainable community includes a variety of businesses, industries, and institutions that are environmentally sound (in all respects); financially viable; provide training, education, and other forms of assistance to adjust to future needs; provide jobs and spend money within the community; and enable employees to have a voice in decisions that affect them. A more sustainable community also is one in which residents’ money remains in the community.

**Ecological Integrity:** A more sustainable community is in harmony with natural systems by reducing and converting waste into non-harmful and beneficial products, and by using environmental resources for human needs without undermining their ability to function over time.

**Quality of Life:** A more sustainable community recognizes and supports people’s evolving sense of well-being, which includes a sense of belonging, a sense of place, a sense of self-worth, a sense of safety, and a sense of connection with nature, and provides goods and services that meet people’s needs both as they define them and as can be accommodated within the ecological integrity of natural systems.

**Empowerment with Responsibility:** A more sustainable community enables people to feel empowered and take responsibility based on a shared vision, equal opportunity, ability to access expertise and knowledge for their own needs, and a capacity to contribute to decision that affect them.

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #14

**Public Information/Community Relations**



Primary Agency

**County  
Administration**

Recovery Support Function (RSF) #14

**Public Information/Community Relations**

<b>LEAD DEPARTMENT</b>	County Administration.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. All Department/Agency Public Information Officers.</li> <li>2. County Board.</li> <li>3. Emergency Management.</li> <li>4. Human Resources.</li> <li>5. Human Services.</li> <li>6. Impact 211.</li> <li>7. NGO Public Information Officers.</li> <li>8. Private Sector Public Information Officers.</li> </ol>
<b>PURPOSE</b>	To provide information to citizens, government employees, businesses and organizations concerning disaster recovery operations and progress; To identify necessary messages and appropriate methods of delivery.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Work with the impacted local government(s), state, federal governments, and the media to assure that accurate and timely public information is disseminated.</li> <li>2. Continue public information throughout the recovery process.</li> <li>3. Inform the business community and the general public on the provisions contained in the Redevelopment Plan.</li> <li>4. Provide community education on redevelopment activities.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Establish a post-disaster information system that will provide timely recovery information to citizens, businesses, neighborhood organizations and special interest groups.</li> <li>2. Develop and maintain an inventory of supplies and equipment needed for public information activities during post-disaster.</li> <li>3. Develop a program of public education on post disaster permitting process and procedures and policies.</li> <li>4. Ensure essential public outreach materials and public meetings are available for those who do not speak English as a first language and for persons with special needs.</li> <li>5. Form partnerships with community groups, social service organizations, religious organizations and chambers of commerce that could provide assistance in communicating messages to residents during redevelopment and establish a clear chain of communications.</li> </ol>

<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Establish joint information center (JIC), and ensure implementation of all relevant actions in CEMP Emergency Support Function #15: Public Information are undertaken.</li> <li>2. Prepare and release information about the disaster incident to the news media, affected community citizens, response personnel and other agencies and organizations.             <ol style="list-style-type: none"> <li>a. Ensure approval by the Chief elected official before issuing press releases.</li> <li>b. Maintain a file of all public information releases.</li> </ol> </li> <li>3. Serve as a central point for distributing public information, and manage the various public information tasks to include:             <ol style="list-style-type: none"> <li>a. Identify ways to distribute information to the public if normal means of transmission are not available.</li> <li>b. Provide information on the status of conditions within the disaster area.</li> <li>c. Furnish information on the availability of emergency/recovery services.</li> <li>d. Disseminate information on additional measures to take in protecting public health and safety.</li> <li>e. Assure accuracy of information before its release.</li> <li>f. Process requests for information from the media.</li> <li>g. Arrange or hold briefings to give the public access to information concerning the response or recovery process.</li> </ol> </li> <li>4. Coordinate public information releases and bulletins with the state and federal Joint Information Center (if established).</li> <li>5. Coordinate with federal Community Relation Teams. Maintain contact through the federal/state Joint Field Office.</li> <li>6. Coordinate VIP briefings or tours.             <ol style="list-style-type: none"> <li>a. Prepare to handle official visitors in a consistent manner.</li> <li>b. Make briefing information available to include maps.</li> <li>c. Brief each group on the situation, policy and procedures prior to visiting disaster sites.</li> <li>d. Determine whether it is necessary that visitors be escorted to all or some sites. Coordinate with on-site personnel as necessary.</li> <li>e. Be consistent with policies regulating access to restricted areas.</li> </ol> </li> <li>7. Keep community informed about recovery issues and changes in the recovery process.</li> <li>8. Consider establishing an information hotline regarding local government office closures, relocations or new hours.</li> <li>9. Consider utilizing multiple communication platforms (local newspapers or talk shows on the local public access cable channel), each devoted to a single topic,</li> </ol>
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	<p>e.g. Individual assistance, small business assistance, insurance, the permitting and rebuilding process, etc.</p> <ol style="list-style-type: none"> <li>10. Establish contact and coordinate with local, state, federal agencies, community organizations, faith based, the Red Cross, and others who are providing outreach information.             <ol style="list-style-type: none"> <li>a. Request that everyone distribute and use the same information.</li> <li>b. Monitor media activities and information for consistency.</li> <li>c. Coordinate with established citizen information centers to correct inaccurate information.</li> </ol> </li> <li>11. Coordinate outreach to elderly, people with disabilities, and other functional and access needs populations through local social service agencies.</li> <li>12. Coordinate outreach to non-English speaking population.</li> <li>13. Publish and distribute a list of resource phone numbers.             <ul style="list-style-type: none"> <li>• Request that local newspapers and community newsletters publish this as well.</li> </ul> </li> <li>14. Issue public information and bulletins on specific topics which may include:             <ol style="list-style-type: none"> <li>a. Property clean-up.</li> <li>b. Debris removal information.</li> <li>c. Contractor fraud.</li> <li>d. Insurance problems.</li> <li>e. Housing needs.</li> <li>f. FEMA issues.</li> <li>g. Permits and inspections.</li> <li>h. Abandoned homes.</li> <li>i. Elevation requirements.</li> <li>j. Individual assistance.</li> <li>k. Business assistance.</li> <li>l. Mail delivery.</li> <li>m. Building codes.</li> <li>n. Redevelopment policies.</li> <li>o. Tax relief.</li> <li>p. Boil water; emergency sanitation.</li> <li>q. Curfew.</li> </ol> </li> <li>15. Establish an information “clearinghouse.” Be prepared to answer questions from residents, employees, visitors, and other government agencies. People will shop around for answers, so information needs to be coordinated.</li> <li>16. Methods for distribution of information may include:             <ol style="list-style-type: none"> <li>a. Weekly newsletters.</li> <li>b. Brochures.</li> <li>c. Direct mailings.</li> <li>d. Posters.</li> <li>e. Press releases.</li> <li>f. Public broadcasting system.</li> <li>g. Community web sites.</li> <li>h. Billboards.</li> <li>i. Video tapes.</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>j. Functional and access needs information centers.</li> <li>k. Briefings at temporary shelters.</li> <li>l. Social Media.</li> </ul> <ol style="list-style-type: none"> <li>17. Consider conducting community forums and workshops:             <ul style="list-style-type: none"> <li>a. Recovery forums.</li> <li>b. Hazard preparedness and mitigation workshops.</li> <li>c. “Town hall” (community) meetings.</li> <li>d. Housing opportunity/re-housing workshops.</li> </ul> </li> <li>18. Liaison with community organizations:             <ul style="list-style-type: none"> <li>a. Chamber of Commerce.</li> <li>b. Homeowners associations.</li> <li>c. Business organizations.</li> <li>d. Civic organizations.</li> <li>e. New Groups/Councils.</li> </ul> </li> <li>19. Coordinate Speaking Engagements:             <ul style="list-style-type: none"> <li>a. County and municipal board and Council Meetings.</li> <li>b. Workshops.</li> <li>c. Conferences.</li> </ul> </li> <li>20. Publicize Redevelopment Plan Policies.             <ul style="list-style-type: none"> <li>a. Prepare and distribute brochures, video presentations and/or public service announcements that describe the following recovery and redevelopment activities:                 <ol style="list-style-type: none"> <li>(1) Planned response to a major or catastrophic disaster.</li> <li>(2) Policy of reentering evacuated and disaster areas.</li> <li>(3) Redevelopment priorities.</li> <li>(4) Build-back policy.</li> <li>(5) Debris clearance strategies.</li> </ol> </li> </ul> </li> <li>21. The Recovery Action Team reviews and approves these education materials prior to distribution.</li> <li>22. Disseminate public education on Permitting Procedures at Disaster Assistance Centers.</li> <li>23. Work with various media outlets to reach functional and access needs as appropriate populations that are particularly vulnerable.</li> <li>24. Collaborate with faith and community organizations to collect evacuation contact information and assist in disseminating recovery information.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	1. Washington County PIO Procedures.

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #15

## Volunteers & Donations



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

Primary Agency

Emergency Management

Recovery Support Function (RSF) #15

**Volunteers & Donations**

<b>LEAD DEPARTMENT</b>	Emergency Management.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. American Red Cross.</li> <li>2. CERT.</li> <li>3. Community and Faith Based Organizations.</li> <li>4. Corporation Counsel.</li> <li>5. DNR.</li> <li>6. Finance.</li> <li>7. Human Services.</li> <li>8. IMTs.</li> <li>9. Long Term Recovery Committees.</li> <li>10. Salvation Army.</li> <li>11. United Way of Washington County.</li> <li>12. Washington County VOAD.</li> <li>13. Washington County Volunteer Center.</li> <li>14. WI VOAD.</li> </ol>
<b>PURPOSE</b>	To coordinate offers of assistance by citizens and non government organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Volunteers will be utilized as required to augment recovery efforts.</li> <li>2. Washington County will coordinate with State Emergency Management to continue the delivery of donated goods to the affected area(s) and individuals as appropriate during the recovery process.</li> <li>3. Volunteers must be registered in writing through the affected local jurisdiction.</li> <li>4. Volunteers will assume responsibility for following the instructions of the supervisors and adhere to the safety precautions as provided to them.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<p><b><u>VOLUNTEERS.</u></b></p> <ol style="list-style-type: none"> <li>1. Develop a County volunteer management plan for coordinating the influx of volunteers offering their services to Washington County in time of disaster. Include provisions for referring needed services to appropriate RSF(s) for consideration. Coordinate planning with other participant organizations.</li> <li>2. Identify community organizations that can assist with short and long term recovery programs and tasks.</li> <li>3. Develop a long-term recovery volunteer recruitment program.</li> <li>4. See CEMP Emergency Support Function (ESF) #17: Volunteers and Donations for additional tasks.</li> </ol>

	<p><b><u>DONATIONS.</u></b></p> <ol style="list-style-type: none"> <li>1. Develop a County plan for the management of donations. Coordinate plan development with the state donations management plan.</li> <li>2. See CEMP Emergency Support Function (ESF) #17: Volunteers and Donations for additional tasks.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <p><b><u>VOLUNTEERS.</u></b></p> <ol style="list-style-type: none"> <li>1. Implement, review and update the County’s Volunteer Management Plan (see CEMP Emergency Support Function (ESF) #17: Volunteers and Donations). Ensure methods are established for integrating spontaneous volunteers into other organized volunteer groups and nonprofit agencies. Ensure county-wide and state coordination mechanisms are in place.</li> <li>2. List likely recovery volunteer tasks.</li> <li>3. Determine legal and insurance requirements for use of volunteers during recovery.</li> <li>4. Establish guidelines for proper usage of County and municipal equipment by volunteers, i.e. vehicles, cell phones, credit cards, etc.</li> <li>5. Develop an inventory (with points of contact) of recovery volunteer resources.</li> <li>6. Determine present and future need for volunteer recovery resources.             <ul style="list-style-type: none"> <li>• Communicate with the other RSFs. Determine what volunteer resources they may require.</li> </ul> </li> <li>7. Receive and maintain records on volunteer hours and locations they worked. This helps off-set the County’s matching funds “commitment” required for receiving federal disaster recovery monies.</li> <li>8. Provide information to the media (through the PIO RSF #14 Public Information/Community Relations) concerning the proper method(s) of offering recovery services to disaster victims in Washington County.</li> <li>9. Coordinate housing for volunteers as needed.</li> </ol> <p><b><u>DONATIONS.</u></b></p> <ol style="list-style-type: none"> <li>1. Implement, review and update the County’s Donations Management Plan as needed. (see CEMP Emergency Support Function (ESF) #17: Volunteers and Donations).</li> <li>2. Determine present and future needs for donated goods (type and approximate numbers).             <ul style="list-style-type: none"> <li>• Communicate with the other RSF’s. Determine what kinds of donated goods they may require.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Set-up a mechanism to receive cash donated specifically for disaster victims.             <ul style="list-style-type: none"> <li>• Publicize where to send donations and how to make out the checks.</li> </ul> </li> <li>4. Decide how, where and when to distribute donated funds.             <ul style="list-style-type: none"> <li>• Set up a coalition of community groups or representatives to decide who is most in need and what kinds of needs will be the highest priority.</li> </ul> </li> <li>5. Ensure county-wide and state coordination mechanisms are in place.</li> <li>6. Receive offers of donated goods (non-cash).</li> <li>7. Ensure procedures are established for receiving, storing, sorting and distributing donated goods to include accepting special types of donations (i.e., cash, perishable materials, etc.).</li> <li>8. Put out guidance for other community agencies and organizations that might receive donations and offers.             <ol style="list-style-type: none"> <li>a. Shipments of unsorted donations should be directed to the county/state established Recovery Staging Area for sorting, inventorying and repacking.</li> <li>b. Supplies will then be sent to county Response/Recovery Centers for dispersion to geographical division level distribution centers.</li> <li>c. Large shipments of needed but unsorted relief supplies will be sent to the County Relief Center for sorting, inventorying and palletizing for shipment to staging areas.</li> </ol> </li> <li>9. Coordinate delivery system of donated goods to affected populations.</li> <li>10. Establish and implement procedures for disposing of unneeded or unusable items.</li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Washington County Volunteer Management Guidance.</li> <li>2. Washington County Donations Management Guidance.</li> <li>3. State Donations and Volunteer Guidance.</li> </ol>

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #16

**Reentry, Security**



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

Primary Agency

**Washington County Sheriff's Office**  
**Local Law Enforcement**



Recovery Support Function (RSF) #16

**Reentry, Security**

<b>LEAD DEPARTMENT</b>	Washington County Sheriff’s Office. Local Law Enforcement.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. 911 Communications Centers.</li> <li>2. Corporation Counsel.</li> <li>3. Fire/EMS.</li> <li>4. Highway.</li> <li>5. Public Works.</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. To promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the impacted local government(s) and its economy; and to provide uniform guidance following a large-scale disaster to law enforcement personnel who direct access into the impacted area.</li> <li>2. This RSF includes procedures to ensure safe and orderly reentry and clarifies the roles and responsibilities of local and state agencies that may be involved in reentry.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Expedite the return of citizens who desire access to their property.</li> <li>2. The final reentry decision to allow residents to reenter the impact area shall rest with the local government officials.</li> <li>3. The reentry phases can escalate and de-escalate depending upon the event, and decisions by the Recovery Action Team.</li> <li>4. Security operations focus on:             <ol style="list-style-type: none"> <li>a. Restricting entry into damaged areas.</li> <li>b. Preventing looting in damaged areas.</li> <li>c. Advising citizens of risk.</li> <li>d. Providing security for recovery workers, VIPs, critical facilities, etc.</li> </ol> </li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Develop and maintain a Reentry Plan.</li> <li>2. List and prioritize essential routes to be utilized for response and recovery; Coordinate list with RSF #3 Debris Management.</li> <li>3. Determine reentry liability issues and the legal implications of reentry; Develop public notices to be used in the reentry process.</li> <li>4. Develop a public notice that emphasizes the need for people to exercise caution that law enforcement officers can distribute to people reentering a devastated area.</li> <li>5. Develop a list of critical facilities that will require security during reentry.</li> <li>6. Maintain a reentry identification system.</li> </ol>

	<p>7. Develop an occupant “waiver system” that includes a release of liability to allow early reentry and to be able to track and account for people entering impact areas. Reentry decision considerations include accessibility, health and safety risks, and security of other’s property.</p> <ul style="list-style-type: none"> <li>• Develop safe re-entry criteria for areas slated for redevelopment.</li> </ul>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Activate the local government Reentry Plan.</li> <li>2. Determine reentry routes.</li> <li>3. Coordinate with RSF #3 Debris Management to prioritize the clearing of essential routes utilized for response and recovery.</li> <li>4. Determine locations for reentry checkpoints and roadblocks.</li> <li>5. Direct municipal and mutual aid law enforcement officers to establish and staff checkpoints during reentry.</li> <li>6. Monitor entry into devastated areas; Monitor road conditions and report traffic flows and counts.</li> <li>7. Coordinate with RSF #14 Public Information/Community Relations to publicize reentry information.</li> <li>8. Advise persons reentering impacted areas about hazards.</li> <li>9. Coordinate security at critical facilities, as well as security and escort for recovery workers, VIPs, etc.</li> <li>10. Recommend the implementation of curfews and other crime prevention measures as necessary.</li> <li>11. Consider using public transportation systems to move people back into evacuated areas.</li> </ol>
<p><b>ATTACHMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Reentry Standard Operating Procedure (SOP).</li> </ol>
<p><b>REFERENCES</b></p>	<p>None.</p>

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*Attachment 1*  
**EXAMPLE REENTRY STANDARD OPERATING PROCEDURE (SOP) –  
PHASED APPROACH**

**A. FIRST PHASE.**

1. Reentry of agencies and groups that play key roles in restoring normal after a disaster. They include the following:
  - a. Public Works Road Clearance Crews.
  - b. Fire/Rescue and Search/Rescue personnel.
  - c. Infrastructure and Utilities Repair Personnel.
  - d. Debris management contractors.
  - e. Damage Assessment Teams: These may include FEMA, state, and local officials.
  - f. Other personnel at the discretion of the Washington County EOC.
2. Ensure identification of Level I priority groups are verified at established checkpoints.
  - a. Provide law enforcement officials at checkpoints with the list of all agencies and groups vital in the immediate restoration.
  - b. Require all Level I personnel to present employee identification.
3. Monitor entry into devastated areas and provide the Washington County EOC with information on road conditions and status of impacted areas as well as information about roadblocks and detours.

**B. SECOND PHASE.**

1. Reentry of support agencies and critical businesses. Entry is based on the determination of the Washington County EOC and public safety personnel. These groups include the following:
  - a. Relief Workers.
  - b. Healthcare Agencies.
  - c. Critical Business Operations. (Coordinate with RSF #1 Damage Assessment/Impact Analysis for determination/ clarification.)
  - d. Insurance adjusters.
2. Ensure identification of Level II priority groups is verified at established checkpoints and warnings of risks and dangers within impacted areas are distributed.
  - a. Provide law enforcement officials at checkpoints with the list of support agencies and critical businesses.
  - b. Require all Level II personnel to present employee identification.
3. Monitor entry into devastated areas.

**C. THIRD PHASE.**

1. Reentry of residents and non-critical business operators. Allow reentry when the following factors are resolved:
  - a. Access: Major routes are intact and passable.
  - b. Public Health: Threat to public safety is acceptable to citizens and public officials.
  - c. Rescue: All search and rescue operations have been completed.
2. Ensure identification of Level III priority groups is verified at established checkpoints and warnings of risks and dangers within impacted areas are distributed.
3. Require residents and business operators to show proper identification/documentation to enter an impacted area.
  - a. Proper identification for resident access includes:
    - (1) Current driver's license (in cases where an address on a driver's license does not correspond to the area being entered, other documents, see below, will be accepted).
    - (2) Voter registration.
    - (3) Utility bill.
    - (4) Mortgage deed.
    - (5) Property tax documents.
    - (6) Car registration.
  - b. Proper identification for business operators includes:
    - (1) Business license showing ownership.
    - (2) Current utility bill.
    - (3) Certificate of use.
    - (4) Lease documents or similar documents.
  - c. Proper identification for business employees includes:
    - (1) Employee identification badge.
    - (2) Current payroll stub.
4. Coordinate with RSF #14 Public Information/Community Relations to publicize reentry information concerning when and where it is safe to return to impacted areas.
  - a. Ensure that the public is informed about the forms of identification required for reentry.
  - b. Consider informing the public via the Internet, press releases, live interviews, and mobile AM/FM radios.

**D. OTHER CONSIDERATIONS.**

1. Establish a Credential Verification Area (CVA) at each checkpoint for people with questionable identification.
2. Reduce traffic lanes to better manage checkpoints as appropriate.
3. Washington County may request the assistance of Public Works to enact traffic control procedures to avoid congestion and promote the movement of emergency vehicles and relief supplies. If necessary, the following steps will be taken to improve traffic conditions:
  - a. Install temporary four-way stop signs at uncontrolled intersections if traffic signals and signs are damaged or destroyed.
  - b. Establish temporary street signs on barricades, telephone poles, or spray paint curbs or pavements.
  - c. Sign major intersections and routes near response recovery centers, staging and distribution centers and hospitals first.
4. Reentry security, focus on four tasks:
  - a. Restricting entry into damaged areas.
  - b. Preventing looting in damaged areas.
  - c. Advise citizens of risks.
  - d. Providing security for recovery workers, VIPs, at critical facilities, etc.

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #17

**Economic Restoration & Development**



**WASHINGTON**  
EST **COUNTY** 1836  
W I S C O N S I N

Primary Agency

**County Administration/Washington Co.  
Economic Development Corporation (EDWC)**



Recovery Support Function (RSF) #17

**Economic Restoration & Development**

<b>LEAD DEPARTMENT</b>	Washington County Economic Development Corporation (EDWC).
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. CDBG.</li> <li>2. Chamber(s) of Commerce.</li> <li>3. Corporation Counsel.</li> <li>4. County Board.</li> <li>5. Emergency Management.</li> <li>6. Farm Bureau.</li> <li>7. Finance.</li> <li>8. Local Economic Development Organizations.</li> <li>9. Local Governments.</li> <li>10. Register of Deeds.</li> <li>11. Treasurer.</li> <li>12. UW Extension.</li> <li>13. WI Housing &amp; Economic Development Authority (WHEDA).</li> </ol>
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. Establish a partnership between Washington County and its local governments and the County's business community to restore the local economy following disaster.</li> <li>2. Identify local government and business post-disaster roles and relationships.</li> <li>3. Identify economic recovery assistance programs.</li> <li>4. Encourage the development of business preparedness and mitigation programs.</li> </ol>
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Encourage and assist private sector entities to develop response and recovery plans and programs.</li> <li>2. Work with the private sector to expedite the restoration of business and industry in the post disaster environment.</li> <li>3. Coordinate with appropriate state and federal entities to expedite the provision of financial and other assistance to damaged business enterprises.</li> <li>4. Assist the private sector in reestablishing normal activities and operations as quickly as possible.</li> <li>5. Reestablish access to businesses as conditions permit.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Encourage development/implementation of a continuing business preparedness and recovery education program to encourage local business to:             <ol style="list-style-type: none"> <li>a. Purchase applicable insurance.</li> <li>b. Develop business interruption plans/business continuity of operations.</li> <li>c. Secure/Protect (back up) vital business records and documentation.</li> <li>d. Identify alternate vendors for essential supplies and equipment.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"><li>e. Develop inventory recovery strategies.</li><li>f. Acquire back-up equipment and emergency power.</li><li>g. Develop company and facility emergency plans.</li><li>h. Develop mitigation programs: Retrofit vulnerable structures; Work to minimize vulnerability of content to damages (content damage can be a major source of loss, even absent structural failure).</li><li>i. Develop employee emergency preparedness programs.</li><li>j. Develop emergency response capacity, i.e. response teams, equipment, supplies.</li><li>k. Develop mutual aid agreements.</li></ul> <ol style="list-style-type: none"><li>2. Distribute business preparedness and recovery materials including business continuity tools.<ul style="list-style-type: none"><li>• Develop disaster preparation and business continuity planning tools to assist business owners in developing a plan and list of available resources.</li></ul></li><li>3. Present educational workshops for businesses.</li><li>4. Locate possible sites for Business Assistance Centers, using GIS data analysis and mapping. Include:<ol style="list-style-type: none"><li>a. Local government and county properties.</li><li>b. Property with phone/computer capabilities.</li><li>c. Vacant land near business districts for siting mobile office units.</li><li>d. Pre-arranged agreements for use of the spaces.</li></ol></li><li>5. Develop business project rating criteria for use by economic development organizations for prioritizing business redevelopment.</li><li>6. Determine the feasibility of establishing a tax-deductible business relief fund account (to be managed by RSF #5 Unmet Needs that can accept relief contributions for businesses. Determine a process for disbursing relief money.</li><li>7. Identify and list sources of federal, state, and local funding for business post-disaster relief programs. Include such sources such as FEMA assistance, Small Business Administration loan programs, etc.</li><li>8. Determine the feasibility of a business “mutual aid program.”</li><li>9. Determine with the local banking community the feasibility of and criteria for “bridge loans” for businesses immediately following disaster.</li><li>10. Form regional economic partnerships and economic planning on a regional basis.</li><li>11. Provide incentives and encourage businesses to develop business continuity plans.</li><li>12. Assess current economic incentive programs. Revise and augment, if necessary.</li><li>13. Identify strategies to improve business preparedness and continuity planning.</li><li>14. Develop list of businesses that will be key in post disaster redevelopment and act as points of contact following a disaster.</li><li>15. Maintain formalized resource inventory database for businesses to catalog resources to link business to business services.</li><li>16. Pre-identify large businesses that have potential resources for assisting small businesses implement their business continuity plans.</li></ol>
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<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Determine the scope of disaster impacts to the business community; Obtain information from RSF #1 Damage Assessment/Impact Analysis.</li> <li>2. Assess usable business locations, establishments.</li> <li>3. Encourage community and Economic Development entities to function as the local government liaisons to work with the business community during recovery.</li> <li>4. Distribute information on available emergency assistance and recovery programs for businesses and their employees; Encourage impacted businesses to apply for available recovery assistance immediately following the disaster; Provide assistance with applications and paperwork as necessary.</li> <li>5. Determine business “unmet needs.”</li> <li>6. Coordinate the placing of small businesses in temporary office sites.</li> <li>7. Identify the business community's immediate needs and issues, such as:             <ol style="list-style-type: none"> <li>a. Communication channels with County and local governments: what information does government want from them? Also, they want status reports from government.</li> <li>b. Access to County and local government policy making and policy makers (Recovery Action Team).</li> <li>c. Liaison to (business association) to Recovery Action Team; Individual representation (inform government of small merchants' personal plights); Mutual learning: expressing and understanding of public and private sector perspectives during recovery period.</li> <li>d. Involvement with discussions of potential remedies.</li> <li>e. Assistance with communication to employees.</li> <li>f. Assistance with communication between property owner / merchant.</li> <li>g. Access to their place of business (limited access to buildings: business records, personal, financial).</li> <li>h. Reestablishment of infrastructure and essential services necessary for business resumption. Coordinate with RSF #9 Repair and Restoration of Public Infrastructure, Services and Buildings (Public Assistance).</li> <li>i. Building and construction issues. Streamline permitting process if necessary.</li> <li>j. Information about building conditions (possible demolition of their buildings).</li> <li>k. Inventory and property recovery (extended access to their buildings).</li> <li>l. Cleanup, debris removal at business locations.</li> <li>m. Temporary business space.</li> <li>n. Temporary business services.</li> </ol> </li> <li>8. Establish and activate physical and virtual Business Assistance Centers (BAC's),</li> </ol>
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	<p>strategically located to provide optimum assistance to “hard-hit” business areas. Coordinate with Workforce organizations. BAC functions to include:</p> <ol style="list-style-type: none"> <li>a. Disaster assistance loans/funding for businesses.</li> <li>b. Information clearinghouse on all business-related issues.</li> <li>c. General office support (employee pool, rehab needs, etc).</li> <li>d. Employee (workforce) pool.</li> <li>e. Employment counseling services.</li> <li>f. Training for small businesses.</li> <li>g. Marketing.</li> </ol> <ol style="list-style-type: none"> <li>9. As practical consider providing wireless internet access hubs within the Community near business districts and office parks to facilitate communication connectivity.</li> <li>10. Allow business owners to apply for a special permit to allow onsite employee housing in the event of a disaster.</li> <li>11. Execute agreements for obtaining supplies for temporary offices and business recovery centers. Develop supply lists; estimate amount needed.</li> <li>12. Set up a process to keep business people involved in community-wide recovery decisions.</li> <li>13. Ensure public meetings are conducted to explain economic redevelopment plans, activities and priorities.</li> <li>14. Coordinate with RSF #14 Public Information; Community Relations to access business community newsletters, bulletin boards, communication networks.</li> <li>15. Coordinate the provision of security at business sites (protection of inventory, assets) as appropriate.</li> <li>17. Provide comment to Recovery Action Team on economic recovery priorities and issues:             <ol style="list-style-type: none"> <li>a. Reestablish the tourist industry.</li> <li>b. Reestablish the banking and financial community.</li> <li>c. Reestablish the business community.</li> <li>d. Promote redevelopment opportunities in damaged areas that enhance recreational and commercial activities.</li> <li>e. Examine use of temporary structures to allow damaged business and other economic enterprises to carry out their activities until their damaged facility is rebuilt or replaced.</li> <li>f. Compliance with revised building codes.</li> <li>g. Compliance with construction standards to comply with future disaster assistance criteria from Federal/state agencies.</li> <li>h. Determine new types of construction to use in repairing and rebuilding damaged firms.</li> </ol> </li> <li>18. Enhance capabilities of workforce development centers as a resource for job skills matching and as a tool for displaced workforce to find alternative work             <ul style="list-style-type: none"> <li>• Develop non-technology dependent method for skills assessment and placement in the event technologically-based skills assessment is not available or non-operational.</li> </ul> </li> </ol>
<b>ATTACHMENTS</b>	None.

<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Community and Economic Development Plans.</li><li>2. WI Community Economic Recovery Guidebook (Safeguarding Your Economy from Disaster) - WI Economic Development Corp.</li></ol>
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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #18

## Environmental Concerns



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

Primary Agency

Planning & Parks

Recovery Support Function (RSF) #18  
**Environmental Concerns**

<b>LEAD DEPARTMENT</b>	Planning & Parks.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. County Attorney.</li> <li>2. Environmental Organizations.</li> <li>3. EPA.</li> <li>4. Parks and Recreation.</li> <li>5. Planning and Zoning.</li> <li>6. Public Health.</li> <li>7. WI Department of Natural Resources.</li> </ol>
<b>PURPOSE</b>	To identify and implement projects or programs that restore, enhance, or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation and reduce impacts from natural disasters. By integrating these environmental projects or programs into its disaster recovery, Washington County aims to save money, improve its quality of life, and contribute to the overall health, safety, and welfare of its citizens, thus building a sustainable community.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Protect or enhance the County’s environmental quality by:             <ol style="list-style-type: none"> <li>a. Preserving, conserving, restoring natural resources, including open space.</li> <li>b. Managing storm water runoff.</li> <li>c. Preventing and/or remediating pollution (air, water, soil, other).</li> </ol> </li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Coordinate with WI Department of Natural Resources (WI DNR).             <ol style="list-style-type: none"> <li>a. Coordinate with and receive technical support as appropriate especially in areas where the WI DNR has expertise and regulatory authority, such as water quality, wastewater, waste management facilities and regulation of wetlands and submerged lands.</li> <li>b. With regards to WI DNR -permitted environmental facilities, whether they are solid waste, water or wastewater facilities, the WI DNR permits and regulations contain specific requirements to ensure that the facilities are properly designed, and that they are operated in a safe manner to prevent or minimize impacts to the environment and public health. This includes requirements to prepare for, and respond to pollutant spills and equipment malfunction if they were to occur during a natural disaster such as tornadoes and floods.</li> <li>c. Coordinate public outreach and disseminate information to the public including information posted by WI DNR.</li> </ol> </li> <li>2. Identify and list potential environmental damages and problems from likely hazards; Describe the characteristics of the environment; Estimate the probable</li> </ol>

	<p>types and degree of damage; Identify development trends in the sensitive areas.</p> <ol style="list-style-type: none"> <li>3. Map the environmentally sensitive areas; Display potential environmental damages. Compile critical species and habitat information in existing conservation areas.</li> <li>4. Identify environmental projects and programs that will protect natural resources and open space while simultaneously reducing damage from natural disasters.             <ul style="list-style-type: none"> <li>• Chances of success increase when environmental projects and programs reinforce solutions to other problems, such as wetlands protection, non-point source pollution reduction, erosion control, or a need for open space and recreational areas. At the same time, these projects and programs will curtail development in the most dangerous or hazardous locations in the community, thereby saving money and lives.</li> </ul> </li> <li>5. Identify environmental projects or programs that make the local government less vulnerable to future disaster. Process: Ensure that each environmental project and program is realistic, technically possible, economically feasible, politically workable, and socially acceptable; Decide on a public involvement process; Invite representatives of the public and non-profit organizations to participate; Incorporate comments into the planning process and plans; Establish a regular process for providing information and receiving ideas.</li> <li>6. Develop an environmental recovery plan that becomes part of the County’s comprehensive plan. Include contingency plans that contain surface water clean-up procedures.</li> <li>7. Make information on disasters and environmental characteristics available for use in community comprehensive planning.</li> <li>8. Analyze existing contamination response and cleanup plans.</li> <li>9. Identify licensed hazardous waste disposal and licensed environmental testing contractors.</li> <li>10. Establish a community awareness program concerning post-disaster hazardous waste and debris.</li> <li>11. Assess existing facilities containing hazardous materials or pollutants for use in determining redevelopment siting options.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Assess and document all environmental damage to impacted areas.             <ul style="list-style-type: none"> <li>• Coordinate with RSF #1 Damage Assessment/Impact Analysis; Obtain information on disaster-related impacts to the environment.</li> </ul> </li> <li>2. Develop an initial environmental impact assessment; Review often and revise after a more comprehensive impact assessment is provided.</li> </ol>



	<ol style="list-style-type: none"> <li>3. Coordinate with RSF #3 Debris Management to ensure environmental testing before designating debris waste sites.</li> <li>4. Establish and maintain liaison among federal, state, and local officials concerned with environmental impacts and issues.</li> <li>5. Review the relevant local government’s current land use ordinance. In terms of the disaster environmental impacts, determine what, if any, changes or additions are necessary. Make recommendations.</li> <li>6. Apply for relevant post-disaster federal and state environmental programs and funds.</li> <li>7. Integrate post-disaster environmental projects and programs into the comprehensive plan and recovery program.             <ul style="list-style-type: none"> <li>• Coordinate with RSF #13 Redevelopment (Planning and Community Development) to ensure that environmental plans and programs are integrated into local government’s Redevelopment Plan (Comprehensive Plan), and not duplicate efforts or add another layer of planning.</li> </ul> </li> <li>8. Coordinate with RSF #19 Mitigation to revise and strengthen the mitigation plan by setting priorities that include environmental projects or programs as an important component.             <ul style="list-style-type: none"> <li>• Integrating projects or programs that restore, enhance, and protect the natural landscape into a comprehensive or recovery plan(s) can help guide the disaster recovery and reconstruction along paths that will reduce or eliminate damage from future disaster.</li> </ul> </li> <li>9. Monitor the environmental projects and programs initiated to determine how effective they are and whether they need to be changed. Three performance measures should provide the needed information:             <ol style="list-style-type: none"> <li>a. Objective results data: statistics that are observable and can be measured, such as number of acres in a wetland removed from potential development.</li> <li>b. Surveys and assessments of results: opinions from local government, County and State decision makers and the general public.</li> <li>c. Activity measures: information on the implementation of the project or program.</li> </ol> </li> <li>10. Coordinate with WI DNR as appropriate. Specifically:             <ol style="list-style-type: none"> <li>a. Coordinate with and receive technical support as appropriate especially in areas where the WI DNR has expertise and regulatory authority, such as water quality, wastewater, waste management facilities and regulation of wetlands and submerged lands.</li> <li>b. With regards to WI DNR permitted, environmental facilities, whether they are solid waste, water or wastewater facilities, the WI DNR permits and regulations contain specific requirements to ensure that the facilities are properly designed, and that they are operated in a safe manner to prevent or minimize impacts to the environment and public health. This includes requirements to prepare for, and respond to pollutant spills and equipment malfunction if they were to occur during a natural disaster such as a hurricane or tropical storm.</li> <li>c. Coordinate public outreach and disseminate information to the public including information posted in the WI DNR.</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>d. Coordinate post-disaster damage assessments of WI DNR permitted projects and facilities, and issuing of emergency permits and authorizations under the authority of the Governor’s Executive Order, and the WI DNR Emergency Final Orders, to help expedite reconstruction and recovery efforts.</li> <li>e. The attached web page contains examples of WI DNR programs to assist local governments with post-storm debris cleanup activities. <a href="http://dnr.wi.gov">http://dnr.wi.gov</a></li> </ul>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>1. Community Economic Recovery Guidebook (Safeguarding Your Economy from Disaster).</li> <li>2. County Smart Growth Plans.</li> <li>3. County Hazard Mitigation Plan.</li> </ul>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #19

## Mitigation



Primary Agency

Emergency Management

Recovery Support Function (RSF) #19

**Mitigation**

<b>LEAD DEPARTMENT</b>	Emergency Management.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. All County Departments.</li> <li>2. County Attorney.</li> <li>3. Local Emergency Management.</li> <li>4. Mitigation Planning Workgroup.</li> <li>5. Parks and Recreation.</li> <li>6. Planning and Zoning.</li> <li>7. WI Emergency Management.</li> </ol>
<b>PURPOSE</b>	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce local government vulnerability to natural hazards.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Focus hazard mitigation planning on both the pre- and post- disaster phase.</li> <li>2. Pre-disaster hazard mitigation planning efforts will be guided by Comprehensive Plans.</li> <li>3. Recommend mitigation standards for new construction of public facilities and existing facilities.</li> <li>4. Strengthen and enhance public education concerning hazards and land use issues.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Obtain and maintain familiarity with federal law and guidelines (Sections 404, 406 and 409 of PL 93-288; Disaster Management Act, 2000) which outline the requirements and opportunities for hazard mitigation within the recovery process.</li> <li>2. Obtain a copy of the State Hazard Mitigation Plan and related documents.</li> <li>3. Identify and list which current mandates, policies or programs are designed to reduce potential losses from natural disasters.</li> <li>4. Review and update the County vulnerability analysis to guide mitigation planning recommendations.</li> <li>5. Identify and list projects eligible for state/federal hazard mitigation funding; Include this list in County Hazard Mitigation Plan. Typical projects eligible for funding may include:             <ol style="list-style-type: none"> <li>a. Structural hazard control.</li> <li>b. Acquiring lands within Hazard Vulnerability Zones.</li> <li>c. Retrofitting, such as flood proofing to protect structures from future damage.</li> <li>d. Protection or relocation of critical facilities.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>e. Reducing government’s exposure from multiple-loss properties.</li> <li>f. Acquisition and relocation of structures from hazard-prone area.</li> <li>g. Warning system and disaster preparedness and mitigation plans to protect communities from loss of life and property.</li> <li>h. Development of local standards to protect new and substantially improved structures from disaster damage.</li> <li>i. Activities that will enhance government’s ability to quickly respond to needs after a disaster.</li> <li>j. Public education on the benefits of hazard mitigation for private property.</li> </ul> <p>6. Develop/maintain an All Hazards Mitigation Plan. Content should be consistent with current FEMA guidance (pre-disaster mitigation strategies). Mitigation Plan content may include:</p> <ul style="list-style-type: none"> <li>a. Hazard identification.</li> <li>b. Existing mitigation resources (policies, codes, ordinances, programs).</li> <li>c. Inventory of environmental, structural, social, and economic vulnerability to loss.</li> <li>d. Hazard mitigation strategies approaches and techniques.</li> <li>e. Intra-governmental and intergovernmental coordination.</li> <li>f. Public sector partnerships.</li> <li>g. Hazard mitigation opportunities (both structural and non-structural) and priorities.</li> <li>h. Designated hazard mitigation coordinator/agency.</li> <li>i. Process for plan review and updating.</li> </ul> <p>7. Develop taxation and fiscal policies that encourage mitigation such as:</p> <ul style="list-style-type: none"> <li>a. Reduced or below-market taxation for open space.</li> <li>b. Reduction of land use intensity in hazardous areas.</li> <li>c. Initiation of Temporary Development Rights (TDR’s).</li> </ul>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ul style="list-style-type: none"> <li>1. Assign a Hazard Mitigation Coordinator to lead the effort and provide overall coordination of the post-disaster mitigation planning process and grant proposal development. <ul style="list-style-type: none"> <li>• Ensure this person has the authority to cross departmental lines and ensure interdepartmental participation. Develop a post-disaster mitigation plan as appropriate.</li> </ul> </li> <li>2. Review the County’s All Hazard Mitigation Plan; Determine updates and changes needs based upon findings and projects in the post-disaster mitigation plan.</li> <li>3. Participate on an Interagency Hazard Mitigation Committee (IHMC), made up of federal, state, and local representatives who will prepare a report that serves as</li> </ul>

	<p>the basis for the post-disaster mitigation plan.</p> <ul style="list-style-type: none"> <li>• The IHMC identifies opportunities for reducing or eliminating the long-term hazard risk to people and property. The IHMC report normally includes an analysis of the disaster incident, a cultural and historical perspective regarding disasters in the impacted area, and recommendations to bring various governmental agencies together to reduce the potential for future losses.</li> </ul> <ol style="list-style-type: none"> <li>4. Coordinate with RSF #13 Redevelopment (Planning and Community Development) to ensure the Post-Disaster Mitigation Plan and strategies are linked with land use plans, subdivision regulations, building codes, storm water management plans, the capital improvement plan, and other components of the County’s Comprehensive Plan.</li> <li>5. Identify and apply for federal and state post-disaster mitigation programs and funds.</li> <li>6. Update the County’s Hazard Mitigation Plan.</li> <li>7. Provide technical information and expert advice on mitigation techniques at permitting locations. Include information about financial assistance and contractors familiar with mitigation techniques.</li> </ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Measures To Reduce The Risks From Future Disasters.</li> <li>2. Mitigation Measures.</li> </ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Federal Disaster Management Act, 2000.</li> <li>2. Washington County Hazard Mitigation Plan.</li> <li>3. Wisconsin Hazard Mitigation Plan.</li> <li>4. FEMA’s Hazard Mitigation Grant Program (HMGP) Desk Reference.</li> </ol>

*Attachment 1*

**MEASURES TO REDUCE THE RISKS FROM FUTURE DISASTERS**

1. Building standards to specify how buildings are constructed. In addition to traditional building codes, building standards can include flood-proofing requirements, and wind-bracing and anchoring requirements for new construction and similar requirements for retrofitting existing buildings, which are addressed in the Building Code.
2. Development regulations include separate zoning and subdivision ordinances to regulate the location, type, and intensity of new development. Development regulations can include flood-zone regulations; setbacks, steep slopes, and coastal erosion areas; and overlay zoning districts that apply additional development standards for sensitive lands, such as wetlands, dunes, and hillsides.
3. Capital improvement programs include: locating schools, fire stations, and other public buildings, streets, storm sewers, and other utilities outside of high hazard areas; incorporating hazard reduction measures into the design or require retrofits where economically feasible; ensuring that public facilities, particularly new roads and utilities, unless funded by property owners within the area, are not sited where they have the potential to encourage growth in high hazard zones.
4. Retrofitting includes making changes to buildings to make them more resistant to hazards.
5. Land and property acquisition, the purchasing of properties in hazard-prone areas with public funds, and restricting development to uses that are less vulnerable to disaster-related damages, and/or water dependent or water enhanced uses, i.e. acquisition of undeveloped lands, acquisition of development rights, transfer of development rights to lower-risk areas, relocation of buildings, and acquisition of damaged buildings.
6. Consider taxation and fiscal policies to distribute the public costs of private development of high hazard areas more equitably, specifically shifting more of the cost burden directly onto owners of such properties, i.e. employing impact fees to cover the public costs of development in areas of high hazards or providing tax breaks for reducing land use intensities in hazardous areas.
7. Public awareness through information dissemination on hazards, and providing educational materials to the construction industry, homeowners, tenants, and businesses. Included in this strategy are hazard disclosure policies for the real estate industry and public information campaigns to increase awareness in all sectors of the community.
8. Warning system to allow evacuation of people at risk.
9. Promoting and obtaining hazard and other insurance. Insurance is a means of sharing hazard risk and providing for financial assistance when disasters occur.



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*Attachment 2*  
**MITIGATION MEASURES**

**STRUCTURAL MITIGATION MEASURES.**

**Auxiliary Power Source.** During an emergency, an auxiliary power source is mandatory for many facilities such as hospitals and desirable for all inhabited structures. Standby generators and battery systems are the most common sources of auxiliary power during a power outage.

**Better Building Design, Engineering, Materials.** Although minimal standards for various types of construction are mandated, builders can make structures less vulnerable to certain natural and manmade hazards through the use of better design, engineering and construction materials. For example, the use of two-by-eight boards rather than the traditional two-by-six boards adds additional sturdiness to residential structures.

**Better Facility Design, Engineering, Materials, Locations.** As with individual buildings, infrastructure and other public structures can be made less vulnerable to failure through the use of better design, engineering, construction materials and careful siting of such facilities.

**Breakwaters.** A breakwater is defined as a wall extending into a body of water for the purpose of protecting a natural or artificial harbor from the waves. Breakwaters are typically built of huge stones (rubble-mound) or of pre-cast concrete blocks (block work) and can function to lessen the impact of shoreline flooding.

**Building Orientation.** Since most storms travel in a predictable direction, the location of an exterior exit downwind from the prevailing storm path maximizes the occupants' ability to exit a structure after such an occurrence.

**Bulkheads.** A bulkhead is defined as a retaining wall constructed along a body of water behind which fill is placed. A bulkhead consisting of closely set timber piles is widely used where there is a firm foundation material into which the piles may be driven. Cellular steel bulkheads are used where rock is found near the surface of the water. Bulkheads are one of several man-made structures used to mitigate the effects of shoreline flooding.

**Detention Ponds.** A detention point is defined as a surface depression designed to provide for the temporary storage of storm water runoff. By retarding the amount of runoff reaching a body of water immediately following a heavy rain, the possibility of riverine flooding is greatly diminished. If flooding does occur, such detention reduces the degree of flooding by releasing the storm water at a slower rate.

**Dikes.** A dike is defined as a mound of earth located some distance from a river, the intent of which is to contain floodwater. Dikes are one of several man-made structures often erected to provide flood protection along interior waterways.

**Drainage Systems.** A drainage system is the general term used to describe the natural features and/or man-made improvements used to carry surface water runoff from its source of accumulation to its point of discharge. Drainage systems are intended to prevent or alleviate flooding and may consist of catch basins, detention areas, detention points, retention basins, storm sewers, swales, ditches, or any combination thereof.

**Elevation.** Elevation is defined as the vertical distance above or below a fixed reference level. For the purpose of flood protection, the fixed reference level is typically the 100year flood base flood elevation (BFE). To avoid or

minimize flood damage, the lowest floor of structures should be built at or above the base flood elevation (BFE) in flood-prone areas.

**Flood Proofing.** Flood proofing is the term commonly used to describe those specific provisions taken to reduce or eliminate flood damage to properties, structures, water and sanitary facilities and other utilities. Flood proofing also includes those measures intended to protect the contents of buildings. Flood proofing measures can be included as part of the initial design and construction phase or used to retrofit existing structures and facilities.

**Groins.** A groin is defined as a wall extending from the shoreline that functions to reduce the scouring affect of water. Primarily classified by permeability, height and length, groins are usually made of stone, concrete, timber or steel and can help mitigate shoreline flooding.

**Interconnected Network Design.** Since services provided by one central facility are at greater risk than those provided by several smaller facilities, an interconnected utilities network design minimizes the negative impact of site-specific occurrences.

**Levees.** A levee is defined as an embankment built along an interior waterway to prevent the flooding of low-lying land. Permanent levees are usually earthen and may or may not have an impervious core.

**Manufactured Home Tie-Downs.** Acceptable anchoring systems for mobile homes will, when properly installed, resist movement caused by high winds and increase structural integrity.

**Reduced Use of Glass.** Although windows provide an alternate means of escape from a fire, the use of fire-resistive building materials in lieu of glass openings can retard the spread of flames. The reduced use of glass can also help mitigate the potential for bodily injury from flying glass or debris during high wind occurrences.

**Retention Basins.** A retention basin is defined as a pool, pond or basin used for the permanent storage of storm water runoff. A retention basin is similar to a detention pond in that it sores storm water runoff. However, water is permanently retained in retention basins versus being temporarily stored in a detention pond. Since such facilities retard the rate of runoff, retention basins mitigate the potential of riverine flooding.

**Revetments.** To mitigate the affects of shoreline flooding, revetments can be used to protect soil or rock surfaces. A revetment, which is defined as a rock or soil covering intended to prevent scouring by water, may be a wall but differs from the usual wall in that its function is to protect the earth not to withstand its thrust. Common revetments include asphalt sheets, beaching, pre-case or cast-in-place concrete slabs, grass, mattresses, maritime plants, and rip-rap.

**Roof Bracing.** Although building codes dictate the minimal bracing required for construction of a roof, additional boards or studs set at an angle to the primary roof supports will strengthen a roof and increase its ability to withstand higher wind velocities.

**Seawalls.** A seawall is defined as a wall or embankment used to prevent beach erosion. The main distinction between seawalls, bulkheads and revetments is a manner of purpose. Seawalls are generally the most massive of the three and are intended to resist the full force of the waves. As such, seawalls can provide the greatest protection against shoreline flooding.

**Strengthened Electrical/Phone Infrastructure.** Although underground electric and telephone installation precludes damage from hurricane force winds, the strengthening of such aboveground infrastructure through use of metal rather than wooden supports can help reduce the potential for disruption.

**Underground Utility Lines.** While such utility services as sanitary sewer lines, storm sewers, water mains and natural gas lines must be installed beneath the surface of the ground, electric and telephone lines have been traditionally located above-ground. Although more costly, the underground installation of such infrastructure can greatly mitigate the disruption of service during natural occurrences involving high winds.

**Use of Structural Connectors and Storm Shutters.** A structure is defined as the parts of a building that, in the proper combination, withstand the weight, wind, rain, snow and other forces to which a building is subjected. The use of structural connectors strengthen a structure against the stresses created during excessive wind occurrences, while the use of storm shutters minimizes the potential on injury from flying glass or debris.

**Vegetation.** Grass and other vegetative covers absorb storm water and thereby reduce the rate of storm water runoff. Vegetation also stabilizes the soil and helps prevent erosion. Therefore, vegetation can be used to reduce the potential for riverine flooding and the amount of erosion caused by shoreline flooding

### NON-STRUCTURAL MITIGATION MEASURES

**Acquisition.** If structural measures cannot preclude damage caused by flooding, communities may need to purchase flood-prone lands to minimize the negative impacts of future flooding. Public acquisition can occur through the outright purchase of such properties or through the less expensive purchase of easements or development rights. It may be possible to include the purchase of flood-prone areas as part of an acquisition program intended to provide recreational and environmental open space.

**Adequate Maintenance.** It is important that those responsible for regulating hazardous materials facilities establish procedures for the regular maintenance, inspection and testing of equipment to ensure that it is serving the purpose for which it was designed at all times.

**Adequate Roads/Vehicular Access.** Emergency response equipment must be able to reach an affected area in an expedient manner. To minimize risk to citizens and property, roadways should be of a sufficient width and surface condition to allow safe and expedient transit of emergency vehicles. Further, communities should provide for more than one means of vehicular access for emergency vehicles.

**Available All-Terrain Vehicles.** All-terrain vehicles may be necessary for emergency evacuation, emergency transit and delivery of needed supplies. Leadership should be aware of all available county all-terrain vehicles, four-wheel-drive vehicles, utility vehicles and other such vehicles and other such vehicles capable of traversing during emergencies.

**Better Building Design, Engineering, Materials.** Builders are able to make buildings less vulnerable to damage from high winds through the use of better design, engineering, and construction materials. Building codes can be used to regulate the increased sturdiness of structures by increasing the minimum standards for construction.

**Building Codes.** Building codes set minimal safety standards for construction materials, design and procedures. Codes can be used to protect new construction in hazard areas by specifying design standards for resisting the

stresses of natural and technological hazards, as well as to set standards for retrofitting existing buildings to make them less vulnerable.

**Capital Improvements Planning.** A Capital Improvements Program (CI) is a proposed schedule of future capital improvements listed in order of priority during a specified period of time. Cost estimates and the anticipated means of financing each project are also including in the CIP. Once structural measures to mitigate either riverine or shoreline flooding have been identified, these improvements should be incorporated into the capital improvements planning process.

**Comprehensive Planning.** Comprehensive or land use planning specifies the location of future growth and development, as well as the adopted goals, objectives, and policies of a community. Such plans should also delineate hazard areas, such as floodplains, and provide policies and standards to control development in these areas to reduce vulnerability.

**Deed Restrictions.** A deed restriction or restrictive covenant places restrictions on the use of land and usually is binding upon subsequent owners of the property. As a means of mitigating the damage caused by flooding, a property owner may use a deed restriction to prohibit the use of flood-prone areas for other than recreational or open space purposes.

**Design Standards/Construction Standards.** If structures and infrastructure are properly designed and constructed in accordance with industry standards, they should be strong enough to withstand all the forces to which they may be subjected and a potential failure may have been avoided.

**Emergency Alerting Systems.** Although the Emergency Alerting System (EAS) is governed by the Federal Communications Commission, local authorities are responsible for transmitting emergency information to the EAS. Additionally, the information should be translated for non-English speakers and made available to those with visual and hearing disabilities.

**Emergency Operations Plans (EOP).** Although there is no standard format for preparation of a local EOP, FEMA recommends that the EOP consist of the following three components: (1) the basic plan; (2) functional annexes in support of the basic plan; and (3) hazard-specific appendixes in support of each functional annex.

**Emergency Plans for Critical Facilities.** Critical facilities include such public facilities as fire stations, utility plants and municipal buildings, as well as private institutions such as nursing homes, hospitals, schools and jails. Since disasters directly involving critical facilities enlarge the scope of its impact, it is important to develop an emergency plan for each critical facility and with consideration to the specific challenges each presents.

**Emergency Water, Sewer and Power.** An infrastructure disaster can cripple a community that has not made arrangements for emergency water, sanitary sewer and/or electrical power to the area or areas affected by such failure.

**Hazard Analyses.** An analysis of each hazard that poses a significant threat to Washington County should be prepared and include the following: (1) information on the location and extent of risk and vulnerability the hazard presents; (2) identification of the different groups involved and their roles; (3) the potential extent of losses caused by the hazard; and (4) the benefits to be realized from mitigation.

**Litigation.** The legal issues associated with disaster response are shaped by both state and federal law. The legal

issues involved under state law include negligence, which occurs when the careless action or inaction of employees or volunteers caused injuries or property damage, and state statutory requirements. Under federal law, legal issues include both federal statutory issues and constitutional rights involved in claims resulting from land use regulation, emergency powers of law enforcement officers, limitations placed on citizens during a disaster or business inspections.

**Mutual Aid Agreements.** Mutual aid agreements are either mandated by legislation or negotiated as legal contracts. Mutual aid agreements may be for reciprocal assistance or may be non-reciprocal service contracts under which the service is provided only under disaster conditions. The most common mutual aid agreements for reciprocal assistance are among jurisdictions for police, fire, public works and emergency medical care services.

**Public Education/Emergency Public Information Materials.** To be able to educate the public, county leadership must communicate with the public. Although the most common means of communicating with citizens is through emergency public information materials like circulars and handouts, the county should take advantage of other methods of communication such as newspaper articles, radio talk shows, radio interviews and individual presentations to schools, clubs and other community groups. Television can be an effective education tool through such means as talk shows, spot announcements, interviews, specials, training tapes and government access cable channels.

**Public/Private Partnerships.** The role of the private sector in disaster mitigation and emergency preparedness is important, particularly in Washington County where the risk of disaster is well documented.

**Relocation.** Since relocation of vulnerable structures removes the threat of loss, it is now an allowable expense under the National Flood Insurance Program (NFIP) and can be assisted locally through technical assistance programs.

**Safety Codes.** In addition to the Building Officials and Code Administrators (BOCA) National Building Code, other safety codes are available for consideration and possible adoption.

**Staffing and Training of Response Personnel.** A local response training program should take advantage of programs and courses available through FEMA or the state, each of which has a training officer responsible for coordinating the delivery of federally-funded emergency management programs.

**Subdivision Regulations.** Subdivision regulations govern both the conversion of undeveloped land to building sites and the provision of improvements such as streets and utilities. Relative to hazard mitigation, local subdivision regulations can also require the flood proofing of infrastructure, the dedication of hazard areas for open space, the clustering of buildings on least hazardous sites and the disclosure of risks to prospective property owners.

**Tax Incentives.** Tax policy can provide incentives to undertake mitigation actions. For example, the county can establish “preferential” or “use value” taxes for properties located in the flood-prone areas if the property owner agrees to maintain a low-density use of the land. In this way, property is taxed on the basis of its actual income production rather than its market value.

**Transfer of Development Rights.** A Transfer of Development Rights (TDR) program is intended to use properties located within a high hazard area for recreational or open space purposes by compensating the property owners

for the loss of their right to develop it in more intense land uses. A typical TDR program establishes both a preservation district and a development district. Landowners in the preservation or “sending” district may sell their development rights to landowners in the development or “receiving” district who may then use these rights to build at higher densities than allowed under current zoning standards.

**Watershed Management.** A watershed is defined as the total area drained by a given stream or river. The plan for management of a watershed should include a complete watershed analysis. Such an analysis provides statistical, schematic and graphic information that can be used to calculate potential runoff, to simulate flooding conditions, to analyze proposed site plans and to storm drain layout.

**Zoning Ordinances.** Zoning ordinances regulate the use of land and structures; standards for setbacks, yards, building height, lot size and density; and establish the method for dealing with nonconforming uses and structures. Zoning can be used to limit development in hazard-prone areas to establish performance standards that reduce vulnerability and to create incentives for development that incorporate hazard mitigation.

Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #20

**Recovery Administration & Finance**



Primary Agency

**Washington County Finance Department**



Recovery Support Function (RSF) #20

**Recovery Administration & Finance**

<b>LEAD DEPARTMENT</b>	Washington County Finance Department.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. County Administration.</li> <li>2. County Attorney.</li> <li>3. County Board.</li> <li>4. Emergency Management.</li> <li>5. Highway.</li> <li>6. Human Resource.</li> <li>7. Human Services.</li> <li>8. Municipal Finance Departments.</li> <li>9. Purchasing Departments.</li> <li>10. Treasurer.</li> </ol>
<b>PURPOSE</b>	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Ensure adequate cash flow during the recovery process to provide essential public health and safety services, and emergency repairs.</li> <li>2. Local government entities will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing emergency purchasing procedures.</li> <li>3. The County may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. Washington County and its local governments may also collect damages from its insurance carriers. Documentation of expenditures will maximize the reimbursements and assistance that the County and its citizens will receive. All local government entities are expected to include requirements for emergency and recovery fiscal record keeping in their Standard Operating Guides (SOGs) and must use the specified forms.</li> <li>4. Documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center and throughout the recovery period.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Obtain a current copy of FEMA’s Public Assistance Program and Project Eligibility Handbook and other related information (includes authorities, work eligibility, cost eligibility, application procedures, project worksheets); Be aware of the different rules governing eligible costs for permanent, temporary and volunteer workers; Be aware of different documentation needed by various programs.</li> <li>2. Obtain training in the federal/state disaster assistance process before the disaster.</li> <li>3. Establish and maintain a system to identify and compile incident costs for State</li> </ol>

	<p>and Federal reimbursements.</p> <ol style="list-style-type: none"> <li>4. Design a “disaster cost-tracking documentation system.” Base it on state and federal requirements. Should be compatible with normal accounting system.</li> <li>5. Establish accounting and documentation procedures for recovery activities to include:             <ol style="list-style-type: none"> <li>a. Financial donations (coordinate with RSF #5: Unmet Needs) to establish procedures to accept and disperse cash donations to be used for both individual and other community unmet needs).</li> <li>b. Emergency procurement guidelines.</li> <li>c. Recovery accounting and record keeping system, including personnel time and attendance, contract work, equipment, supplies, and other expenditures.</li> <li>d. Tax adjustments for damaged property.</li> <li>e. Audit and documentation requirements.</li> </ol> </li> <li>6. Train staff to implement and use the disaster documentation system.</li> <li>7. Identify strategies to recover un-reimbursed disaster costs: re-budgeting, bonds, taxes.</li> <li>8. Research and list sources of recovery grant assistance and related funding programs. Maintain a list of funding sources and update annually.             <ul style="list-style-type: none"> <li>• Develop a proactive stance and partner with other funding organizations.</li> </ul> </li> <li>9. Review insurance policies and programs; Identify vulnerable areas and government assets; obtain insurance as appropriate.</li> <li>10. Create a countywide clearinghouse of all materials relevant to implementing recovery finance operations and to provide access to contracts, assistance agreements, and other administrative actions.</li> <li>11. Establish procedures for providing municipalities with financial assistance.             <ul style="list-style-type: none"> <li>• Project potential revenue shortfalls caused by disaster impacts, i.e. evaluate jurisdictional revenues in conjunction with a vulnerability analysis to determine potential financial impacts.</li> </ul> </li> <li>12. Develop systems that can project impacts to revenues from disasters. Assess post-disaster financial staffing needs and financial administrative procedures.</li> <li>13. Identify and research potential financial sources that can augment or bridge the financial gap if projected estimates for recovery costs will exceed reserves.</li> <li>14. Develop financial contingency plans.</li> <li>15. Research use of bonds in other disaster impacted communities. Consider developing a debt management policy or set of criteria to issue post-disaster bonds.</li> </ol>
<p><b>RECOVERY TASKS</b></p>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Purchasing.</li> </ol>

	<ul style="list-style-type: none"> <li>a. Facilitate the acquisition of supplies, equipment, and services necessary to support recovery actions.                             <ul style="list-style-type: none"> <li>• Ensure that all obligation documents initiated in the incident are properly prepared, completed and recorded for reimbursement as appropriate.</li> </ul> </li> <li>b. Determine if normal competitive bidding procedures should be waived to expedite response and relief efforts.                             <ul style="list-style-type: none"> <li>• Maintain responsible effort to foster competition for work; solicit proposals by phone or other means from more than one vendor.</li> <li><b>Note:</b> Verbal contracts may be eligible for reimbursement if a record of the conversation is kept and followed up with a written contract as soon as practicable.</li> </ul> </li> </ul> <p>2. Administrative Services.</p> <ul style="list-style-type: none"> <li>a. Provide legal guidance. Corporation Counsel:                             <ul style="list-style-type: none"> <li>(1) Prepare additional ordinances or other legal documents necessary to continue recovery activities on an as needed basis.</li> <li>(2) Review documents for legal sufficiency.</li> <li>(3) Investigate claims/legal actions against local government resulting from disaster response activities.</li> </ul> </li> <li>b. Ensure supply of vouchers, receipts, and other forms.</li> <li>c. Oversee the development and execution of contractual agreements for disaster related services (debris removal, public building repair and restoration, equipment rental or leasing).                             <ul style="list-style-type: none"> <li>• Establish a process to monitor contractual performance.</li> </ul> </li> <li>d. Coordinate supply contracts.</li> <li>e. Manage activities related to worker’s compensation programs.                             <ul style="list-style-type: none"> <li>(1) Maintain records on injuries or illnesses for disaster workers associated with the disaster incident.</li> <li>(2) Coordinating investigations related to workman compensation/injury claims.</li> </ul> </li> <li>f. Maintain accurate data on disaster response and recovery costs.                             <ul style="list-style-type: none"> <li>(1) Assess and report on status of agency budgets to determine ability to handle disaster caused costs.</li> <li>(2) Assure that personnel and equipment costs are properly identified and filed.</li> <li>(3) Obtain and record cost data.</li> <li>(4) Analyze and prepare disaster incident cost estimates.</li> <li>(5) Provide cost estimates of resource use.</li> </ul> </li> <li>g. Risk Management:                             <ul style="list-style-type: none"> <li>(1) Obtain final damage assessment.</li> <li>(2) Determine insured losses and uninsured losses.</li> <li>(3) Compile personnel injury claims/reports.</li> </ul> </li> </ul> <p>3. Documentation of Disaster Costs.</p> <ul style="list-style-type: none"> <li>a. Activate the County’s “disaster cost–tracking documentation system.”                             <ul style="list-style-type: none"> <li>(1) Direct Departments to keep accurate records separating disaster operational expenditures from day–to–day expenditures.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>(2) Ensure all departments are using the disaster “project code” in charging disaster related costs, i.e. labor, materials, equipment and supplies.</li><li>(3) Normally used fund numbers, department/division numbers and object code numbers to charge the costs should remain the same.</li><li>b. Implement a system for collecting and processing time and equipment reports for each operational period (shift or daily).<ul style="list-style-type: none"><li>(1) Ensure that daily personnel time reports are prepared.<ul style="list-style-type: none"><li>• Verify time records for accuracy.</li></ul></li><li>(2) Ensure that equipment time reports are prepared.</li></ul></li><li>c. Ensure that Departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.</li><li>d. Persons responsible for directing or supervising emergency work shall document personnel, equipment and supplies expended—on a daily basis. Documentation will include:<ul style="list-style-type: none"><li>• Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.</li></ul></li><li>d. Daily Activity Reports shall be kept by the agency responsible for directing a specific emergency operation.</li><li>e. Document all labor and materials/supplies costs by damage category and by specific site in accordance with FEMA guidance.<ul style="list-style-type: none"><li>• See Applicant Checklist for Public Assistance, Attachment #4. <b>Note:</b> Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:<ul style="list-style-type: none"><li>(1) Roads.</li><li>(2) Water control facilities.</li><li>(3) Public buildings and related equipment.</li><li>(4) Public utilities.</li><li>(5) Facilities under construction.</li><li>(6) Recreational and park facilities.</li><li>(7) Educational institutions.</li><li>(8) Certain private non-profit facilities.</li></ul></li></ul></li><li>4. Public Assistance Process and Administration.<ul style="list-style-type: none"><li>a. Determine eligible projects and submit application paperwork. The Project Application is the document which summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Washington County, WEM and the Federal Emergency Management Agency. Details on eligible projects are found in the FEMA Project Eligibility Handbook.</li><li>b. Develop “Project Worksheets” for each eligible project. The basis for Project Applications are the “Project Worksheets” which identify the damaged property, define the scope of work, and establish the cost of repair or replacement. These are prepared by a local/county/state/federal team. The Project Worksheets may be supported by engineers or contractor estimates, photographs, maps, and other appropriate data. The scope of work, as outlined on</li></ul></li></ul>
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	<p>the Project Worksheet, is the guideline for determining eligibility.</p> <ul style="list-style-type: none"> <li>c. County responsibilities will include:             <ul style="list-style-type: none"> <li>(1) Compiling a list of all sites where damage occurred.</li> <li>(2) Documenting all the damage.</li> <li>(3) Coordinating the damage survey team(s).</li> <li>(4) Reviewing and signing all Project Worksheets.</li> <li>(5) Selecting project funding options.</li> <li>(6) Project management.</li> <li>(7) Preparing reports and documentation.</li> <li>(8) Participating in final inspections.</li> </ul> </li> <li>5. Disaster Cost Reimbursement.             <ul style="list-style-type: none"> <li>a. Estimate costs of disaster-generated projects and activities.</li> <li>b. Identify likely sources of disaster funds.                 <ul style="list-style-type: none"> <li>(1) FEMA reimbursements for community losses.</li> <li>(2) Other Federal and State aid.</li> <li>(3) Community Development Block Grant.</li> </ul> </li> <li>c. Coordinate use of public and private funding sources.</li> </ul> </li> <li>6. Budget.             <ul style="list-style-type: none"> <li>a. Project budget for coming year(s).</li> <li>b. Estimate remaining tax base.</li> <li>c. Revise estimates of revenue.</li> <li>d. Identify new sources of revenue.                 <ul style="list-style-type: none"> <li>(1) Tax increase.</li> <li>(2) Bond issue.</li> <li>(3) Private funds.</li> <li>(4) Recovery trust fund(s).</li> <li>(5) Economic development administrative grants.</li> </ul> </li> </ul> <p><b>Note:</b> Federal cost reimbursement includes the repair/replacement of roads, water control facilities, public buildings and related equipment, public utilities, facilities under construction, recreational and park facilities, educational institutions, certain private non-profit facilities. Other forms of Public Assistance which may be made available under a Presidential declaration of a major disaster include: Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies; Community disaster loans, payment of school operating expenses, repairs to federal aid system roads, repairs to projects.</p> </li></ul>
<p><b>ATTACHMENTS</b></p>	<ul style="list-style-type: none"> <li>1. Accounting Procedures for Disaster Events.</li> <li>2. Public Assistance Damage Assessment Checklist.</li> <li>3. Public Assistance Project Checklist.</li> <li>4. Applicant’s Agent Checklist.</li> </ul>
<p><b>REFERENCES</b></p>	<ul style="list-style-type: none"> <li>1. FEMA Public Assistance Program and Project Eligibility Handbook.</li> <li>2. “State Administrative Plan” as required by subsection 206.120 of the Disaster Mitigation Act of 2000.</li> </ul>



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*Attachment 1*

**EOC's ACCOUNTING PROCEDURES FOR DISASTER EVENTS**

- A.** When the threat of a disaster is imminent, or if the County has suffered any other disastrous event that warrants the activation of the Emergency Operations Center, the Finance Department will initiate a special project code for the impending or current disaster.
  
- B.** In most circumstances the Chief Elected Official will already have issued a State of Local Emergency that will immediately place the County in an emergency protective measures status, followed by an emergency response mode.
  
- C.** It is a requirement that all expenses, including payroll, are charged to the applicable account code, using the project code designated for the event. This applies for all employees who are requested/required to work prior to and during an event. All purchase orders must reflect the appropriate project code.
  
- D.** Financial tracking forms are distributed to all affected employees to track their time, equipment use and expenses prior to and during an event. These forms will be utilized to reconcile payroll and, if applicable, serve as backup for FEMA reimbursement.



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*Attachment 2*

**PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST**  
***(To Prepare for State and/or Federal Inspectors)***

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the categories of work below. All damage sites should be identified by the applicant before the inspectors arrive.
  - a. Roads.
  - b. Water control facilities.
  - c. Public buildings and related equipment.
  - d. Public utilities.
  - e. Facilities under construction.
  - f. Recreational and park facilities.
  - g. Educational institutions.
  - h. Certain private non-profit facilities.
2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

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*Attachment 3*

**PUBLIC ASSISTANCE PROJECT CHECKLIST**  
***(To prepare for State and/or Federal Project Officers)***

In order to expedite the project process, applicants should take the following steps and be aware of the following procedures before the Kickoff meeting (or first visit) with the Federal/State team:

1. Mark the location of each damage project on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work. The applicant should identify all damage/work projects before the Project Officers arrive.
2. A list of projects broken down by small and large. Note, dollar amounts established by FEMA.
3. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired.
4. Have photographs, site sketches or drawings of each damage site available for the Project Officers (especially where work has already been performed).
5. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each project where work has been completed or is in progress. While a variety of forms can be used or summarize these items, the format chosen must document the type and location of work performed on a daily basis.
6. Provide force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for a review and inspection by the survey team.
7. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
8. Be prepared to describe to the inspectors which projects will be repaired by contract and those that will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the Project Officers.
9. If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide Project Officers with copies of the appropriate standards.
10. Provide Project Officers with policy information on insurance coverage and any proceeds received or anticipated.
11. Notify Emergency Management as soon as possible, but no later than 60 days from the date of the initial kickoff meeting, of any additional damage that has been identified.
12. Be aware that a statement of non-concurrence must be attached to any project in which the local representative does not agree with the proposed scope of work.

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*Attachment 4*  
**APPLICANT’S AGENT CHECKLIST**

<b>ADMINISTRATION</b>	<ol style="list-style-type: none"> <li>1. Attend the applicant’s briefing.</li> <li>2. Contact other potential applicants within the county who sustained disaster related damages/cost and advise them of who to contact by filling out a request for assistance within 30 days from the date the county was declared.</li> <li>3. Ensure that an applicant’s agent is designated.</li> <li>4. Submit appeals in a timely manner normally within 60 days of notification.</li> <li>5. Check on insurance coverage and determine the settlement amount, if any. Submit a proof of loss statement (insurance settlement) from the insurance company.</li> </ol>
<b>WORK MONITORING</b>	<ol style="list-style-type: none"> <li>1. Review each Project Worksheet (PW) to become familiar with approved scope of work.</li> <li>2. Give appropriate supervisors a copy of each PW.</li> <li>3. Make approved repairs ONLY after obtaining FEMA approval before changing the scope of work.</li> <li>4. Notify WI Emergency Management of significant cost overruns.</li> <li>5. Follow proper bid and contract procedures. Ensure the contractor is NOT on the most current “List of Parties Excluded from current Federal Procurement or Non-Procurement Programs” published by the U.S. General Services Administration.</li> <li>6. Complete work within allowable time periods.</li> <li>7. Request a time extension by PW if needed.</li> <li>8. Submit a project cost summary for each large PW that is completed.</li> <li>9. Complete the project completion report once all approved work has been completed.</li> </ol>
<b>DOCUMENTATION</b>	<ol style="list-style-type: none"> <li>1. Maintain a separate folder for each PW.</li> <li>2. Document repair costs at each work site as they occur.</li> <li>3. Prepare summary reports from supervisor’s daily logs.</li> <li>4. Keep these documents for each work site as they occur:             <ol style="list-style-type: none"> <li>a. Summary reports for labor, equipment and materials.</li> <li>b. Delivery tickets.</li> <li>c. Invoices.</li> <li>d. Payroll journals.</li> <li>e. Canceled checks.</li> <li>f. Daily logs from supervisors.</li> </ol> </li> <li>5. Keep these documents for each PW done by contract:             <ol style="list-style-type: none"> <li>a. Bid specifications.</li> <li>b. Bid advertisement.</li> <li>c. Bid summary sheet.</li> <li>d. Contract award documents.</li> <li>e. Invoices.</li> <li>f. Canceled checks.</li> </ol> </li> <li>g. Record of work inspections.</li> </ol>

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #21

## Cultural & Historic Concerns



Primary Agency

Washington County Historical Society



Recovery Support Function (RSF) #21

## Cultural & Historic Concerns

<b>LEAD DEPARTMENT</b>	Washington County Historical Society.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. Advisory Council on Historic Preservation (United States).</li> <li>2. County Administration.</li> <li>3. County Attorney.</li> <li>4. Federal Highway Administration Historic Preservation and Archeology Program.</li> <li>5. FEMA Environmental and Historic Preservation.</li> <li>6. Planning and Parks.</li> <li>7. Register of Deeds.</li> <li>8. WI State Historical Society.</li> </ol>
<b>PURPOSE</b>	To identify and implement projects or programs that restore, enhance, or protect cultural and historic resources from degradation to reduce impacts from disasters.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Protect or enhance local cultural and historical interests by:             <ol style="list-style-type: none"> <li>a. Preserving, conserving, restoring cultural and historic resources.</li> <li>b. Protecting cultural and cultural and historic resources.</li> </ol> </li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Identify and list potential cultural and historic damages and problems from likely hazards; Describe the characteristics of the cultural and historic resources; Estimate the probable types and degree of damage; Identify development trends in the cultural and historic areas.</li> <li>2. Map the cultural and historic sensitive areas. Display potential cultural and historic damages. Establish GPS database.</li> <li>3. Identify projects and programs that will protect cultural and historic resources while simultaneously reducing damage from disasters.             <ul style="list-style-type: none"> <li>• Process: Ensure that each cultural and historic project and program is realistic, technically possible, economically feasible, politically workable, and socially acceptable; Decide on a public involvement process; Invite representatives of the public and non-profit organizations to participate; Incorporate comments into the planning process and plans; Establish a regular process for providing information and receiving ideas.</li> </ul> </li> <li>4. Develop a cultural and historic recovery plan that becomes part of the local government’s comprehensive plan.</li> <li>5. Make information on disasters and environmental characteristics available for use in community comprehensive planning.</li> <li>6. Develop measures to safeguard historic homes and structures.</li> </ol>
<b>RECOVERY TASKS</b>	<b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery.

	<p>ery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Coordinate with RSF #1 Damage Assessment/Impact Analysis Growth Management; Obtain information on disaster–related impacts to cultural and historic resources.</li> <li>2. Develop an initial cultural and historic resources impact assessment; Review often and revise after a more comprehensive impact assessment is provided.</li> <li>3. Establish and maintain liaison among federal, state, and local officials concerned with cultural and historic impacts and issues.</li> <li>4. Review the relevant local government’s current land use ordinance. In terms of the disaster environmental impacts, determine what, if any, changes or additions are necessary. Make recommendations.</li> <li>5. Apply for relevant post–disaster federal and state environmental programs and funds.</li> <li>6. Integrate post–disaster cultural and historic projects and programs into the comprehensive plan and recovery program.             <ul style="list-style-type: none"> <li>• Coordinate with RSF #13 Redevelopment (Planning and Community Development) to ensure that cultural and historic plans and programs are integrated into local government’s Redevelopment Plan (Comprehensive Plan), and not duplicate efforts or add another layer of planning.</li> </ul> </li> <li>7. Coordinate with RSF #19 Mitigation to revise and strengthen the mitigation plan by setting priorities that include cultural and historic projects or programs as an important component.             <ul style="list-style-type: none"> <li>• Integrating projects or programs that restore, enhance, and protect cultural and historic resources into a comprehensive or recovery plan(s) can help guide the disaster recovery and reconstruction along paths that will reduce or eliminate damage from future disaster.</li> </ul> </li> <li>8. Monitor the cultural and historic restoration projects and programs initiated to determine how effective they are and whether they need to be changed. Three performance measures should provide the needed information:             <ol style="list-style-type: none"> <li>a. Objective results data: statistics that are observable and can be measured.</li> <li>b. Surveys and assessments of results: opinions from local government, county and state decision makers and the general public.</li> <li>c. Activity measures: information on the implementation of the project or program.</li> </ol> </li> </ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	None.

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Recovery Support Functions (RSFs)  
Attachment To CEMP Annex IV Recovery

# Attachment

Recovery Support Function (RSF) #22

## Mutual Aid



Primary Agency

Emergency Management

Recovery Support Function (RSF) #22

**Mutual Aid**

<b>LEAD DEPARTMENT</b>	Emergency Management.
<b>SUPPORT AGENCIES</b>	<ol style="list-style-type: none"> <li>1. 911 Communications Centers.</li> <li>2. Fire/EMS.</li> <li>3. Highway.</li> <li>4. Law Enforcement.</li> </ol>
<b>PURPOSE</b>	To establish a Recovery Support Function (RSF) to manage requests for mutual aid assistance for the County, or to assist another local government.
<b>POLICIES</b>	<ol style="list-style-type: none"> <li>1. Participate in state mutual aid programs.</li> <li>2. Request mutual aid as situations require.</li> <li>3. Respond to mutual aid requests from other local governments.</li> </ol>
<b>PRE-DISASTER TASKS</b>	<ol style="list-style-type: none"> <li>1. Obtain copies of relevant mutual aid agreements.</li> <li>2. List types and sources of recovery mutual aid assistance that could be needed/desired should large disaster occur.</li> <li>3. List needed mutual aid agreements; Recommend strategy to obtain needed mutual aid agreements.</li> <li>4. Maintain mutual aid Agreements with neighboring jurisdictions.</li> <li>5. Create a Public-Private Partnership Network to supplement government recovery/redevelopment activities. Include local businesses in pre-arranged contracts.</li> </ol>
<b>RECOVERY TASKS</b>	<p><b>Note:</b> Review the following list of tasks and complete as appropriate to the recovery situation or as directed. There may be other recovery tasks to be addressed relevant to this recovery support function that emerge due to type of incident and impacts. Add emerging tasks to the list below (and consider adding them as future updates to this checklist). Some recovery tasks may be “one time only”; other recovery tasks may be repeated during a recovery operational period (days, weeks, months, years). The numbers are for reference purposes only and do not imply priority.</p> <ol style="list-style-type: none"> <li>1. Determine need for mutual aid assistance.</li> <li>2. Requests should also be as specific as possible on the size, amount and type of resource needed. <ul style="list-style-type: none"> <li>• Identify the problem to be dealt with by the resources, what type of resource will be needed, how much of it will be needed, and where it will be needed.</li> </ul> </li> <li>3. Establish and maintain an incident activity log.</li> <li>4. Receive mutual aid requests from other jurisdictions. <ul style="list-style-type: none"> <li>• Ensure that outgoing mutual aid will not be a drain on County resources and</li> </ul> </li> </ol>

	<p>capability.</p> <ol style="list-style-type: none"><li>5. Request mutual aid.</li><li>6. A Mutual Aid request should contain the following information:<ol style="list-style-type: none"><li>a. Priority classification.</li><li>b. The requesting party.</li><li>c. The mission's frequency.</li><li>d. The mission's assignment request.</li><li>e. What resources are needed to carry out the mission assignment.</li><li>f. Where the resources are to be delivered.</li><li>g. If transportation or escort services are needed.</li></ol></li></ol>
<b>ATTACHMENTS</b>	None.
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Checklist for Determining Mutual Aid Needed from WEM Southeast Region Emergency Management Mutual Aid Compact (SEWMAC).</li></ol>

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Comprehensive Emergency Management Plan (CEMP)

**Annex V**  
**CONTINUITY OF OPERATIONS**  
**PLAN (COOP)**



**WASHINGTON**  
**COUNTY** EST 1836  
W I S C O N S I N



***Washington County Office of Emergency Management***

Comprehensive Emergency Management Plan CEMP

Annex

**V. CONTINUITY OF OPERATIONS PLAN (COOP)**

**V. CONTINUITY OF OPERATIONS PLAN (COOP).**

**A. OVERVIEW.**

1. Washington County requires each Department to develop a COOP to insure the continued performance of minimum essential functions during a wide range of potential emergencies or a situation that might disrupt normal operations. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, inoperable communications, and vital records/databases. Each Department will make an independent determination of their mission-essential functions and will prepare the documents and procedures applicable to their COOP based on their unique organization operations and functions.

**B. COOP OBJECTIVES.**

1. The objectives of a COOP are to mitigate risks; reduce disruption of operations; protect essential equipment, records, and other assets; minimize damage and loss; provide organizational and operational stability; facilitate decision making during an emergency; and achieve an orderly recovery.

**C. DEVELOPMENT OF DEPARTMENT COOP.**

1. Washington County Departments are required to develop and maintain a Department COOP and program that:
  - a. Is compatible with this CEMP.
  - b. Insures the Department is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
  - c. Assures that the Department is prepared to provide its critical services in an environment that is threatened, diminished, or incapacitated.
  - d. Insures the safety and welfare of all employees both during and after an emergency situation.
  - e. Provides a means of information coordination to insure uninterrupted communications to and from elected officials, Department management, critical customers, employees and citizens.
  - f. Provides timely direction, control and coordination of Department critical functions before, during and after an event.
  - g. Provides a mechanism for the prompt notification of all Department personnel during an emergency situation.
  - h. Establishes time-phased implementation procedures to insure operational capability within 12 hours

of activation, and continued performance of mission essential functions for up to 30 days.

- i. Identifies alternate facilities and outlines procedures for relocation.
  - j. Identifies vital records and outlines procedures for protection and reconstitution.
  - k. Facilitates the return of Department critical functions to normal operating conditions as soon as practical based on circumstances and the threat environment.
  - l. Coordinates with the County's Information System (IS) to reconstitute, as rapidly as possible, IS systems that are adversely affected due to an emergency or disaster.
  - m. Integrates COOP training into existing training programs.
  - n. Coordinates mitigation and prevention strategies that will enhance the survival of the Department's critical IS infrastructure.
2. Sensitive information (such as special Department vulnerabilities, personal information, etc.) will be kept confidential and will not be otherwise disseminated without approval.
  3. A Department COOP is activated anytime an emergency event impacts the Department and/or a Department's facility is declared unusable for normal operation.

**D. DELINEATION OF MISSION-ESSENTIAL FUNCTIONS.**

1. Mission-essential functions are those actions required by law or statute that must be provided regardless of the mission-limiting event. For purposes of this COOP, mission-essential functions are those critical activities of the County that cannot withstand a 30-day interruption. Neither all Departments nor all functions within a Department are necessarily mission-essential under this definition; however each Department will create their list of prioritized, mission-essential functions that will be incorporated into their COOP plan.

**E. ROLE OF THE EOC.**

1. Any event significant enough to require COOP implementation may result in the Emergency Operations Center (EOC) activation. If additional support from the EOC is required, activation will be considered in accordance with the methodology provided for in this CEMP.
3. Flexibility in planning and recovery is necessary in the event of a disaster so widespread that it involves multiple County buildings that have been planned as the alternate sites for each other. The EOC may be activated and mutual aid assistance may be requested. The EOC will:
  - a. Monitor and assess the situation requiring COOP activation.
  - b. Monitor the status of personnel and resources.
  - c. Plan and prepare for the restoration of operations in primary facilities or permanent alternate facilities as necessary.
4. Fully-functional and immediately available alternate facilities do not exist to support all defined mission essential functions. It is likely that in the event of a local emergency requiring activation of a COOP that a commercial facility may be required to support operations. The decision for relocation and authorization for occupancy of available commercial facilities will be made by the County Administrator.

**F. WASHINGTON COUNTY PERSONNEL.**

1. Personnel in affected buildings will report to pre-designated off-site locations for personnel accountability.
2. Essential staff personnel report to appropriate pre-determined location(s) to recover mission-essential functions in accordance with their Department COOP.
  - During COOP contingencies the County Administrator will determine the hours of work for essential staff.
3. Personnel not directly involved in response, recovery, and mission essential functions fall into two broad categories:
  - (a) Standby Personnel. Personnel who will be directed to remain at home in standby status (at current rate of pay and benefits) until provisions are made for their return to work.
  - (b) Disaster Assistance Personnel: Those who are identified as having special skills that can be used in support of response, recovery, and other functions in accordance with their skills.

**G. COOP ACTIVATIONS.**

1. Emergencies or specific threats of emergencies may affect the ability of the Washington County Government to perform mission-essential function from any or all County facilities. Such emergencies fall into two general categories:
  - a. Single County government facility closed to normal business activities as a result of an event or credible threat of an event that precludes access to or use of that facility, or;
  - b. A geographical area closed to normal activities as a result of a widespread utility failure, natural disaster, hazardous material event, civil disturbance, or terrorist attack. If one or more facilities are located within this affected geographic area, activation of the COOP may be required.
2. The decision to activate the COOP will be made based on the nature and severity of the incident or threat. Short duration events such as building evacuations may not require activation of the COOP.
3. In an event so severe that normal County government operations are interrupted or, if such an event appears imminent which requires evacuation and reconstitution at an alternate facility or facilities, the COOP will be activated at the discretion of the County Administrator or designee.
4. The County Administrator or the Emergency Management Coordinator will notify EOC staff as appropriate and all allied City and County agencies.
5. Department Directors will notify their personnel.
6. If appropriate, designated staff will gather at the Emergency Operations Center (EOC) or alternate site, as provided for in this CEMP. The County Administrator or designee will direct and insure that mission-

essential functions of the closed facility are maintained and capable of being performed until normal operations are re-established.

7. As appropriate, the EOC will insure proper direction and support is provided to implement the COOP and other emergency actions required to insure degraded mission-essential functions are identified within 2 hours, restored within 12 hours, and continued, as necessary, for up to 30 days.
8. All staff necessary to perform mission-essential functions will need to be contacted and advised to report to the primary facility, an alternate facility, a predetermined secure location, or other location.
9. As incidents may occur with or without warning, during or outside of normal working hours, the County Administrator and Department Directors must be ready to implement the COOP under a full range of possibilities.
10. Should the County or individual building/Department receive a warning prior to the event then full execution of the COOP with a complete and orderly alert, notification, and deployment of the assets should occur.
11. The ability to execute the COOP following an event without warning will depend on the nature and severity of the event, the number of survivors, the effects on available personnel, equipment loss, and the infrastructure and resources remaining.
12. Accurate personnel accountability throughout a COOP event is paramount, especially if the incident occurs without warning and during normal working hours. Individual building evacuation plans must provide for complete accountability of staff and authorized visitors.

#### **H. TIME-PHASED IMPLEMENTATION.**

1. Time-phased implementation provides for an orderly approach and diminishes the inherent confusion and loss of capability associated with trying to do everything at once. The extent to which re-constitution of mission-essential functions is possible will depend on the nature and scope of the emergency, the amount of warning time received, and whether personnel are on or off-site.
2. Departmental mission-essential functions will be recovered under a time-phased implementation procedure consistent with legal and statutory requirements. Essentially, those items affecting emergency response capability will be reconstituted first, with succeeding mission-essential functions re-activated as soon as possible, but no less than as described below.

#### **I. TRANSITION TO ALTERNATE SITES.**

1. When a non-emergency transition to alternate operations is possible, Department Directors will cease operations at the primary facility when operations are capable of being performed at the alternate location.
2. Readiness to conduct mission-essential functions at an alternate location will be transmitted to the EOC who will, in turn, notify appropriate officials of the alternate location and contact information.

3. Media releases will be prepared for the County Administrator in order to notify County employees, the public, Town customers and vendors of the alternate location and extent of capability to conduct mission-essential functions and which non-mission-essential functions have been curtailed for the immediate and foreseeable future.
4. Following notification that a relocation of any County government function has been ordered or is in progress, the EOC staff, Information Systems (IS) Manager, and other applicable Department Directors will take necessary action to implement site-support at the alternate location.

**J. COOP TERMINATION.**

1. Department Directors will report their status to the EOC on a set schedule to allow development of a time line for reconstitution and termination of the COOP. Appropriate plans and schedules will be developed by each Department that will allow an orderly return to normal operations. The County Administrator or designee will approve all plans and schedules for implementation.

**K. REFERENCES.**

1. Washington Co. COOP Plan
2. Individual Washington Co. Agency/Department COOP Plans

COOP PROCESS FLOW CHART

