Waushara County
Basic
Emergency Response
Plan

Welcome to
Waushara County
For All Seasons
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RESOLUTION NO. 13-03-13
RESOLUTION ADOPTING THE WAUSHARA COUNTY EMERGENCY RESPONSE PLAN PURSUANT TO SECTION 323.14 (1) (A) WISCONSIN STATUTES

WHEREAS, Wisconsin Statute 323.14 (1) (a) requires that the county board shall develop and adopt an emergency management plan that is compatible with the state emergency management plan under s. 323.13(1) (b); and

WHEREAS, pursuant to s. 323.13 (1)(b) subject to approval by the Governor, the Adjutant General has developed the State's Emergency Response Plan that conforms with the provisions of the National Incident Management System (NIMS) and the National Response Framework to ensure a coordinated and effective response when state and federal agencies and assets are involved; and

WHEREAS, the director of Waushara County Emergency Management has developed this plan in accordance with those guidelines set forth by the state and federal government, with the assistance of those county agencies who share in its implementation; and

WHEREAS, this resolution rescinds Resolution 34-08-93 dated August 10, 1993; and

WHEREAS, the Public Safety Committee has reviewed the Emergency Response Plan, they acknowledge the need, and request the County Board approve the Waushara County Emergency Response Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Waushara County Emergency Response Plan is hereby adopted as the official plan of Waushara County Government to coordinate disaster mitigation, preparedness, response and recovery efforts in support of the County and local governments pursuant to s.323.14 (1) (a).

BE IT FURTHER RESOLVED that copies of this resolution, along with the Waushara County Emergency Response Plan, shall, upon adoption, be sent to the County Emergency Management Director, Wisconsin Emergency Management East Central Regional Director, and all County and local governments supporting its use.

RESOLUTION NO. 13-03-13

Ayes _____ Nays _____ Abstain _____ Absent _____    (✓) Voice Vote

Approved and adopted this 19th day of March, 2013.

Approved:

Ruth Zouski
Corporation Counsel

Attest:

Melanie R. Stake
County Clerk

Submitted by:

Donna R. Kalata, Chair
Public Safety Committee

Signed by:

Donna R. Kalata, Chair
Waushara County Board of Supervisors
INTRODUCTION

This ERP describes the basic strategies, assumptions and mechanisms through which Waushara County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts. To facilitate effective intergovernmental operations, this Emergency Response Plan (ERP) adopts a functional approach that groups the type of assistance that the County provides under Emergency Support Functions (ESF's). Each ESF is headed by a primary department, which the County has selected based on its authorities, resources, and capabilities in the functional area. ESF's are the primary mechanisms that manage assistance in an emergency.

Each department and non-governmental organization with a role or responsibility of the ERP must become familiar with this ERP 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, Waushara County can better serve its citizens.

PURPOSE, SCOPE, ASSUMPTIONS

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 Waushara County
- An organizational framework that will guide response and recovery actions.
- A mechanism for interagency and community-wide cooperation and coordination.

SCOPE

This Emergency Response Plan:

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.
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6. Identifies the actions that the Emergency Management Director 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.

ASSUMPTIONS

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 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:

1. 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 Waushara County to plan for and prepare to carry out disaster response and short-term recovery operations on an independent basis.

2. 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.

3. 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.

OBJECTIVES

The objectives of the Waushara County Emergency Response Plan are to protect public health and safety and prevent loss of life, to preserve property and the environment, to assure continuity of 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 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.
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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.

**METHODOLOGY**

1. This plan was developed by the planning process coordinated by the Division of Emergency Management of the Waushara County Sheriff's Office.
2. This plan is “approved and implemented” by the Waushara County Board of Supervisors.
3. Departmental acknowledgement of accepting the planning process and the plans responsibilities are included with each departments specified tasks.
4. A distribution list containing department/agency names and the number of the Emergency Response Plan that were issued is on file with the County Emergency Management Director.

**PLAN MAINTENANCE AND RECORD CHANGES**

The County Emergency Management Director ensures that the necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The 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 the identified risks has changed;
5. There are implementation problems, such as technical, political, legal or coordination issues with other agencies;
6. Legislative changes affecting the organizational structure of the local or state agencies;
7. Incorporate new state or federal guidelines or directives and/or to address significant operational issues;
8. Exercises reveal deficiencies or shortfalls.
Waushara County Emergency Response Plan

Following is a listing of agencies responsible for development and maintenance of each plan element:

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<td>ESF #14 Long-Term Community Recovery</td>
<td>Waushara County Emergency Management</td>
</tr>
<tr>
<td>ESF #15 External Affairs/Public Information</td>
<td>County Board Chairperson/County Administration, Waushara County Sheriff, Waushara County Emergency Management Director</td>
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RELATIONSHIPS 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 (e.g., voluntary disaster relief organization, the private sector) constitute an intergovernmental emergency response network for providing assistance following an emergency.

2. The ERP may be implemented as the only response plan, or it may be used in conjunction with local partner operational plans developed under statutory authorities and/or Memoranda of Understanding (MOU's). It is also supported by tactical policies and procedures of County operational roles. However, the ERP shall remain the official primary plan to guide response activities for Waushara County.

3. The structure of the ERP is always in place and available for implementation. When a public emergency occurs, the framework of the ERP is used to facilitate response of one or more Emergency Support Functions (ESF) as dictated by the requirements of the incident. The Emergency Operations Center (EOC) may be activated and staffed with partial or full team at the direction of the Emergency Management Director, Sheriff, or the Chairperson of the
Waushara County Emergency Response Plan

Waushara County Board of Supervisors. Individual ESF and support agencies may be employed in the response as needed to respond to the emergency situation.

4. Local ERP and other Local, State or Federal Plans.

☐ The ERP may be implemented concurrently with a number of local, state, federal and regional emergency operations plans without a state or Presidential Declaration. Regardless, the response would be in accordance with the local ERP, and in accordance with the senior state or federal official for the applicable plan.

☐ 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 the Division of Emergency Management and the local incident commander to coordinate the response and/or recovery efforts.

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

☐ The NRF is built upon the premise that includes that incidents are typically managed at the lowest jurisdictional level. The ERP was designed to be compatible with the NRF based on the planning assumption that for major incidents, it is likely the Waushara County Board Chairperson 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.

STATEMENT OF LIMITATIONS

1. Not all emergency situations can be foreseen. The community emergency management and response 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 possibilities and intricacies with every type of disaster that might conceivably develop.

3. Because the County Emergency Management Plan represents a county 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:

☐ 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.

☐ 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.

☐ The shortage of critical drugs and medicines at medical facilities.

☐ The shortage of specialized response personnel and equipment needed to respond to a disaster.

☐ Damage to or overload of lifelines such as roads, utilities and communication networks.

☐ The delay of outside assistance from either the state or federal level.

☐ The limited number of public safety responders in a rural environment.

5. Despite these potentially unavoidable limitations, Waushara County will endeavor to make every reasonable effort within its capabilities to respond to the dangers and hardships.
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imposed by emergency or disaster events, i.e., based on the situation, the information available, and the recourses at hand.

6. 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 Waushara 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 Waushara County by any of its officers, employees or agents.

7. 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.

8. 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.

LEGAL BASIS

Wisconsin statutes provide local government, principally the chief elected official, with emergency powers to control emergency situations. If necessary Waushara County shall use these powers during emergency situations.

When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Board Chairperson and the Board of Supervisors may by executive order or proclamation declare a local state of disaster. The County Board Chairperson 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 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 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.
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12. To order the evacuation of citizens or take other protective actions deemed necessary within Waushara County.

13. To declare a state of “Local Emergency” for all or part of Waushara 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 spokesperson for the county and take all steps required to keep the public informed on the 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 recourses of the 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 Waushara County anywhere within the State of Wisconsin to insure the well being of county residence; 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 Waushara County.

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.

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 Waushara County, to strive to mitigate, prepare for, respond to and recover from all natural and man-caused emergencies and disasters.

2. Mitigate harm to 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 Waushara County that citizens are encouraged to be self-sufficient for a minimum of 72 hours/3 days should an emergency or disaster occur.

4. NON-DISCRIMINATION. It is the policy of Waushara County that no services will be denied on the basis of race, color, national origin, 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 Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16.-Non-Discrimination. Federal disaster assistance is conditional on full compliance with this rule.

AUTHORITIES AND REFERENCES (Published Separately)

1. State Statute Ch. 323, Emergency Management
2. Waushara County Ordinance Ch. 14, Emergency Management
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Basic
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Welcome to
Waushara County
For All Seasons
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LEAD COORDINATING AGENCY: Waushara County Emergency Management

SUPPORT AGENCIES: Waushara County Sheriff's Department
Waushara County Public Health Department
Waupaca County Hazardous Materials Team
Waushara County Highway Department
Waushara County Emergency Medical Service
Waushara County Human Services
Waushara County Department of Aging
Waushara County Administration
Municipal Public Works Departments
Waushara County Volunteer Fire/Rescue Districts
Municipal Law Enforcement Agencies
Volunteer Agencies
Wisconsin Emergency Management Agency
Federal Emergency Management Agency

I. INTRODUCTION

A. Mission

Waushara County Emergency Management coordinates disaster response and recovery efforts in support of the county and local governments. Through planning, training and exercising we prepare response agencies, volunteer organizations, the private sector and citizens to respond to and recover from disasters.

B. Purpose

This document is a comprehensive plan for countywide mitigation, preparedness, response, and recovery activities.

Purpose of the Waushara County Emergency Response Plan (ERP) is to:

1. Facilitate the protection of lives, property and the environment in major disasters of any nature.
2. Coordinate response to disasters, assess damages, identify mitigation opportunities and implement recovery efforts.
3. Describe the county's relationship in support of local units of government during response and recovery.
4. Serve as a coordinating document for supporting Individual Agency Plans (IAP) (i.e., Policy and Procedures.)
5. Update plans to reflect information collected and decisions made and procedures developed in the planning process and during response and recovery operations.
6. Provide a link between the county and municipal plans.
7. Provide policy for government officials, agency managers and emergency managers during a disaster situation.
8. Conform to the provisions of the National Incident Management System (NIMS) and the National Response Plan (NRP) to ensure a coordinated and effective response when state and federal agencies and assets are involved.
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C. Scope

This Plan considers the emergencies and disasters likely to occur as described in the Waushara County Hazard Analysis and describes:

1. Functions and activities necessary to implement the four phase of emergency management – mitigation, preparedness, response and recovery.
2. Responsibilities in relation to federal disaster assistance programs under Homeland Security Presidential Directive-8 (HSPD-8), Public Law 100-97, as amended, State Statute Chapter 323 and other applicable laws, including county and local laws and ordinances.
3. Use of government, private sector and volunteer resources.

D. Organization

1. Emergency management in Waushara County is organized as shown in Attachment 5, and operates in accordance with Waushara County Code Chapter 14 and State Chapter 323. Under Waushara County Code Chapter 14, article II and Chapter 323.01 Wis. Stats., Waushara County Emergency Management is responsible to prepare the county and its subdivisions to cope with emergencies resulting from enemy action and natural or man-made disasters.

2. Waushara County Emergency Management is an office located within the Waushara County Courthouse. Waushara County Emergency Management office is located at 209 S. Ste Marie Street, Wautoma, Wisconsin, 54982.

3. Waushara County issues a State of Emergency in accordance with Wisconsin State Statute Chapter 323.14 (3) & (4).

4. The Waushara County Emergency Operations Center (EOC) is the primary location for coordinating the county emergency response and recovery activities. The County EOC is located inside the City of Wautoma in the basement of the courthouse at 209 S. St. Marie St., Wautoma, Wisconsin, 54982 and has radio, telephone as well as satellite phone capability. Personnel from the county will fulfill staffing needs. In the event the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC at Waushara County Sheriff’s Department.

5. Waushara County Emergency Management will notify response agencies using the county conventional paging system. Outdoor sirens are present in communities and can be activated from the Waushara County 911 Communications Center. A strategic call list has also been developed to notify municipal officials and agencies not using the radio system.

6. The Waushara County Emergency Response Plan (ERP) utilizes Emergency Support Functions (ESFs), consistent with the NRP, which identify sources for direct assistance, and operational support that the county and local jurisdictions may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster. The County ERP consists of:
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a. The County Basic Plan identifying policies and concepts of operations that guide the county's mitigation, preparedness, response, and recovery activities.

b. The ESFs describing the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of activities.

c. The attachments describe emergency management activities and provide additional details to the Basic Plan.

II. POLICIES

A. Authorities

This plan is developed, promulgated, and maintained pursuant to state statutes and county ordinances/regulations as outlined in Attachment 2, Laws and Regulations.

The concepts and processes developed in the NIMS, mandated by Homeland Security Presidential Directive (HSPD)-5, have been incorporated in the County Emergency Response Plan. NIMS provide a consistent nationwide system for all jurisdictions to work together effectively and efficiently to prepare for, respond to, and recover from domestic disaster or incidents.

B. Assignment of Responsibilities

1. This plan identifies the responsibilities of county agencies and other organizations, which are listed in Attachment 4 of this Plan.

2. ESFs establish mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one agency or joint agencies. Additionally, each ESF has supporting agencies that assist the Primary Agencies.

C. Limitations

The goal is to mitigate and prepare for the consequences of hazards, and respond and recover in the event of an emergency or disaster. However, county resources and systems may become overwhelmed in the event of a major incident.

III. SITUATION AND ASSUMPTIONS

A. Emergency/Disaster Conditions and Hazards

1. The identified hazards pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in Waushara County.
Waushara County Emergency Response Plan

2. The consequences of disasters could include major disruptions to normal functions.

B. Planning Assumptions

1. Per Wisconsin State Statute Chapter 323, county and municipal governments will appoint an emergency management director, develop and update emergency plans and participate in training and exercising. The Waushara County Emergency Management office is the coordinating agency.

2. County agencies are responsible for identifying emergency management personnel, developing and updating Standing Operating Procedures (SOPs) and Individual Agency Plans (IAPs) and providing maps of the county (Attachment 1.)

3. Emergency management in Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response and recovery from major incidents.

4. Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions.

5. Local jurisdictions respond first to disaster through implementing municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response. Outside assistance, whether from another county, state, federal government or private sector, is delivered to support the local effort.

6. The county is responsible for requesting state disaster assistance for local governments. The state will request federal assistance if needed.

7. The Incident Command System (ICS) will be used in disaster response. Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Several hazards pose a threat, significant in frequency, magnitude or both, to lives, property and/or environment in Waushara County. These hazards include: tornadoes; downbursts and other violent storms; floods; ice storms; drought; fires; hazardous materials releases to the air, ground or water during transportation or at fixed locations, including radiological releases; aircraft crashes; civil disturbances and terrorism. See Waushara County All-Hazards Mitigation Plan. Other scenarios not readily identifiable may pose significant threats to Waushara County as well.

Consequences of disasters could include, but are not limited to: mass casualties; disaster victims/responders psychological trauma, disruption of power, fuel, communications, water and other vital services; damage and destruction of homes,
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facilities, vehicles and other property; damage to infrastructure; contamination of
people, food, water, property or the environment; looting and other disruption of
law and order; disruption of government functions and economic and financial
disruption.

The local jurisdictions in Waushara County respond first to disaster and can quickly
exhaust their resources, making outside assistance necessary. Although such
assistance is provided, local elected officials still retain control over the response (s.
59, 60, 61, and 62). Outside assistance, whether from the county, state, federal
government or private sector, is delivered to support the local effort. Depending on
the magnitude of the disaster, federal disaster assistance may not be necessary or
available for a smaller disaster.

Outlined below are the general responsibilities of county, state and federal
governments as related to support to local emergency operations:

1. Local/county government.

   a. Under Chapter 323.14 the powers and duties of local government
      are outlined.

   b. Local organizations or jurisdictions assign emergency or disaster
      responsibilities based upon existing capabilities or mutual aid
      agreements as provided in local emergency or disaster preparedness
      plans. All such plans should be consistent with this Plan and Chapter
      323.

   c. Local/County resources are grouped into ESFs. Each ESF is headed
      by a primary county agency, with one or more county
      agencies/organizations designated as support agencies based on
      their resources and capabilities to support the function. Each ESF
      has a counterpart state ESF, which it must coordinate with for the
      purpose of providing assistance under the WERP and serve as the
      mechanism through which state response assistance, is provided.

   d. In an emergency or disaster that may require state and federal
      assistance, local governments should communicate with each other
      and describe what response efforts are being conducted. Counties
      should provide situation reports and damage assessments to
      Wisconsin Emergency Management. Municipalities should make
      reports to their county EOC in accordance with the County
      Emergency Response Plan.

   e. Local/county government has primary responsibility to respond to
      disasters. To do this they:

   (1) Manage the incident using their own resources and drawing
       additional resources from other town, municipal, county and
       non-governmental agencies.

   (2) Notify State Emergency Management if State/Federal
       resources may be required.
Waushara County Emergency Response Plan

(3) Maintain accurate records of disaster-related activities.

(4) Begin the damage assessment process.

(5) Assess the need for outside assistance.

(6) Coordinate through the county to obtain state assistance.

(7) Coordinate access to the disaster area.

(8) Coordinate assistance in meeting the short-term needs of those affected (e.g., food, potable water, replacement medications, evacuation, shelter, etc.).

f. Local/county government has primary responsibility to recover from disasters. To do this they:

(1) Determine recovery priorities and implementation strategies such as:

a) Restore essential services.

b) Assign personnel, obtain additional assistance and manage donated resources.

c) Coordinate access to the disaster area.

d) Coordinate restoration activities (i.e., re-entry).

e) Identify short- and long-term health/mental health impacts and determine how to address them.

f) Coordinate the evacuation and shelter of persons with special needs.

g) Address the long-term economic impacts of disaster.

(2) Continue with the damage assessment process.

(3) Identify potential mitigation projects.

(4) Make appropriate applications for federal disaster assistance and ensure programs are administered according to guidelines.

(5) Coordinate assistance in meeting the short and long-term needs of those affected (e.g., food, housing, crisis counseling, etc.).

2. State Government
Waushara County Emergency Response Plan

a. WEM coordinates on behalf of the Governor or designee general control of state emergency operations, resources management, planning and policy. WEM coordinates state response in support of local jurisdictions as follows:

(1) Notify, through the state’s 24-hour Duty Officer System, other agencies that might have primary responsibilities or that might be mobilized due to escalating response.

(2) Monitor events, update agencies and consult with the Governor and agencies as necessary.

(3) Implement SOPs.

(4) Notify the Federal Emergency Management Agency (FEMA) of the situation and the possible need for federal assistance.

(5) Maintain accurate records of disaster-related activities.

(6) Begin the damage assessment process and as needed application process for federal disaster assistance.

(7) Activate the EOC (staffed by state and private organization liaisons).

(8) Issue situation reports to advise keys officials of response and recovery efforts.

(9) Provide the coordination of information, decisions and resource management.

(10) Recommend that the Governor declare a state of emergency and/or issue other orders.

(11) Authorize the deployment of the Mobile Command Post (MCP) for on-site coordination of information and response actions.

(12) Activate the Wisconsin Hazard Mitigation Team.

(13) Conduct the internal and inter-agency after-action reviews of all phases of the disaster.

(14) Coordinate the request and implement federal disaster assistance.

(15) Incorporate the lessons learned into planning, training and exercising.

(16) Coordinate state response among state agencies providing mutual aid from outside of the affected county.

b. State agency’s priorities for recovery may include but are not limited to:
Waushara County Emergency Response Plan

(1) Coordinate the use of volunteer agencies between and among affected jurisdictions (e.g., counties, states and the federal government and volunteer/non-profit agencies).

(2) Implement the Memoranda of Understanding (MOU) (MOUs will be kept in the Wisconsin ERP under Attachment 8) between the American Red Cross and the:
   - State of Wisconsin
   - Wisconsin Department of Health and Family Services
   - Wisconsin National Guard

(3) Coordinate mobilization and commit state agency resources.

(4) Assist in restoring essential services.

(5) Identify short- and long-term health/mental health impacts and determining how to address them.

(6) Address the long-term economic impacts of disaster.

(7) Identify potential mitigation projects.

(8) Apply for appropriate federal disaster assistance and ensure programs are administered according to guidelines.

c. State agency resources are grouped into ESFs. Each ESF is headed by a primary state agency, with one or more state agencies/organizations designated as support agencies based on their resources and capabilities to support the function. Each ESF has a counterpart federal ESF, which it must coordinate with for the purpose of providing assistance under the National Response Plan and serve as the mechanism through which federal response assistance is provided.

3. Federal Government

a. The Federal Emergency Management Agency (FEMA) provides federal coordination, planning, training and funding to support state and local jurisdiction efforts.

b. In the event that the capabilities of state government are exceeded, federal disaster or emergency assistance may be requested. FEMA coordinates federal response activities in accordance with the NRP and federal recovery assistance as prescribed in Public Law 100-707, as amended.

c. Federal assistance can be provided to the State, or at the State’s request, directly to the affected local jurisdiction. Initially, the Region
Waushara County Emergency Response Plan

V federal ESF representatives will work out of a Regional Operations Center (ROC) established at the FEMA Regional Office in Chicago. Once the Joint Field Office (JFO) is established, these representatives may relocate to the disaster site and work directly with their counterpart state agency representatives in the State EOC and/or JFO.

d. Federal agencies use ESFs to support the state and local jurisdictions.

(1) ESF activities may be conducted at both the national and regional levels.

(2) During declared federal disasters, federal assistance is provided under the overall coordination of the Federal Coordinating Officer (FCO) appointed by the President.

(3) The point for coordination of Federal support to state and local organizations is the JFO.

B. Phases of Emergency Management

1. Mitigation Activities

Mitigation is those activities, which reduce or eliminate long-term risk to people, property, environment and the economy from natural and technological hazards.

2. Preparedness Activities

Preparedness activities serve to develop the response capabilities that may be needed if an emergency does occur. Planning and training are among the activities conducted in preparation of such events. Other examples include the development of warning and communication systems and mutual-aid agreements, as well as conducting exercises.

Exercises are conducted to identify deficiencies in plans and determine appropriate corrective action recommendations.

3. Response Activities

Response is the process of providing coordinated emergency services during a crisis. These activities help reduce casualties and damage and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, evacuation and sheltering, etc.

4. Recovery Activities

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery, on the other hand,
Waushara County Emergency Response Plan

focuses on restoring the community as a whole to a normal or near-normal state. The recovery period is a perfect opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, crisis counseling programs, and damage/disaster insurance, loans, and grants.

C. Levels of Activation

Local governments and other state organizations will inform WEM when disasters occur. Upon notification, Waushara County will initiate a graduated program of four response levels depending on the situation. Each level of response corresponds to the activation levels in the State Basic Plan. These levels are based on increasing levels of damage from minor to massive. During “fast-breaking” events, initial activation levels will be time-compressed and concurrent.

The activities listed under each level of activation are suggested guidelines for appropriate actions and staffing at that level. Actual activities and staffing will be determined by the Chief Elected Official or designee at the time of activation.

Level 4  Pre-Activation

- Initial reports of response activity received by Waushara County Emergency Management.
- Initial reports of scope of incident and early damage estimates.
- Situation report provided to Regional Director or State Duty Officer.
- Situation closed or Level 3 activated.

Level 3  Activation (Minor)

- Regional Director requests a Uniform Disaster Situation Report (UDSR).
- Partial activation of the EOC begins.
  - Emergency Management
  - Operations Section
  - Public Information
  - Chief Elected Officials
- Limited State resources requested (e.g. Regional Response Team, Bomb disposal unit).
- County/Local declaration of State of Emergency may occur.
- Regional Director on scene as State Liaison to County EOC
- Situation closed or escalation to Level 2.

Level 2  Activation (Moderate)

- Full activation of the County EOC
  - Operations, Planning, Logistics/Finance, Information, Intelligence and Command Staff
- State ESF counterparts are activated and liaison with county for resources.
- County/Local have declared a State of Emergency and requested federal assistance.
- Situation de-escalates and short-term recovery planning begins or escalation to Level 1.
Waushara County Emergency Response Plan

Level 1 Activation (Massive)

- State/Federal Declaration of State of Emergency.
- Expansion of county EOC to include state and/or federal ESF liaison.
- Deployment of State and/or Federal ESF assets.
- Prepare for long-term recovery operations.
- Begin preparation of demobilization plan for operational assets.

D. EOC Operations

During smaller emergencies, each agency (department) in Waushara County government performs its specialized tasks according to their agency's Standard Operating Procedures (SOPs). During major emergencies, however, there is an increased need for coordination of all activities relevant to the emergency response as they relate to the event as a whole. This operation takes place in the Waushara County EOC (See Attachment 6, County Emergency Operations Center).

The following chart diagrams the Waushara County EOC organization (see Chart 1).

The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the County EOC during activation. An effective span of control is maintained by consolidating all of the agencies with emergency responsibilities into groups with an internal management structure, with the ESF Coordinator being responsible to the Section Chief.
Waushara County Emergency Response Plan
Waushara County EOC Operations Flow Chart

ESF-1: Transportation
ESF-2: Communications
ESF-3: Public Works
ESF-4: Firefighting
ESF-6: Mass Care, Housing & Human Services
ESF-8: Public Health
ESF-9: Search and Rescue
ESF-10: Hazardous Materials
ESF-11: Agriculture & Natural Resources
ESF-12: Energy
ESF-13: Public Safety

ESF-5: Emergency Management
ESF-14: Long-Term Recovery & Mitigation
ESF-6: Mass Care, Housing & Human Services

ESF-14: Long-Term Recovery & Mitigation
ESF-6: Mass Care & Human Services
ESF-7: Resource Support
Waushara County Emergency Response Plan

V. ORGANIZATION AND RESPONSIBILITIES

The Waushara County Emergency Response Plan establishes the following emergency support functions that contain the emergency assignments and responsibilities for each of the ESFs as detailed below:

Emergency Support Functions

ESF #1 - Transportation

The transportation function within the county emergency organization operates primarily as a coordinating group. This group insures all roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecking and gridlock, which would prevent needed emergency assistance reaching those areas that need it.

Lead Agency - Waushara County Highway Department

Support Agencies - Waushara County Sheriff, Waushara County Emergency Management, Public Works Agencies, Waushara County Emergency Medical Services, Waushara County Department of Human Services, Red Cross, School Bus Companies.

Scope

- Coordinate civil transportation support
- Maintain transportation safety
- Restore local transportation infrastructure
- Movement control
- Damage and impact assessment

ESF #2 - Communications

The Communications function is responsible for the development, maintenance, restoration and utilization of county, local and private sector communications assets during emergencies. This includes the radio systems owned and operated by county agencies, amateur radio networks, as well as the local and long-distance telephone systems connecting the federal, state, local and private sector resources that might be needed in an emergency.

The Communications ESF function is also responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the county and local governments in an emergency (i.e., the conceptual networks—the actual networks themselves (e.g., radio equipment, etc.) are maintained by the Communications Systems function. This includes the EAS, NOAA Weather Radio system, NAWAS and other warning systems in place throughout the state.

Lead Agency - Waushara County Sheriff's Office
Waushara County Emergency Response Plan
Support Agencies – Waushara County Sheriff, Waushara County Emergency Management, Waushara County Human Services (i.e. Functional needs populations), Private Telephone Companies, Waushara County Administration, ARES/RACES

Scope

- Coordinate with telecommunications industry
- Coordinate restoration/repair of telecommunications infrastructure
- Coordinate the protection, restoration, and containment of local cyber and information technology infrastructure
- Provide 24-hour warning capabilities and procedures
- Promote communication interoperability

ESF #3 – Highway Department, Public Works and Engineering

The Public Works and Engineering support function describes how the county will assist the municipalities with providing public works services; assessing the damage to infrastructure and buildings; debris removal, restoring and maintaining essential services and providing technical assistance through specialized personnel, equipment and supplies.

Lead Agency – Waushara County Highway

Support Agencies – Waushara County Zoning, local Public Works Departments, Waushara County Emergency Management, Private Utilities (Gas, Electric, etc.)

Scope

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services, construction management
- Critical infrastructure liaison

ESF #4 – Firefighting

This ESF outlines the duties and responsibilities of local fire departments in fire prevention, fire detection and suppression. EMT services, Haz Mat response, decontamination operations and other fire departments.

Lead Agency – Municipal Volunteer Fire Departments

Support Agencies – Waushara County Emergency Management, Wisconsin Department of Natural Resources, Waushara County Sheriff's Department, Local Police, Waushara County and local Highway/Public Works, Waushara County Public Health, Hazardous Materials teams, Red Cross, Salvation Army, Waushara County EMS.

Scope

- Coordinate and conduct firefighting activities on local/state lands
- Provide resource support to rural and urban firefighting operations
Waushara County Emergency Response Plan

ESF #5 – Emergency Management

The purpose of Emergency Support Function (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the county. ESF 5 is most applicable to the county and local agencies and volunteer organizations that commonly report to the EOC during activation.

Lead Agency – Waushara County Emergency Management

Support Agencies – Waushara County Board Chairperson, Waushara County Sheriff’s Department, Municipal Fire Departments, Waushara County Highway Department, Waushara County Public Health, Waushara County Human Services, American Red Cross, Waushara County EMS, Corporation Counsel, County Administrator, Waushara County Clerk

Scope

- Coordination of incident management efforts
- Issuance of mission assignments to support the Incident Commander
- Resource management
- Incident action planning
- Financial management

ESF #6 – Mass Care, Housing and Human Services

ESF 6 is subdivided into the following two sub functions:

1. Shelter and Mass Care Operations

   This sub-function coordinates the county assistance in sheltering, feeding and caring for victims of disaster, including special needs populations.

2. Disaster Victim Services

   This sub function provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry System, the restoration of mail delivery, the use of amateur radio networks to deliver essential and important communications, etc. Crisis Counseling services are also addressed within this sub-function.

3. Crisis Intervention Support (CIS)

   This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes state and local personnel.

Lead Agency – Waushara County Human Services

Support Agencies – Local Law Enforcement, Fire Departments, Department of Aging, Highway Department, Public Health, Department of Public Works,
Scope

- Mass care
- Disaster housing
- Human services
- Evacuation
- Disaster Victim Services
- Crisis Counseling Services

ESF #7 – Resource Support

ESF 7 is subdivided into the following three sub functions:

1. Logistics

   This sub function coordinates the actual movement of resources into areas where a need (or needs) exists. This includes the warehousing and tracking of resources, the packaging and loading and subsequent transportation of resources to affected areas, and the disposal of used and/or unused resources following a disaster.

2. Resources Management

   This sub function is responsible for the acquisition of all types of resources that are identified as "needed" following a disaster. This group will make arrangements to purchase needed resources if it is determined the state does not have the resources itself to supply a requirement in the field. This group handles the payment of debts and other encumbrances generated as a result of the emergency as well.

3. Staging Areas

   This sub function coordinates the activation and utilization of state-operated staging areas and marshaling points during emergency situations. To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are utilized as temporary marshaling sites for collecting and gradually directing emergency resources into those areas.

Lead Agency - Waushara County Emergency Management

Support Agencies – Waushara County Public Health, Waushara County Sheriff's Office, Waushara County Land Use/Zoning, Waushara County Corporation Counsel, Waushara County Administration, VOAD’s

Scope

- Resource support (facility space, office equipment and supplies, contracting services, etc.)
- Identify logistics management
Waushara County Emergency Response Plan
- Coordination, activation and utilization of staging areas

ESF #8 – Public Health & Medical Services

ESF 8 is divided into the following three sub functions:

1. Emergency Medical Services

   This sub-function coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes ground and aero-medical evacuation of patients as necessary from affected areas and interface with the state disaster medical system.

2. Public Health

   This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

3. Crisis Intervention Support (CIS)

   This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes state and local personnel.

Lead Agency – Waushara County Public Health Department

Support Agencies – Waushara County Emergency Management, Waushara County Human Services, Waushara County EMS, Waushara County Coroner, Wisconsin Lab of Hygiene, Red Cross, Voluntary Agencies, Hospital Representative, ARES

Scope
- Public health
- Medical
- Mental health services
- Mortuary services
- Crisis Intervention

ESF #9 – Urban Search and Rescue

This group coordinates the state assistance in locating persons missing as a result of any one or more of a number of reasons. This includes urban search and rescue problems generated as a result of persons lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, collapsed structures, etc. This group also provides the interface with the federal Urban Search and Rescue Teams.
Waushara County Emergency Response Plan

Lead Agency – Waushara County Sheriff’s Office

Support Agencies–Local Fire Departments, Waushara County EMS, County and Local Police Departments, Waushara County Emergency Management.

Scope

- Life-saving assistance
- Urban search and rescue

ESF #10 – Oil and Hazardous Materials

This function is responsible for the identification of, training on and response to hazardous substances or materials in the jurisdiction.

Lead Agency – Waupaca County Level B Haz-Mat Team

Support Agencies – Local Fire Departments and/or Regional Hazardous Materials Response Level A Teams, Waushara County Emergency Management, Waushara County Sheriff’s Office, Waushara County Highway Department, Waushara County Health Department, DNR, WEM

Scope

- Oil and hazardous materials (chemical, biological, radiological, etc.)
  response
- Environmental safety and short- and long-term cleanup

ESF #11 – Agriculture and Natural Resources

This group is responsible for assessment and protective action implementation associated with potential harmful effects upon food, agricultural, cultural or natural resources as the result of a disaster.

Lead Agency – Waushara County Extension, Forestry, Parks

Support Agencies – Waushara County Emergency Management, Waushara County Public Health, Waushara County Sheriff’s Office, Waushara County Department of Health, Waushara County Human Services, Waushara County Highway Department, Waushara County Parks Department, DNR, Waushara County Land Conservation/Zoning, Wisconsin Department of Ag Trade and Consumer Protection.

Scope

- Food resources
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF #12 – Energy
Waushara County Emergency Response Plan

This sub function is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

Lead Agency – Waushara County Highway

Support Agencies – Utilities, providing service in Waushara County, County Emergency Management, Waushara County Sheriff's Office, Waushara County Department of Health, Waushara County Department of Human Services, Waushara County Highway Department, Waushara County EMS, Local Fire Departments.

Scope

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast

ESF #13 – Public Safety and Security

ESF 13 Public Safety and Security integrates County and local law enforcement capabilities and resources to support the range of incident management activities associated with major incidents within the county/local jurisdiction. It provides the means for providing assets in support of incident management, force and critical infrastructure protection and public safety.

Lead Agency - Waushara County Sheriff’s Department

Support Agencies – Local Police Departments, Waushara County Highway Department, Waushara County Emergency Management, State Patrol, WEM Emergency Police Services

Scope

- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF #14 – Long-term Community Recovery and Mitigation

ESF 14 is divided into the following two sub functions:

1. Assistance Programs

This sub function is the mechanism through which the county receives and coordinates state and federal disaster relief assistance to victims in the affected areas. Assistance could include the Individual & Households Program, the Small Business Administration’s loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially declared and non-Presidentially declared disasters.
Waushara County Emergency Response Plan

2. Recovery and Reconstruction Programs

This sub function addresses the long-term economic and psychological impact of disasters upon local communities and assists the communities in developing plans and processes for reconstruction. To assist individuals, long-term recovery processes are implemented. This may include working with donations, identifying volunteers and compiling a resource list. It may also include management of crisis counseling grants. Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

Lead Agency – Waushara County Emergency Management

Support Agencies – Waushara County Health, Waushara County Human Services, Red Cross, Salvation Army, Waushara County LEPC, Waushara County Zoning/Land Conservation, Waushara County Corporation Counsel, Waushara County Administration, Waushara County Board Chairperson, Waushara County Treasurer, Waushara County Highway Department, ARES/VOAD Agencies,

Scope

- Social and economic community impact assessment
- Long-term community recovery assistance to local governments, and the private sector
- Mitigation analysis and program implementation

ESF #15 – External Affairs

This ESF is responsible for the provision of information (both general and that which conveys emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Public Information activities and the distribution of emergency preparedness instructions through other means are addressed in this function.

Lead Agency – Waushara County Emergency Management

Support Agencies – Waushara County Sheriff’s Department, Waushara County Public Health Department, Waushara County Human Services, Waushara County Administration, Waushara County Elected Officials, Waushara County Corporation Counsel.

Scope

- Emergency public information and protective action guidance
- Media and community relations
- Legislative affairs
- Tribal affairs
VI. REFERENCES

Attachment 1, County Map
Attachment 2, Laws and Regulations
Attachment 3, Supporting Operations Plans and Documents
Attachment 4, Agency Responsibilities
Attachment 5, Organizational Chart
Attachment 6, County EOC Layout
Attachment 7, Glossary of Key Terms
Attachment 8, Distribution List
Attachment 9, Agency Approval Signature Sheet
Waushara County Emergency Response Plan
Attachment 2 (Laws and Regulations)

STATE LEGISLATION

A. EMERGENCY MANAGEMENT
   • Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.

B. DEPARTMENT OF MILITARY AFFAIRS
   • Chapter 21 - Describes departmental duties.

C. DEPARTMENT OF NATURAL RESOURCES
   • Chapter 26.11 - Discusses responsibilities during forest fires.
   • Chapter 29 - Discusses responsibilities for wild animals and plants and powers for restricting hunting and fishing.
   • Chapter 87 - Discusses the powers and duties of the department regarding flood control. NR 116 details Wisconsin's floodplain management program.
   • Chapter 292 - Discusses general environmental provisions (e.g., hazardous substance spills, disposal of debris including animal carcasses.)

D. DEPARTMENT OF HEALTH AND FAMILY SERVICES
   • Chapter 323 -- Describes agency responsibilities during Public Health Emergencies
   • Chapter 250 – Describes the administration, supervision, powers and duties of state health activities.
   • Chapter 251 – Describes the structure, duties and levels of services of local health departments.
   • Chapter 252 – Describes departmental powers and duties regarding communicable diseases.
   • Chapter 254 – Describes the powers, duties, identification and control of environmental health concerns (e.g., toxic substances, radioactive material/nuclear power plants, disease control.)

E. DEPARTMENT OF TRANSPORTATION
   • Chapter 83.09 – Describes emergency repairs of county trunk highways.
   • Chapter 85 - Describes departmental powers, duties and organization.
   • Chapter 110.07 – Describes the powers and duties of traffic officers.
   • Chapter 302.07 – Describes provisions for the maintenance of order in state, county and municipal prisons.

F. DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION
   • Chapter 93 – Describes departmental powers and duties.
   • Chapter 95 – Describes the maintenance of animal health requirements (e.g., cooperation with the federal government during animal disease outbreaks, embargo and condemnation of diseased animals, slaughter on premises.)
   • Chapter 97— Describes the regulation of food.
Waushara County Emergency Response Plan

G. COUNTIES

- Chapter 59 – Describes the legal status and organization (e.g., home rule; powers of the board chairperson and vice-chair, executive, administrator and sheriff.)

H. TOWNS

- Chapter 60 – Describes the legal status and organization (e.g., powers of the board chairperson; fire protection, law enforcement and ambulance service.)

I. VILLAGES

- Chapter 61 – Describes the legal status and organization (e.g., powers of the president and board; ambulance service.)

J. CITIES

- Chapter 62 – Describes the legal status and organization (e.g., powers of the mayor and council, ambulance service.)

K. GENERAL MUNICIPAL LAW

- Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers.)
- Chapter 175.46 – Defines and describes the authorities regarding mutual aid agreements.
- Chapter 213.095 – Describes the police power of a fire chief or a rescue squad.
- Chapter 895.483 – Grants immunity from civil liability for acts or omissions to the Regional and County Level B Hazardous Materials teams including the Regional Structural Collapse Team and to members of those teams and the sponsoring municipalities.
- Executive Order 81 – Designates the National Incident Management System (NIMS) as the basis for Incident Management in the State of Wisconsin.

FEDERAL LEGISLATION

The documents listed in Parts A, B and C are located in the State EOC.

A. 44 CFR Chapter 1 (Emergency Management and Assistance)

Outlines the organization power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness.)
**Waushara County Emergency Response Plan**

B. **Disaster Relief and Emergency Assistance Act (Stafford Act.) (PL 100-707)**

Limits the qualifying events for disaster assistance to natural catastrophes and established provisions for cost sharing by state and local governments.

C. **Disaster Mitigation Act of 2000 (PL 106-390)**

Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

D. **Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001-11050)**

Provides the public with information on the hazardous chemicals in their communities and establishes emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

E. **Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675**

Protects the public health and environment by facilitating cleanup of environmental contamination and imposing costs on parties responsible for the pollution.

F. **10 CFR 50.47**

Requires the establishment of state and local plans and preparedness for coping with effects of radiological emergencies as part of the nuclear power plant license.
# Waushara County Emergency Response Plan

## Attachment 3 (Supporting Operations Plans and Documents)

### SUPPORTING OPERATIONS PLANS AND DOCUMENTS

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<td>County Hazard Mitigation Plan</td>
<td>Waushara County Emergency Management</td>
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<td>Continuity of Operations Plan - ongoing</td>
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### State Plans

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### Federal Plans

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## Waushara County Emergency Response Plan
### Attachment 4 (Agency Responsibilities)

### EMERGENCY SUPPORT FUNCTIONS

**PARTICIPATING AGENCY RESPONSIBILITIES MATRIX**

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**P = Primary Agency  S = Supporting Agency**
Waushara County Emergency Response Plan
Attachment 5 (Emergency Management Organizational Chart)

State of WI Emergency Management - Brian M. Satula

East Central Regional Director - Steve Fenske

Waushara County Emergency Management - Lt. Tim Ganzel
EMERGENCY OPERATION CENTER (EOC)
STANDING OPERATING PROCEDURE (SOP)

EOC Alert Activation Partial/Full

The County 911 Center is responsible for notifying the Emergency Management Director of any emergency situation that may require the partial or full activation of the County EOC.

The Emergency Management Director or a designee will determine the level of operation needed to cope with the emergency. In the absence of the Emergency Management Director the Sheriff or his designee shall determine the level of operation needed for the EOC.

The Chief Elected County Official will be briefed on the incident and EOC staffing levels will be determined.

EOC Operations

EOC Setup: The Emergency Management Director or a designee shall coordinate the setup of the EOC. The County 911 Communications Coordinator will be responsible for setting up radio and phone communications within the EOC.

EOC Staffing: Staffing levels will be determined by the OIC (Officer in charge) in cooperation with the Emergency Management Director and the Sheriff.

EOC Security: The Sheriff's Department will coordinate and be responsible for the security of the EOC.

EOC Command: The OIC of the EOC is the chief elected official for the county or a designee. The OIC shall coordinate the activities of the EOC.

Information Handling: Information received in the 911 Center will be put in writing, copied and delivered to the EOC.

Message Control: Information received in the 911 Center will be put in writing, copied and delivered to the EOC.

Public Information: Public information shall be coordinated through the County Public Information Officer (PIO) and the OIC of the EOC.

Long Term Operation: Kitchen facilities may be made available in the EOC or an outside agency contracted. Sleeping facilities may be prepared at a different location of the Courthouse if needed.

Damage Assessment: The Emergency Management Director is responsible for receiving damage assessment though the use of damage assessment teams, fire departments, law enforcement, DNR, ARES, and other resources that may be available.

Additional Assistance Available: The following agencies may be requested to provide additional assistance with the operation of the EOC:
Waushara County Emergency Response Plan

- County Locally Elected Officials: Affected jurisdictions.
- County Public Health Department: Public Health related issues.
- County Health and Human Services: Sheltering, mental health and other victim assistance.
- American Red Cross: Sheltering, Food service, both victims and emergency personnel.
- Salvation Army: Food service, both victims and emergency personnel.
- Fire Departments: Provide information on fire related issues.
- Law Enforcement: Provide information on Law enforcement related issues.
- EMS Personnel: Provide information on Hospital status and EMS issues.
- Department of Natural Resources: Environmental related issues.
- Waushara County Administration
- Any Additional Needed Resources as identified.

EOC Deactivation

The EOC will be deactivated when the OIC determines that the threat to lives and property has been mitigated. This may include a transition from a full activation to a partial activation to a complete deactivation.
Waushara County Emergency Response Plan
Attachment 7 (Glossary of Key Terms)

For the purposes of the Waushara County ERP, the following terms and definitions apply:

**Agency:** 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).

**Agency Representative:** 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.

**Area Command (Unified Area Command):** 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.

**Available Resources:** Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

**Catastrophic Incident:** 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.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Command Staff:** 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.

**Community Recovery:** In the context of the NRP 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.

**Consequence Management:** 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 NRP. See also Crisis Management.
Waushara County Emergency Response Plan

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Counseling Grants: 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.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Consequence Management.

Critical Infrastructures: 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.

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural, landscapes, and museum collections.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Defense Support of Civil Authorities (DSCA): Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy: 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.

Disaster: See Major Disaster.

Emergency: As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Response Plan (ERP): The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information: 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.
Waushara County Emergency Response Plan

Emergency Response Provider: 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."

Emergency Support Function (ESF): 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. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases: New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal Terminology:

Disaster Recovery Center (DRC): 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.

Environmental Response Team: 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.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims and the private sector.

Federal On-Scene Coordinator (FOSC or OSC): The Federal official assigned 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.

Joint Field Office (JFO): 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.
Waushara County Emergency Response Plan

Federal Terminology continued:

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** 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.

**Joint Operations Center (JOC):** 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 NRP is activated.

**National Disaster Medical System (NDMS):** 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.

**National Response Center:** A national communications center for 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.

**National Response System:** 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.

**National Response Team (NRT):** 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.

**National Security and Emergency Preparedness (NS/EP):** 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.

**National Special Security Event (NSSE):** A designated event that, by virtue of its political, economic, social, or religious significance may be the target of terrorism or other criminal activity.
Waushara County Emergency Response Plan

National Strike Force: 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.

Nuclear Incident Response Team (NIRT): 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.

Principal Federal Official (PFO): 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.

Radiological Emergency Response Teams (RERTs): 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.

Regional Response Teams (RRTs): Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each Stat 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.

Telecommunications Service Priority (TSP) Program: The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service vendors to provide, restore or otherwise act on it priority basis to ensure effective NS/EP telecommunications services.

Wireless Priority Service (WPS): 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.

Conclusion of Federal Terminology

First Responder: 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.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted
Waushara County Emergency Response Plan

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from disaster event.

Hazardous Material: For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined the NCP.

Hazardous Substance: 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 to 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 the 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.).

Historic Property: 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)].

Incident: 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.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): 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.
Waushara County Emergency Response Plan

Incident Commander (IC): The individual responsible for all incident activities, including the
development of strategies and tactics and the ordering and release of resources. The IC has overall
authority and responsibility for conducting incident operations and is responsible for the
management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and
General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the
damages to property or the environment.

Incident of National Significance: Based on criteria established in HSPD-S (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.

Infrastructure: 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.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

In-Kind Donations: Donations other than cash (usually materials or professional services) for
disaster survivors.

Jurisdiction: 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).

Liaison Officer: A member of the Command Staff responsible for coordinating with
representatives from cooperating and assisting agencies.

Local Government: 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).)

Major Disaster: 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.
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Material Management: 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.

Mitigation: 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.

Mobilization: The process and procedures used by all organizations-Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: 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.

Multiagency Coordination System (MACS): 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)

Multijurisdictional Incident: 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.

Mutual Aid Agreement: 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.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs 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.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and air, water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, a 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,
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surface and subsurface minerals, and other terrestrial features.

**Nongovernmental Organization (NGO):** 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 include faith-based charity organizations and the American Red Cross.

**On-Scene Coordinator (OSC):** See Federal On-Scene Coordinator.

**Preparedness:** 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.

**Prevention:** 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.

**Private Sector:** 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.

**Public Assistance Program:** 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.

**Public Health:** Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Public Works:** Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**Recovery:** 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.

**Resources:** 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
Waushara County Emergency Response Plan

described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: 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.

Situation Assessment: 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.

Special Populations: 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, deaf, cognitively disabled, mobility limited, non-English speaking, geographically/culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.


Strategic: 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.

Strategic Plan: 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.

Telecommunications: 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.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.
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Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribe: 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.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

Unified Command: 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.

Uniform Disaster Situation Report (UDSR): The damage assessment reporting form.

United States: The term "United States," when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods: 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.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Voluntary Organizations Active in Disaster (VOAD): A VOAD coordinates planning efforts by the many voluntary organizations responding to disaster.

Volunteer: 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. (See, for example, 16 USC § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: 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.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C § 2332a: (1) any explosive, incendiary; or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
Waushara County Emergency Response Plan

Attachment 8 (Distribution Lists)

COUNTY EMERGENCY RESPONSE PLAN DISTRIBUTION LIST

County Agencies

County Emergency Management Office
County Sheriff's Department
County Emergency Medical Service
County Public Health Department
County Health and Human Services Department
Waushara County Highway Department
Waushara County Administration

City/Village/Town Agencies

Town of Aurora
Town of Bloomfield
Town of Coloma
Town of Dakota
Town of Deerfield
Town of Hancock
Town of Leon
Town of Marion
Town of Mt. Morris
Town of Oasis
Town of Plainfield
Town of Poy Sippi
Town of Richford
Town of Rose
Town of Saxeville
Town of Springwater
Town of Warren
Town of Wautoma
Village of Coloma
Village of Hancock
Village of Lohrville
Village of Plainfield
Village of Redgranite
Village of Wild Rose
City of Wautoma
City of Berlin
Waushara County Emergency Response Plan

State Agencies

Wisconsin Emergency Management

Volunteer Agencies - as requested

American Red Cross
Ares (Amateur Radio)
Salvation Army
Attachment 9 (Agency Approval Signature Sheet)

The undersigned have hereby reviewed and approved the Basic Plan of the County Emergency Response Plan and all associated Emergency Support Functions included in the plan.

[Signature]
County Board Chairperson

[Signature]
Emergency Management Director

4/5/2013
Date

4/5/2013
Date
Preface

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

Primary Agency

Waushara County Highway Department
EMERGENCY SUPPORT FUNCTION-ESF#1

Evacuation and Transportation Resources

LEAD COORDINATING AGENCY: Waushara County Highway Department

SUPPORT AGENCIES: Waushara County Sheriff’s Office
Waushara County Emergency Management
Municipal Fire Departments
Waushara County EMS
Municipal Police Departments
Municipal Public Works Departments
Red Cross
School Bus Companies/School Districts

STATE ESF COORDINATING AGENCY:
Wisconsin Department of Transportation

I. INTRODUCTION

A. Purpose

The purpose of ESF-1 is to:

1. Coordinate the use of transportation resources (human, technical, equipment, facility, materials and supplies) to support the needs of local government, voluntary organizations and other agencies to support emergency transportation needs and service restoration activities during an emergency or disaster situation, and

2. Coordinate county agency response to a local evacuation and enable agencies, and emergency support functions requiring the use of the transportation system to perform their missions during and following an emergency.

B. Scope

Basic ESF-1 functions are:

1. Evacuation Planning
2. Traffic Control Planning
3. Transportation Systems/Resources Planning
4. Infrastructure Repair
5. Protect life, property and the environment

Activities within the scope of County ESF-1 functions include:

1. Providing resources and guidance in assisting local authorities with the evacuation of an area;
2. Reporting and repairing damage to transportation infrastructure as a result of the incident, as is possible (first estimate/report must be submitted within 24hrs)
3. Performing activities conducted under the direct authority of County Emergency Management
4. Coordinating and supporting prevention/preparedness/mitigation activities among transportation infrastructure stakeholders at the County and local levels.

ESF-1 coordinates with the following ESFs:
- ESF-6 (Mass Care and Human Services)
- ESF-5 (Emergency Management)
- ESF-13 (Public Safety and Security)
- ESF-7 (Resource Support)
- ESF-15 (External Affairs)
- ESF-3 (Public Works)

C. Levels of Evacuation

Evacuations are highly incident specific and widely variable. Four levels of evacuation are identified and each requires a different resource commitment.

1. A Small Scale Evacuation:
   a. Generally involves:
      1) A small number of persons (from perhaps a few dozen to about 100)
      2) A small geographical area (from perhaps only one or two buildings to a block or two)
      3) Short evacuation distances (from perhaps across the street to several blocks)
      4) A short amount of time (from an hour or two up to several hours).
      5) Minimal resources to secure the evacuated site.
   b. Small scale evacuations:
      1) Are generally quickly accomplished and evacuees are easily evacuated and collected outside the danger area.
      2) May result from a weather event, fire alarm, hazardous materials spill, bomb threat, or civil disturbance.
   c. Evacuee feeding and shelter facilities are generally not required.

2. An Intermediate Scale Evacuation:
   a. Involves:
      1) A larger number of persons (from less than 100 to perhaps several hundred)
      2) A somewhat larger geographical area (from a block or two to several blocks)
      3) Somewhat longer evacuation distances (from several blocks to several miles away)
      4) Generally for a period of time (from a few hours to, perhaps, a day).
      5) Larger number of resources to secure the site for generally longer periods of time.
   b. Intermediate scale evacuations:
1) Obviously, evacuation times will be somewhat longer than for a small scale evacuation, but are generally rapidly accomplished.

2) Lasting longer than a few hours will require care & feeding of livestock not evacuated.
   a) Animal care guidance provided in the American Veterinary Medical Association Emergency Preparedness and Response Guide.
   c. Evacuee collection and accounting is more difficult as many may bypass collection sites and go directly home.
   d. Evacuee feeding and sheltering may be necessary depending on the length of the evacuation.
   1) Special needs shelters may be necessary as will facilities for evacuated animals.

3 A Large Scale Evacuation:
   a. Involves:
      1) Large numbers of persons (from several hundred to several thousand)
      2) A large geographical area (from several blocks to several neighborhoods)
      3) Long evacuation distances (several miles at least)
      4) For significant amounts of time (from several hours to several days).
      5) Large numbers of resources over several shifts or days to secure the evacuated area.
   b. Large scale evacuations:
      1) May take upwards of several hours to accomplish. Therefore, evacuation decisions must be made as early as possible in the incident.
      2) Lasting longer than a few hours will require care & feeding of livestock not evacuated.
         a) Animal care guidance provided in the American Veterinary Medical Association Emergency Preparedness and Response Guide.
      3) May result from significant natural or technological disasters or a local terrorist threat or attack.
         a) Local or county authorities may request a state disaster declaration to mobilize state resources.
   c. Evacuee feeding and sheltering may be necessary depending on the length of the evacuation.
      1) Special needs shelters may be necessary, as will facilities for evacuated animals.

4 A Mass Evacuation:
   a. Generally involves:
      1) Very large numbers of persons (from several thousand to hundreds of thousands)
      2) A very large geographical area (an entire city or several cities)
      3) Very long evacuation distances (from several miles to perhaps several states)
      4) For significant amounts of time (from a day or more to a week or more).
      5) Large numbers of resources over several days or weeks or longer to secure the evacuated area.

b. Mass evacuations:
   1) May take one or more days to accomplish. Therefore, evacuation decisions must be
      made as early as possible in the incident.
   2) May require implementation of a regional or even a national multi-jurisdictional
      reception and sheltering program.
   3) Care & feeding of livestock not evacuated is required.
      a) Animal care guidance provided in the American Veterinary Medical Association
         Emergency Preparedness and Response Guide.
   4) Result from major natural or technological disasters or terrorist threat or attack.
      a) Local or county officials may request a state disaster declaration to mobilize
         state resources
      b) The governor may request a federal disaster declaration to mobilize federal
         resources.
   c. Evacuee feeding and sheltering will be necessary.
      1) Special needs shelters will be necessary, as will facilities for evacuated animals.

II. POLICIES

All transportation resources will be utilized on a priority basis to protect life, environment and
property.

ESF 1 resources will be provided to the Waushara County Emergency Operations Center (EOC)
when activated (i.e., Level 2 intermediate).

ESF 1 may also obtain resources through contractors, vendors, and suppliers. Resources may
also be obtained from local, state, regional, national, public and private associations or groups.

The transportation function within Waushara County operates primarily as a coordinating group
that is comprised of two main areas – transportation systems management and evacuation
planning.

This group insures that all roads, bridges and other corridors in and out of an affected area
remain open, and that any traffic allowed into those areas is properly managed to prevent
bottlenecks, gridlock or further highway damage – all of which could hamper or prevent
emergency assistance reaching the areas that need it. Additionally, ESF 1 coordinates the
evacuation planning process with Waushara County Emergency Management and other
supporting agencies and private organizations.

III. CONCEPT OF OPERATIONS

A. General

The evacuation of people is a local government responsibility, unless it is determined that
other entities have additional responsibilities, but if additional resources are required
county assistance is available depending on the request.
During an emergency or disaster, the ESF 1 Lead Coordinating Agency will assign primary
and back-up personnel to the Waushara County EOC, as needed.

As needed, provide resources and guidance in assisting local authorities with the evacuation of an area.

In smaller magnitude emergencies, requests for assistance may be handled by the Incident Commander.

In accordance with the Waushara County Emergency Response Plan, the EOC is responsible for coordinating transportation activities. In addition, ESF 1 will:

1. Ensure that support agencies will have designated personnel in the Waushara County EOC. If necessary with specific emergencies or disasters, Waushara County Emergency Management will notify the appropriate support agencies to have their designated personnel report to the Waushara County EOC.

2. Ensure that personnel will be available (in person, by telephone, facsimile or pager) to assess and respond to transportation resource requests received by the Waushara County EOC. Also ensure that back-up personnel will be available to relieve primary personnel in the event a disaster occurs over an extended period of time.

3. Assess and develop action plans, for submission to ESF 5, to meet the short- and long-term transportation needs of the impacted area.

4. Evaluate damage to infrastructure, conduct damage assessment in the impacted area and assign personnel as appropriate.

B. Organization

Waushara County Emergency Management is responsible for the coordination of ESF 1 emergency management activities

![Waushara County Sheriff's Office](Image)

![Waushara Co Hvw Deot](Image)

![Waushara Countv EM.](Image)

![Fire](Image)

![EMS](Image)

![DPW](Image)

![Police](Image)

![DHS](Image)

![Red Cross](Image)

C. Procedures (Activation)

Activation of ESF-1 will be determined by the Sheriff or the Waushara County Emergency Management Director or his/her designee depending on size and location of each individual emergency/incident.

D. Mitigation Activities

1. Conduct inspections of the county transportation system and associated facilities and the private, non-profit facilities (ie. parks, hospitals, etc.) as a member of the Public Works Team.

2. Assist jurisdictions with assessments of the local transportation system including special event planning.
3. Plan and prepare the evacuation notification systems to support the requests from the chief elected official and/or Waushara County Emergency Management (i.e. support of local government contracting for mitigation needs).

4. Ensure personnel are briefed on the known hazards and mission assignments.

E. Preparedness Activities

1. Coordinate and maintain a method of identifying available transportation resources with supporting local and county agencies and private organizations.

2. Develop and maintain an inventory of transportation resources.

3. Provide telecommunications resources in support of operational requirements in accordance with ESF 2 - Communications.

4. Prioritize and/or allocate transportation resources.

5. Determine the usable portions of the county transportation system and coordinate and control emergency highway traffic regulations in conjunction with local and state agencies.

6. Develop for security purposes, a critical Infrastructure vulnerability list and monitor and update the list as changes occur.

7. Maintain notification systems/procedures for ESF 1 activities.

8. Maintain liaison with the Wisconsin Department of Transportation through the appropriate regional office.

9. Maintain appropriate records (time worked/costs incurred) in support of ESF 1 during an emergency/disaster situation.

10. Assign and schedule sufficient personnel to cover an activation of the Waushara County EOC for an extended period of time.

11. Ensure that ESF 1 personnel are properly trained to handle emergency or disaster response situations.

12. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

F. Response Activities

1. Assist local authorities with local law enforcement operations and the evacuation of people and property – both with law enforcement assistance and the development and implementation of highway detour plans.
2. Coordinate with the Wisconsin Department of Transportation through the appropriate regional office for the provision of state resources and technical assistance, as necessary.

3. Assist the Waushara County EOC in receipt and dissemination of warning information to local government.

4. Provide liaison to the Waushara County EOC to coordinate ESF 1 resources as requested.

5. In coordination with Waushara County Sheriff's Office, provide available resources to supplement local jurisdiction requirements for traffic control on local roads.

6. Assist in promptly identifying and removing impediments to vehicular and pedestrian movement.

7. Provide barricades, road signs, and highway routing information necessary to redirect traffic from affected areas.

8. Remove debris on roadways, railroads, airstrips, etc., critical for emergency vehicle passage.

9. Assist WI DOT with the inspections of bridges to insure they may continue to be used and have not suffered catastrophic damage as a result of a particular event.

10. Conduct inspections of the county transportation system and associated facilities and the private, non-profit facilities.

11. Coordinate the mobilization of personnel and equipment required for engineering services as related to the county transportation system.

12. Activate evacuation warning and information services, including dynamic message signs, portable changeable message signs, 511, and other capabilities.

G. Recovery Activities

1. Inspect, reconstruct, repair, and maintain the county transportation system including designation of alternate routes in coordination with town, villages, cities, and WI DOT.

2. Inspect bridges to insure they may continue to be used and have not suffered catastrophic damage as a result of a particular event.

3. Coordinate the mobilization of personnel and equipment required for engineering services as necessary.

4. Conduct damage assessments on the county transportation system associated facilities and the private, non-profit facilities.

5. Generate in a timely manner, information to be included in County EOC briefings, situation reports and/or action plans.
IV. RESPONSIBILITIES

A. Primary Agency - Waushara County Highway Department

1. Coordinates transportation emergency management activities, including evacuation planning, in support of the Waushara County Emergency Response Plan.

2. Conducts damage assessments.

3. Assigns personnel to ESF 1 in the Waushara County EOC.

4. Assists in promptly identifying and removing impediments to vehicular and pedestrian movement.

5. Provides barricades, road signs, and highway routing information status maps showing routes that are open, routes that are closed, routes that have not yet been inspected, bridges that are open without restrictions, bridges open with restrictions, bridges that are closed until replaced, and any other information necessary to redirect traffic from affected areas.

6. Removes debris on roadways, railroads, airstrips, etc., critical for emergency vehicle passage.

7. Coordinates the mobilization of personnel and equipment required for engineering services as related to the county transportation system.

8. Coordinates storage of equipment and vehicles in a safe place

9. Coordinates fuel for vehicles

10. Coordinates maintenance and repairs to vehicles

11. Record costs and expenditures. Submit as directed

12. Long Term: Restore critical transportation routes, facilities, and services.

A. Support Agencies:

1. Waushara County Emergency Management

   a. Coordinate with the appropriate agencies to evacuate or shelter-in-place.

   b. Coordinate the collection and dissemination of information concerning evacuation and sheltering to the public (See ESF 15) and emergency response personnel

   c. Contact the Red Cross to activate shelter opening. (Refer to the telephone list for the contacts that open and equip the facilities.) A County Shelter Officer will be designated at the time of the incident.

   d. Coordinate evacuation and shelter planning with other agencies and adjoining jurisdictions.
e. Assist local efforts to address pet issues as requested.

2. **Waushara County Sheriff’s Office**

a. Establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.

b. Initiate and monitor evacuation activities (e.g. traffic control, establishing staging areas, and public warning/route alerting.)

c. Assist with the warning of the public.

d. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.

e. Coordinate with the Waushara County Highway Department to identify potential problem areas and ensure security along evacuation routes.

f. Assist health officials in the coordination of transportation for the elderly, homebound, handicapped/disabled and mobility-impaired persons.

g. Provide or coordinate transportation for emergency workers to and from risk area(s).

h. Provide situational information to the Section Chief at the EOC as to the status of the transportation infrastructure.

i. Record costs and expenditures and submit as directed.

3. **Municipal Public Works**

a. Provide all necessary traffic control devices (e.g., signs, barricades.)

b. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, and identify potential problems along evacuation routes.

c. Coordinate the removal of abandoned vehicles or vehicles with mechanical problems from primary evacuation routes.

C. **Other Supporting Agencies**

1. **Waushara County Emergency Medical Services**

a. Provide emergency medical services to all people involved in the evacuation or response to the disaster.

b. Identify and locate people with special needs and provide advice to the Department of Human Services regarding evacuation decisions. (e.g. specific transportation and shelter needs)
2. Municipal Fire and Rescue Services
   
a. Provide advice to the Executive Group and County Director on evacuation decisions as a result of fires and/or hazardous materials etc.
   
b. Assist with public warning/route alerting and establish staging areas.
   
c. Responsible for fire security (e.g. on-scene control, evacuated areas, reception centers and shelters.)
   
d. Assist in crisis shelter marking.

V. RESOURCE REQUIREMENTS

   Resource requirements developed in accordance with the National Incident Management System protocols

   • Emergency Alert System (EAS) and other alert and notification systems
   • Traffic control packages
   • Transportation resources
   • Local evacuation plan
   • Local evacuation program
   • Small Animal Transport Teams
   • Evacuation Coordination Team (Type I, II, and III)
   • Evacuation Liaison Team

VI. REFERENCES (Located in EOC)

   See Waushara County Emergency Response Plan, Basic Plan, Attachment 1

VII. ACRONYMS

   See Waushara County Emergency Response Plan, Basic Plan, Attachment 7
The undersigned have hereby reviewed and approved ESF 1 of the Waushara County Emergency Response Plan.

Donna Kolata
County Board Chair

4-05-2013
Date

Emergency Management Director

1-30-2013
Date

Sheriff

3-10-13
Date

Thomas A. Dullea
Highway Commissioner

2-28-13
Date
Preface

Voice and data communication 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, NGO’s and other levels of government.

Primary Agency

Waushara County Sheriff’s Office
Waushara County Administration
Radio Services
Waushara County Emergency Response Plan
Emergency Support Function (ESF) 2

Communications

LEAD COORDINATING AGENCY:  Waushara County Sheriff’s Office

SUPPORT AGENCIES:  Waushara County Administration
Waushara County Emergency Management
Private Telecommunications Service Providers
Amateur Radio
System Service Technicians (Northway Communications)

I.  INTRODUCTION

A.  Purpose

The purpose of this Emergency Support Function (ESF) is:

a)  To serve as a basis for planning the coordination of communication assets in Waushara County in accordance with the Waushara County Emergency Response Plan.

b)  To provide guidance for rapid alerting and warning to key local jurisdictions officials and the general public of an impending or occurring natural or technological emergency or disaster.

c)  To provide guidance for organizing, establishing, and maintaining the communications and information system capabilities necessary to meet the operational requirements of the county and local jurisdictions in responding to, and recovering from, emergencies and disasters.

d)  To develop guidance and procedures to ensure Emergency Management staff at the state, local and federal levels have accurate and timely information on which to base their decisions and response actions.

e)  To coordinate the effective restoration of communications after a disaster with the service providers and private utilities.

II.  POLICIES

A.  The Waushara County Emergency Response Plan as described by this ESF will guide all county communications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.

B.  Communications, information systems and warning support requirements which cannot be met at the local level will be escalated upward for resolution at the state level by Wisconsin Emergency Management (WEM) and appropriate state agencies. If needed,
federal assistance will be requested.

III. CONCEPT OF OPERATIONS

A. General

1. Reliable communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies. Such capabilities must be available to the county for operations from the primary or alternate EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.

2. The federal government, under the National Response Plan (NRP) may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.

3. A request for state communications resources must be processed through the County command and control organization.

4. The Emergency Alert System (EAS) operates through designated radio, television stations and cable systems and is intended to provide federal, state, and local jurisdictions with the means to disseminate prompt alerting and warning information to the general public (See State EAS Map in Appendix 2). NOAA National Weather Service radio transmitter will augment the warning and information process (See Map in Appendix 3).

5. The communications and warning capabilities presently available are:

a. Telephone Systems that operate through landlines and serve Waushara County are provided by Uniontel, Charter Communications, Centurylink, and Ameritech. Centurylink provides routing for 911 trunks and Charter provides VoIP services. Numerous wireless companies provide cellular phone service throughout the county.

   1. County/Local

      a) 24/7 Telephone Systems
      b) County NAWAS (capability) System
      c) Private/leased Lines
      d) Commercial telephones
      e) Cellular telephones
      f) Facsimile
      g) Siren Systems
      h) Pager Systems
      i) Others, as appropriate (i.e., EAS plans, NWS, etc.)
      j) Satellite Phone
2. State assets that support county ESF 2 (See Appendix 1 for detailed descriptions of State communications system):
   
a) WEM 24-hour Hotline (1-800-943-0003)
b) State Patrol microwave telephone
c) NAWAS (National Warning System, intra-state landline-voice)


1. County/Local
   
a) County Radio Systems  
b) Local Radio Systems  
c) Amateur Radio Systems  
d) Siren (or other warning) Systems  
e) Others, as appropriate (ie.PAC, MARC, MABAS, etc.)

2. State assets that support county ESF 2 (See Appendix 1 for detailed descriptions of State communications system):
   
a) WEM Local Government Radio  
b) State Patrol Radio  
c) Emergency Alert System (EAS) Relay Network (Public Safety radio and the broadcast industry).  
d) Amateur Radio System: (which includes: RACES (Radio Amateur Civil Emergency Services), ARES (Amateur Radio Emergency Services).  
e) Federal Emergency Management Agency National Radio System (FNARS), a high frequency radio system.  
f) Mobile Command Center and associated equipment.  
g) Other Radio Systems  

c. Computer Systems – Waushara County uses PC in a client server environment. There are approximately 175-200 computers utilizing several applications in 6 locations on 33 servers. Waushara County hosts its own website with additional in-house land records applications. There is video conferencing capability.

1. County/Local
   
a) County government networks and computer systems  
b) Transaction of Information for Management of Enforcement (TIME) System  
c) Weather Data Systems  
d) Mobile Data Systems  

2. State assets that support county ESF 2 (See Appendix 1 for detailed descriptions of State communications system):

b) Department of Justice's (DOJ), Transaction of Information for Management of Enforcement (TIME) System.

B. Organization

Waushara County ESF 2, Communications consists of:

In general:
- Waushara County operates a 24 hour dispatch center located within the Sheriff’s Office. All communications are dispatched through this facility.
- Waushara County has two dispatch locations within the county. The first is located at 430 East Division Street and the other located at 209 S. Ste Marie Street in the Emergency Management Office. Communications is also provided by a single terminal located in the Waushara County EOC.
- Waushara County Emergency Management has two Mobile Command Units that are intended to provide local communications capability in the event of an emergency or disaster.
- Command structure (see attachment 4)
- Mutual aid agreements (see attachment 5)
- System maintenance is provided by Northway Communications and Motorola
- Private vendors are used as needed.

C. Procedures - Manuals

All Policy manuals are located at the Waushara County Sheriff’s Office and the Waushara County Tactical Interoperable Communications Plan (TICP) is a separate document attached to the plan.

D. Mitigation Activities

Waushara County Emergency Management participates in regular meetings with respective county, state and private agencies and groups dedicated to refining and enhancing the telecommunications and information capabilities for both day to day operations and for emergency response situations.

E. Preparedness Activities

1. Pre-identify communications facilities, equipment, personnel and training needs in county and local jurisdictions that could be made available to support response and recovery efforts.

2. Assess selected sites to store pre-staged communications assets for rapid deployment into the affected area.

3. Encourage and promote interoperability among county and local jurisdictions.
4. Conduct regularly scheduled communications and siren tests and drills with NWS, State Patrol communications centers, and other pre-designated emergency communications support facilities to insure operational readiness and procedural familiarity.

5. Conduct regular checks of all communications and IT equipment and systems in the EOC and associated facilities.

6. Utilize EOC communications and IT equipment as an integral part of all communications and warning systems in exercises and county EOC participation.

7. Develop plans for alternate warning systems and disseminate information to the public.

F. Response Activities

1. Receive and disseminate warning information countywide and to local jurisdictions.

2. Coordinate communications support to all governmental, private communications providers, and volunteer agencies as required.

3. Determine what assets are available and nearest to the affected area(s) by each ESF 2 support agency and mutual aid support entities and the time frame in deploying those assets.

4. Prioritize the deployment of services and equipment based on available resources and critical needs.

5. Coordinate the acquisition and deployment of communications and warning equipment, personnel, and resources to establish temporary communications capabilities within the affected area.

6. Identify the actual and planned actions of commercial communications companies to restore services.

7. Compile communication and warning system damage information obtained from assessment teams, the communications industry, the local/county emergency management director and other city and county/State agencies and report that information through ESF 5, Emergency Management.

8. Assess the need for and obtain communications industry support as required.

9. Maintain a continuous communications capability as the county point-of-contact for emergency reporting.

G. Recovery Activities

1. Use public, private and volunteer communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort.
2. Private resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

3. Plan and prepare the communication systems to support the establishment of staging areas, distribution sites, Joint Information Centers, and other local, State, and federal recovery facilities and emergency workers in the impacted area. ESF 2 describes the working relationship with State and Federal agencies to establish recovery communications operations.

4. Coordinate with local and county agencies to establish recovery communications operations, as appropriate.

5. Maintain appropriate records of work schedules and costs incurred by ESF 2 agencies during an event.

6. Generate in a timely manner, information to be included in County EOC briefings, situation reports, and/or action plans.

V. RESPONSIBILITIES

A. Primary Agency: Waushara County Sheriff’s Dept. Communications Center

a. Overall responsibility for planning and coordinating the emergency communications, warning and information technology programs within the county, including assistance to local jurisdictions.

b. Coordinate and maintain countywide communications and warning capability and provide warning of impending emergencies or disasters to affected political subdivisions.

c. Operates and maintains the County 911 Communications Center on a 24/7 basis.

d. Coordinates the acquisition and deployment of additional communications equipment, personnel and resources necessary to establish temporary communications capabilities.

e. Work with commercial communications companies to restore communications capabilities and services.

g. Supplement other county and local emergency communications systems requirements within capabilities.

B. Support Agencies: Waushara County Sheriff’s Office, Waushara County Emergency Management Private Telecommunications Service Providers Amateur Radio
1. Assist in planning and coordinating the emergency communications, warning and information technology systems within the county to include assistance to local jurisdictions, to develop and enhance interoperability.

2. Prepare and maintain the agency’s warning plans, SOPs, and call lists.

3. Participate in training and exercises with local jurisdictions and the county as appropriate.

4. Develop plans to establish and maintain communications links between EOC and Field Operations based on the agency’s capabilities.

5. Provide communications support as requested within the agency’s capabilities.

6. Identify critical communications equipment and personnel to ensure agency primary responsibilities are met.

7. Identify non-critical communication assets that could be used to support response and recovery operations.

8. Assist in developing a phased plan for the use the agency’s non-critical assets to identify personnel, equipment and duration of assistance.

9. Work with other agencies to develop and maintain comprehensive inventory with equipment type and common frequencies.

10. Work with other agencies to develop common communications protocols and terminology.

C. **Communications Service Providers**

Provide technical support and repair/replacement of communications systems to local jurisdictions.

D. **Volunteer Agencies**

- Amateur Radio Groups
- Radio Amateur Civil Emergency Services (RACES)
- Civil Air Patrol

VI. **RESOURCE REQUIREMENTS**

A. **Telephone** - 12 telephone lines to be utilized in the EOC all beginning with (920) area code are 787-0490 Human Services, 787-0491 Law Enforcement, 787-0492 Health Department, 787-0493 EMS, 787-0494 Fire Services, 787-0495 DNR, 787-0495, 787-0496, 787-0497, 787-6622, 787-6646 Red Cross, 787-6664 State DOH, 787-6668 DOA, 787-6669 Public Works, 787-6577

B. **Internet Access** - there is one internet connection in the EOC along with wireless capability
VII. REFERENCES (located in EOC)

Any pertinent communications equipment information, county statutes and ordinances, and Standard Operating Procedures

VIII. APPENDICES

Appendix 1  State of Wisconsin Communications System
Appendix 2  State Emergency Alert System
Appendix 3  NOAA National Weather Service

List others as appropriate.
Appendix 1  State of Wisconsin Communications System

A. Telephone Systems

1. WEM 24-hour Hotline (1-800-943-0003)

WEM operates a dedicated 24-hour hotline system for single-point of contact notification for both emergency information and hazardous materials incidents. During normal working hours (M-F 8AM to 4:30PM) the hotline is answered in WEM HQ Office in Madison. After normal working hours and on holidays, the hotline is answered by State Warning Center I, which is located at District 1, Wisconsin State Patrol. All after-hours calls are referred to the WEM Duty Officer for disposition.

The 24-hour hotline system utilizes the standard phone system on a PBX. Thus, if the phone system or associated equipment fails, the hotline is not operable.

Specific operational information and procedures are located in the “Emergency Operating Center (EOC) Communications Equipment and Operating Procedures” manual located in the State EOC.

2. State Patrol microwave telephone

A microwave telephone (red phone) is located in all Wisconsin State Patrol (WSP) District Offices, WEM Regional Offices and the State EOC. It is primarily, a communications device for the WSP but is available for WEM use. It is operated and maintained by the WSP and provides a link for WEM to contact the counties if there are commercial phone line problems.

Specific operational information, procedures and phone numbers are located in the “Emergency Operating Center Communications Equipment and Operating Procedures” manual located in the State EOC.

3. NAWAS (National Warning System, intra-state landline-voice)

The National Warning System (NAWAS) is used primarily for disseminating warnings concerning possible threats of an attack to the nation and is the primary means of disseminating this information to state and local jurisdiction officials within the state. The federal government has permitted and encourages each state to employ NAWAS for disseminating warnings concerning the above hazards.

For Wisconsin, the Warning Center I is operated 24-hours a day by Wisconsin Emergency Management (WEM) and the Wisconsin State Patrol (WSP) Communications Center. Wisconsin State Patrol District 1 is the Primary Warning Point (Wisconsin Warning Center 1) and WEM as the Alternate Warning Point (Wisconsin Warning Center 2).

The state portion of the NAWAS consists of the WEM Headquarters, seven State Patrol District headquarters, five National Weather Service offices and 28 primary county warning points (normally, located in the county 911 centers). Warnings to the 44 non-NAWAS counties are done using the most expedient method by the NAWAS counties.
Specific operational information and procedures are located in the “Emergency Operating Center Communications Equipment and Operating Procedures” manual located in the State EOC.

4. Private and leased lines

a) Dial-Select System

The Dial Select System is a dedicated party line system used by Point Beach and Kewaunee Nuclear Power Plants and is the primary means for notification and communication between the Manitowoc and Kewaunee County’s and State EOC.

The priorities for the Dial Select System are:

1. Siren Activation
2. Event Notification/Protection Action Recommendation Upgrade
3. Status Update
4. General Information/Coordination

Dial-Select phones (beige, in color) are located in the EOC communications room and at the reception desk. There are also active jacks in the EOC at the Operations Officer area and in room 105 (SRC) so phones can be hooked up if needed.

b) City Watch System

The City Watch System, a computer generated call system using commercial phone lines, is used by the Prairie Island Nuclear Generating Plant to notify the State of Minnesota, State of Wisconsin, Pierce County and affected Minnesota counties of an incident. For this system, NAWAS is used as the backup notification system.

The City Watch System uses a two-step process to notify:

1. Incident notification is faxed to all recipients (for Wisconsin this includes the State EOC; Reception desk; State Patrol District 1 and Pierce County).

2. A conference call is made by the plant communicator to all FAX recipients to confirm the Notification Form was received. If the form was received, recipient can hang up; if form was not received, recipient gets information from plant communicator.

The City Watch phones (black, in color) are located in the EOC communications room and at the reception desk. There are also active jacks in the EOC at the Operations Officer area and in room 105 (SRC) so phones can be hooked up if needed.

Specific operational information and procedures for both phone systems are located in the “Emergency Operating Center Communications Equipment and Operating Procedures” manual located in the State EOC.
5. Commercial telephone system

The Wisconsin EOC has operational lines for emergency use and jacks for installing 8 additional lines in room 105, including Dial-select and City Watch. Several critical phones lines are on the Cellular Locater Automatic Routing (CLAR) system, which allows them to be forwarded to cell phones.

The phone system is maintained by DMA (internal) and SBC (external).

Specific operational information and procedures for both phone systems are located in the “Emergency Operating Center Communications Equipment and Operating Procedures” manual located in the State EOC.

6. Facsimile

WEM uses a number of facsimile machines programmed for transmitting to individual counties/agencies or pre-designated groups.

EOC incoming facsimile machines are programmed to search for next available machine, thus, if the machine that is dialed into is busy, the message is forwarded to the next machine, and so on, until a machine can accept the transmission.

Specific operational information and procedures for the facsimile system is located in the “Emergency Operating Center Communications Equipment and Operating Procedures” manual located in the State EOC.

7. Cellular Phones

WEM currently has cellular phones assigned to a majority of the WEM staff.

8. Satellite Phones

WEM has acquired 10 satellite telephones. A SAT phone is assigned to each WEM Regional Director, the Emergency Police Services Deputy Director, WEM Central Headquarters and the Mobile Command Center (MCC) and ACU-1000 trailers. All SAT phones have ground cellular embedded as secondary call capability.

B. Communications Systems

1. WEM Local Government Radio

County government radio systems can vary by frequency, sub-audible tones and in some cases encryption usage. To enhance state access to local governments, WEM and State Patrol can reach the county sheriffs office via radio from the closest State Patrol District Headquarters, using a “point-to-point” frequency of 155.370 MHz, monitored by all counties. In addition, WEM has seven permanently installed VHF repeaters statewide and two portable repeaters for emergency communications and one or more system combinations could be set up for communications in an emergency. State Patrol vehicles are equipped with multi-channel VHF Hi-Band Mobile radios for communicating with District Headquarters and other vehicles.

Waushara County ESF 2 11 1/2013
2. State Patrol Radio

The State Patrol Radio system is operated by the Wisconsin Division of State Patrol and includes high-band base-to-mobile communications. WEM can access the system through telephone communication to Warning Center 1 (District #1, DeForest). The system offers statewide coverage, although dispatching occurs on a district basis through each State Patrol District Office.

3. Secure Video Teleconference Communications

Secure Video Teleconference Communications equipment, including the Secure Telephone (STU-III), is located in DMA HQ primarily for secure communication with the other states and the Department of Homeland Security. Special security clearance is necessary for access to this equipment or its use.


WEM has access to the statewide Wisconsin Emergency Alert System (EAS). Emergency broadcasts can be made from WEM and originate over the stations of the State Educational FM radio network. Commercial radio stations have the option to pick up and rebroadcast EAS messages from the State system. This system is tested regularly.

While these systems would be available in any event, they generally are not used. County emergency management works out individual agreements with commercial radio (FM & AM) stations serving the affected area. While the system is statewide there are many areas that are not covered by the EAS.

5. Amateur Radio System: (which includes: RACES (Radio Amateur Civil Emergency Services), ARES (Amateur Radio Emergency Services)).

In Wisconsin, the Amateur Radio System consists of volunteer amateur radio operators who have agreed to participate in emergency situations and has statewide coverage with over 1200 operators. Amateur radio is used as a back up to other systems or as a supplement to state or local communications and is activated on an informal fan-out from the Ham Shack located in the State EOC.

Primarily, Amateur Radio utilizes either high frequency single side-band voice devices used primarily for point-to-point, or VHF mobile and hand-held portables operated through repeaters for local communication. High-frequency elements are tested twice a-week and VHF elements are used regularly.


A FEMA high frequency radio is located at WEM EOC. The FNARS radio has voice capability for long distance common telephone, as well.

7. Mobile Command Center and associated equipment.
The Mobile Command Center is intended to provide local communications capability in the event of an emergency or disaster. It can be operated as a stand-alone communications center, thus allowing the county 911 center to operate normally during disaster events.

The Mobile Command Center and ACU Trailer are both equipped with ACU-1000 radio interconnect devices. The ACU-1000 technology allows for the cross connect of dissimilar public safety radio systems on a short notice. The permanently installed radios cover the 150-160 MHz bands and 800MHz conventional and trunked systems. It is also able to cross connect cell phones to public safety radio. In support of those units are a mobile tower system and mobile repeaters.

The WEM Central Office has 30 Motorola MT-1000 radios (with chargers and batteries). Emergency Police Services Deputy Director has 11 Motorola MT-1000 radios in his vehicle, and each WEM Regional Director has 5 Motorola MT-1000 radios at his/her office location.

Any Sheriff or Police Chief through the Regional Director of Emergency Management can request these radios in an emergency by calling 1-800-943-0003.

The Division Administrator, Deputy Administrator, the Deputy Director of Emergency Police Services, the Communications and Warning Officer, or Wisconsin Emergency Management Line of Succession can give permission for the radios to be committed. In an emergency, that person will also arrange for delivery to the scene. In non-emergency requests, it will be the responsibility of the requesting agency for pick-up and return of the radios.

All radios must be inventoried through the WEM Communications and Warning Officer. The requesting party must sign for them. Damaged or lost radios are the responsibility of the requesting agency. Inventory forms are in the cabinet with the radios.

8. Other Radio Systems

WEM can call upon independent radio systems operated by the DNR, Civil Air Patrol, the Wisconsin National Guard and the American Red Cross, if needed.

C. Computer Systems


EMWIN captures all national Weather Service text data pertinent to Wisconsin. The system provides a "hard copy" of weather information on demand.

2. Department of Justice's (DOJ), Transaction of Information for Management of Enforcement (TIME) System.

The TIME System is operated by the Wisconsin Department of Justice and consists of a central computer facility; terminals located at WEM and approximately 2850 other outlets in Wisconsin law enforcement agencies (city police, county sheriffs, State Patrol,
and FBI. It operates statewide over dedicated telephone lines and is used primarily to transmit law enforcement information. TIME is used by WEM during an emergency to transmit and receive hard copy administrative traffic. TIME provides automated severe weather alerts (tornado watch/warning, severe thunderstorm watch/warning and FEMA flood watch/warning) to counties.

D. The DHS/FEMA communications capabilities presently available are:

Mobile Emergency Response Support (MERS) and Mobile Air Transportable Telecommunications System (MATTs)

The MERS and MATTs are communications support elements that can be driven or airlifted to a disaster location. They provide mobile telecommunications, operational support, life support and power generation assets for the on-site management of disaster and all-hazard activities. The MERS and MATTs support local, state and federal responders.
WISCONSIN NOAA WEATHER RADIO NETWORK - 2006

**Wisconsin State Funded

Broadcast Area

Approx. 80 MI

Sullivan - 1 = Sullivan NWR Signal #1 (stand alone)
(La Crosse - 3) = Slave off of La Crosse NWR Signal #3

Waushara County ESF 2
Appendix 4   Command Structure (available on request)
Appendix 5

Mutual Aid Agreements (available on request)
The undersigned have hereby reviewed and approved ESF2 of the County Emergency Response Plan.

[Signature]
Sheriff

[Signature]
County Board Chair

[Signature]
Emergency Management Director

3-10-13
Date

4-5-2013
Date

1-30-2013
Date
Emergency Support Function (ESF) #3

Public Works

Preface

Critical public works infrastructure such as roads, buildings, grounds, waste management and sewer systems can all 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

Waushara County Highway Department
Waushara County Parks Department
Waushara County Zoning & Land Conservation
Municipal Public Works Departments
WAUSHARA COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 3
PUBLIC WORKS

LEAD COORDINATING AGENCY: Waushara County Highway Department

SUPPORT AGENCIES:
- Municipal Public Works Departments
- Waushara County Zoning & Land Conservation

Utilities:
- Alliant Energy
- Pioneer Power & Light
- Wisconsin Electric Power Co.
- Wisconsin Gas Co.
- Adams Columbia Electric Coop.
- Koch, ANR and We Energies Pipeline

Telephone Companies:
- Centurytel, Uniointel
- AT&T, Charter Communications

STATE COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

ESF #3 (Public Works) describes how Waushara County supports the county and local municipalities in the response and recovery phases of a disaster with assessing the damage to infrastructure and buildings; restoring and maintaining essential services; providing technical assistance through specialized personnel, equipment and supplies and procuring private sector resources.

B. Scope

County, local, and tribal governments are responsible for public works and infrastructure and have the primary responsibility for incident prevention, preparedness, response, and recovery, including county-wide planning for ESF 3 activities. When activated to respond to an incident, the agencies for ESF #3 develop work priorities in cooperation with the county, local and/or tribal government.

The private sector is responsible for a large proportion of the county/local infrastructure and is the lead for the rapid restoration of infrastructure-related services. They participate in ESF #3 Incident Action Planning and other planning activities as appropriate and warranted.

ESF 3:

1. Coordinates the public works and engineering support activities of Waushara County government with county agencies, local and tribal governments in anticipation of, in response to, and recovery efforts from a disaster.
2. Describes how Waushara County coordinates and monitors resources in support of county, local and tribal governments in, mitigation, preparedness, response and recovery.

ESF 3 coordinates directly with the following Emergency Support Functions (ESFs):

- ESF #1: Evacuation and Transportation Resources
- ESF #2: Communications
- ESF #4: Firefighting
- ESF #5: Emergency Management
- ESF #7: Resource Support
- ESF #9: Urban Search and Rescue
- ESF #10: Oil and Hazardous Materials Response
- ESF #12: Energy
- ESF #13: Public Safety and Security
- ESF #14: Long-Term Recovery and Mitigation

II. POLICIES

A. County, Local

1. The first priority of the Highway Department will be to assist Public Safety personnel in life safety activities.
2. Local authorities are responsible for obtaining required permits (e.g. oversize/overweight highway permits), waivers (e.g. solid waste and hazardous waste management) and clearances related to ESF #3 support.
3. To clear transportation routes and restore critical county facilities as per public safety priorities.

B. Private Sector

1. Appropriate entities of the private sector are integrated into the planning and decision-making processes at all levels of government, but especially at the local jurisdiction level.
2. Emergency public works response to private property shall be done only when authorized, or when life of public health is threatened.

III. CONCEPT OF OPERATIONS

A. General

Local government is responsible for ensuring that the infrastructure and buildings in the community are safe for use after a disaster or creating, through demolitions or repairs, a safe condition. Waushara County, through the lead coordinating agency, will support a county agency or local jurisdiction with public works and engineering needs by drawing, as able, from county, state, federal, local government, volunteers and the private sector.

Public works and engineering responders will attempt to identify mitigation opportunities to reduce future disaster damages and make recommendations as appropriate. These responders will provide information on possible mitigation opportunities, through the lead coordinating agency, to the State Interagency Disaster
Recovery Group (IDRG) and the State Hazard Mitigation Team (SHMT).

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

B. Organization

1. During an emergency or disaster situation, Waushara County Emergency Management and support agencies of ESF 3 will assign personnel to the Waushara County EOC. Waushara County Emergency Management, as the responsible agency for implementing ESF 3 will respond directly to the Multi-Agency Coordination (MAC) Group Coordinator in the EOC.

2. ESF 3 emergency operations will coordinate with the County EOC Operations/OIC.

3. At the county/local level, State coordination activities will be through the WEM Regional Director/Wisconsin Emergency Support Team (WEST).

C. Procedures

1. The activation of ESF 3 will be managed through Waushara County Emergency Management and its standard notification procedures.

2. WEM maintains a 24-hour duty officer system which responds to incidents when notified. Activation of ESF 3 resources will be through the duty officer system unless EOC operations are active.

D. Mitigation & Preparedness Activities

1. Trains ESF 3 county agency and private sector personnel in disaster response and recovery procedures.

2. Develops policies and procedures for ESF 3 emergency response and recovery personnel deployment and communications activities.

3. Maintains liaison with county support agencies and private sector service providers.

4. Develops and maintains a database of technical assistance services that can provide support during emergencies or disasters, including contact and notification list and procedures, as practical.

5. Conducts periodic training and exercises and participates in drills and exercises.

6. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes
   c. Waushara County Land Conservation and Zoning maintains a list of licensed private contractors to respond to emergencies as needed. A copy of those private contractors is attached to the ERP as separate documents and are maintained by Land Conservation and Zoning.
E. Response Activities

1. Evaluate and assign the public works and engineering support requests for the threatened and/or impacted area.
2. Activate the notification systems to support a deployment of Waushara County ESF 3 support agencies and/or Waushara County Preliminary Damage Assessment Team, and, if necessary, state response teams.
3. Generate in a timely manner, information to be included in Waushara County Emergency Operations Center briefings, situation reports, and/or action plans.
4. Assign and schedule sufficient personnel to cover an activation of the Waushara County Emergency Operations Center for an extended period of time.
5. Maintain appropriate fiscal detail records of work and costs incurred by ESF 3 agencies during an event, especially costs and management details of initial debris management activities.
6. Evaluate the short-term and long-term recovery period for the event.

F. Recovery Activities

ESF 3 Support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities, provision of potable water, and provision of emergency power. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment immediately following the event.
3. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
4. Removal of debris from public streets and roads.
5. Removal of animal carcasses (addressed in ESF #11)
6. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.
7. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems. Waushara County Land Conservation and Zoning maintains a list of licensed private on-site wastewater treatment system inspectors available for system evaluation during a disaster.
8. Emergency demolition or stabilization of damaged structures and facilities.
9. Emergency contracting to support public health and safety.
10. Technical assistance including structural inspection of private residences, commercial buildings, and structures.
11. Assisting in the preparation of internal Preliminary Damage Assessments (PDAs) as required.
12. Support other ESFs as requested.

V. RESPONSIBILITIES

A. Lead Coordinating Agency

Waushara County Highway Department/Waushara County Emergency Management
1. Coordinate the provision of assistance to the local governments with assessing damage to infrastructure and buildings and determine what resources (e.g., specialized personnel, equipment, supplies) are required to restore and maintain essential services (e.g., electricity, fuel, water, sewage disposal, telecommunications.)

2. Coordinate with state agencies responsible for public works and engineering to provide the county and the local governments the necessary resources to restore and maintain essential services.

3. Support evacuation activities as described under ESF #1.

4. Provide training as requested to local entities regarding the performance of damage assessment and identification of appropriate mitigation measures.

5. Identify and recommend mitigation opportunities that will reduce future disaster damages.

6. Coordinate county Hazard Mitigation efforts and ensure that the county agencies participate in planning activities and provide information for the County Hazard Mitigation Plan.

7. Make available information on the services, options and methods of obtaining assistance (e.g., grants) from the agency to those impacted by the disaster.

B. Support Agencies (general)
Municipal Wastewater Treatment Facilities
Waushara County Solid Waste
DNR
Waushara County Land Conservation and Zoning

1. Provide technical assistance to local agencies in the areas of:
- Water and Air Quality,
- Sewage Treatment,
- Dam Safety,
- Hazardous and Solid Waste,
- River Line Flood Control,
- Shoreline Protection and
- Environmental assessments.

2. Assist local officials with assessing damage to Private Onsite Waste Treatment Systems (POWTS) and facilitating the restoration to those damaged.

3. Coordinate the inspections, draw down’s, repairs and operational changes of dams and other water-control structures.

4. Assist local officials with identifying licensed contractors to assist with the installation of replacement storage tanks for flammable and combustible liquids

5. Provide staff or lists of private appraisers for the preliminary assessment of damages to buildings and railroads.
6. Assist with providing the necessary environmental waivers and legal clearances to response efforts.

7. Support efforts for temporary construction of roads and bridges when appropriate.

8. Support efforts to protect the water supply and sewage systems.

9. Support efforts regarding debris removal and assisting with temporary landfill issues.

10. Support efforts to designate and demolish structures that are determined to be hazardous.

11. Assist with determining the need for and construction of emergency structures (e.g., levees, sandbagging, bridges.)

12. Support efforts to provide sanitation services during an emergency.

13. Coordinate with WEM and local governments to utilize private contractors in response, recovery, mitigation and remediation efforts.

VI. RESOURCE REQUIREMENTS

ESF 7 maintains information on state and local resources, including ESF 3 resources, as appropriate.

General Resource Requirements for ESF 3 (identification and quantities to be determined based on NIMS requirements):

(Note: These are examples of ESF 3 management and assessment teams and are not meant to be a requirement for this ESF)

- Debris Management Team
- Damage Assessment Teams
- Gas Distribution System
- Water and Sewer
- Electric Power
- Communications System
- Transportation
- Specialized Equipment Inventories

VII. REFERENCES (located in EOC)

VIII. ACRONYMS (in County Basic Plan)

IX. APPENDICES - Waushara County Land Records and Zoning maintains lists of private contractors to assist in damage assessment, housing and building inspection, wastewater treatment and soil testers. These lists are maintained by Land Records and Zoning and are separate documents to the ERP.
The undersigned have hereby reviewed and approved ESF-3 of the County Emergency Response Plan.

Donna R. Kaleta  
County Board Chair  
4-05-2013  
Date

Tim C.  
Emergency Management Director  
1/30/2013  
Date

Thomas A. Dahlgren  
Highway Commissioner  
2-28-13  
Date
Emergency Support Function (ESF) #4

Fire Fighting

Preface

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

Primary Agency

Local Fire Department Having Jurisdiction
WAUSHARA COUNTY EMERGENCY SUPPORT FUNCTION (ESF-4)

FIREFIGHTING

LEAD COORDINATING AGENCY: Local Fire Authority Having Jurisdiction

SUPPORT AGENCIES:
- Waushara County Fire Officers Association
- Waushara Sheriff’s Office
- Municipal Fire and Police Depts.
- Waushara County EMS Services
- Waushara County Emergency Management
- WI Department of Natural Resources (DNR)
- American Red Cross
- Salvation Army

STATE SUPPORTING ORGANIZATIONS:
- WI Emergency Management
- WI State Fire Chiefs Association

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to:

1. Establish an organizational framework for all firefighting activities in Waushara County

2. Establish effective coordination of local and county resources to respond to structural (urban, suburban or rural) or forest fires resulting from man-made, technological events, natural disasters, or other events requiring fire response utilizing principals identified in the National Incident Management System.

ESF 4 coordinates directly with the following Emergency Support Functions (ESFs):

- ESF #1: Evacuation and Transportation Resources
- ESF #9: Urban Search and Rescue
- ESF #10: Oil and Hazardous Materials Response
- ESF #13: Public Safety and Security

B. Scope

Firefighting involves the management and coordination of activities/actions and resources to prevent, detect, and suppress all hostile fires by the Local Authority Having Jurisdiction (AHJ) except for forest fires as defined by § 26.01(2) Wisconsin Statutes occurring outside the limits of villages and cities which are the responsibility of the Department of Natural Resources (DNR).

II. POLICIES

A. 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. The Incident Commander shall, at his/her discretion:

1. Request use of automatic aid, mutual aid and/or the activation of the Mutual Aid Box Alarm System (MABAS) once local resources are exhausted.

2. Use of state or federal assets in coordination/consultation with the Chief Elected Official of the impacted community may occur in accordance with Wisconsin State Statutes. Coordination of said assets will be the responsibility of the Wisconsin Emergency Management (WEM), Fire Services Coordinator or his/her designee.

B. Forest fire suppression activities shall be accomplished through the Department of Natural Resources (DNR), in cooperation with local fire departments (AHJ) (per contractual agreement or Memorandum of Understanding), and other appropriate state and federal agencies as necessary. Dependent upon the size, scope and magnitude of the incident, private sector assets/resources may also be utilized per “Memorandum of Understanding(s)”.

C. Per Wisconsin State Statute 26.11, the DNR Forestry Protection Division has the authority and responsibility to respond to forest fires and assume “Command” (responsibility) for suppression efforts on state and privately-owned forest land outside the limits of any city or village. Additionally, the DNR has the responsibility to respond to requests from other agencies for assistance for non-fire emergencies or disasters. Within a city or village, the local AHJ has command and control of the situation and may request “mutual aid” from the (DNR). See Attachment 1 of State ESF 4 for the plan for Forest/Wildland Forest Firefighting.

D. The local Authority Having Jurisdiction (AHJ) Incident Commander at his/her discretion may utilize “mutual aid” resources from existing “Mutual Aid” agreements, Memorandums of Understanding, or by activation of a MABAS/or Department Box alarm as needed dependent upon size, scope or magnitude of the incident.

The local Authority Having Jurisdiction (AHJ) Incident Commander has the authority to mobilize mutual aid resources under Wisconsin Act 186 or to request assistance from the Wisconsin Emergency Management, Fire Services Coordinator in the activation of a MABAS “regional or statewide” level alarm in accordance with the guidance provided in Wisconsin Administrative Rule WEM-8.

E. The Wisconsin Department of Commerce, Division of Safety and Buildings helps develop and enforce safety and health standards for public sector fire department employees, based on Comm. 30, the Fire Department Safety and Health Code, and Comm. 32, the Public Employee Safety and Health Code. (An adjunct to Comm. 32, Comm. 30 contains minimum requirements for an occupational safety and health program for public sector fire department employees involved in fire department operations.) Consultation and inspections are provided by Safety & Buildings staff on requirements for fire department occupational safety and health programs. OHSA provides safety oversight for private fire companies and departments organized under § Chapter 213, or corporate “fire brigades”.

The Wisconsin Department of Commerce, Division of Safety and Buildings is responsible for the development and implementation of building and safety codes as well as providing support to local AHJ on issues of local concern related to fire code development and enforcement. Division of Safety
and Buildings also assists the local AHJ with the development and implementation of fire prevention and public fire education programs.

F. The Wisconsin Division of Criminal Investigation, Arson Bureau/State Fire Marshal’s Office, at the request of the local AHJ, may assist with fire cause and origin determination/investigation.

III. CONCEPT OF OPERATIONS

A. General

1. For all fires it shall be the responsibility of the local AHJ to determine what resources may be needed to manage the incident based on the following considerations:

   a. Life safety considerations (public and response personnel)
   b. Property conservations
   c. Environmental considerations

2. The DNR will coordinate and manage forest firefighting as described in Attachment 1 of State ESF 4 (Firefighting).

3. The local IC will utilize their respective resources first then activate existing “mutual aid” or “automatic aid” agreements. Requests for “regional, statewide resources” from MABAS will require notification of the WEM Duty Officer and the WEM-Fire Services Coordinator.

B. Organization

1. Emergency scene management shall be in accordance with the Incident Command System as described in the Waushara County Basic Plan.

IV. GENERAL ACTIVITIES

A. Mitigation Activities (General)

1. Conduct public fire safety training programs to reduce or eliminate human causes of hostile fires.
2. Conduct building and fire detection/suppression plans reviews, fire safety inspections, and other programs to reduce or eliminate risks for hostile fires and fire spread.
3. Conduct forestry management practices to reduce or eliminate risks for hostile fires and fire spread.
4. Identify potential vulnerabilities and determine actions to reduce that vulnerability.
5. Identify mitigation support resources, such as program funding.
6. Identify areas where mutual aid agreements are needed to support activities.
7. Identify areas where public information activities may be necessary.
8. Identify sources of ESF 4 needs, resources and equipment.
9. Identify ESF 4 training requirements or potential needs.

B. Preparedness Activities (General)
1. Develop and maintain mutual aid agreements and/or enter into MABAS agreements needed to support activities
2. Develop public education programs as necessary
3. Develop and maintain information on and sources for ESF 4 needs, resources and equipment in a NIMS compliant database.
4. Develop and conduct ESF 4 training for senior command staff.
5. Develop and maintain a 24 hour alert and warning system.
6. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

C. Response Activities (General)

1. Respond to and suppress hostile fires.
2. Determine what assets are available and nearest to the affected area(s) and the time frame for deploying those assets.
3. Prioritize and coordinate the acquisition and deployment of ESF 4 resources for the suppression of rural and urban fires.
4. Coordinate the utilization of a common communications system for ESF 4 response utilizing ESF 2.
5. Assess the need for and obtain other support as required.
6. Maintain a 24 hour alert/notification system or other reporting system on continuous basis as the point-of-contact for ESF 4 emergency reporting.
7. Generate in a timely manner, information to be included in County and State EOC briefings, situation reports, and/or action plans.
8. Compile damage information for local/county emergency management director and other city/county/State agencies and report that information through ESF 5, Emergency Management.

D. Recovery Activities (General)

1. Conduct fire cause and origin investigations. Refer for prosecution persons found to have maliciously caused a fire. Conduct cost recovery for expenses related for fire suppression.
2. Inventory equipment used during response activities and repair/replace as needed
3. Prepare and process reports using established procedures, focusing specific attention on after-action reports.
4. Generate in a timely manner, information to be included in County and State EOC briefings, situation reports, and/or action plans.
5. Assign and schedule sufficient personnel to cover an activation of the Waushara County Emergency Operations Center for an extended period of time.
6. Maintain appropriate records of work schedules and costs incurred by ESF 4 agencies during an event.

V. RESPONSIBILITIES

A. Primary Agencies

1. Local Authority Having Jurisdiction
   a. Manage and coordinate activities and resources to prevent, detect, and suppress all hostile fires
2. Wisconsin Department of Natural Resources (Forest)
   a. The DNR has the authority and responsibility to respond to forest fires and assume
      "Command" (responsibility) for suppression efforts on state and privately-owned forest land
      outside the limits of any city or village.

B. Support Agencies

1. State of Wisconsin
   a. Wisconsin Emergency Management
      1) Provide ESF 4 liaison activities through Fire Services Coordinator
      2) Support ESF 4 activities as needed

2. Federal
   U. S. Parks Service
   U.S. Forestry Service
   Bureau of Indian Affairs
   1) Provide ESF 4 support as needed

3. Voluntary Agencies
   American Red Cross
   Salvation Army
   1) Provide ESF 4 support as needed

VI. RESOURCE REQUIREMENTS

A. Joint primary and support agencies will provide the required personnel, facilities, and equipment to
   support their activities utilizing the National Incident Management System Classification System.

B. Local jurisdiction, regional, and national fire suppression resources may be required. The specific
   resources available are listed in the appropriate mobilization guides. Support organizations exist at
   each level of government to provide these assets.

VII. REFERENCES

ATTACHMENT 1:

INCIDENT–SPECIFIC ANNEX TO STATE EMERGENCY SUPPORT FUNCTION 4 (FOREST/WILDLAND FOREST
FIREFIGHTING)

VIII. ACRONYMS AND GLOSSARY

For Glossary/Acronyms, see Waushara County Emergency Response Plan, Basic Plan (Attachment 7).
ATTACHMENT 1: INCIDENT–SPECIFIC ANNEX TO ESF - 4 (FOREST FIREFIGHTING)

INCIDENT–SPECIFIC ANNEX ATTACHMENT 1
TO
EMERGENCY SUPPORT FUNCTION 4

FOREST/WILDLAND FOREST FIREFIGHTING

LEAD COORDINATING AGENCY: Wisconsin Department of Natural Resources

SUPPORT AGENCIES:
- Local Authority Having Jurisdiction (fire departments, sheriff offices, etc.)
- Wisconsin Emergency Management
- Wisconsin Department of Corrections
- Wisconsin Department of Military Affairs
- Wisconsin Department of Transportation
- Wisconsin Department of Commerce
- Wisconsin Department of Justice
- National Association of State Foresters
- U.S. Forest Service
- Bureau of Indian Affairs
- U.S. Fish and Wildlife Service
- U. S. Park Service
- National Weather Service
- Great Lakes Forest Fire Compact
- Menominee Tribal Enterprises

SUPPORTING ORGANIZATIONS:
- American Red Cross
- Salvation Army
- Fire Department Auxiliaries

I. INTRODUCTION

A. Purpose
The purpose of this Emergency Support Function (ESF) is to establish effective coordination of local and state resources to respond to forest fires or other events requiring a DNR incident management team (IMT) that utilize the principals identified in the National Incident Management System.

B. Scope
Forest firefighting involves management and coordination of firefighting activities/actions by the Department of Natural Resources in coordination and cooperation with the local fire department and cooperating agencies. This includes the prevention of, the detection of, and the suppression of forest fires on federal, state, tribal and private lands, by providing the necessary resources including personnel, equipment, and supplies in support of local, state, tribal and federal jurisdictions threatened by fire.

The specific actions required or requested by a local “incident commander” at the scene of an emergency or disaster will be determined by the size and magnitude of the event.
II. POLICIES

A. Per Wisconsin state statute 26.11, the DNR has jurisdiction and responsibility for prevention, detection and suppression of forest fire on all lands within the state, except within incorporated cities and villages (where the local AHJ has command and control of the situation and may request “mutual aid” from the DNR).

B. The DNR, Division of Forestry, has the authority and responsibility to respond to forest fires and assume “Command” (responsibility) for suppression efforts within the organized protection areas of the state as articulated in NR 30.01 and NR 30.02, Wisconsin Administrative Code.

C. The DNR has the authority and responsibility to respond to requests for assistance from other agencies for assistance for forest fire emergencies within incorporated cities and villages and in the cooperative protection area of the state.

D. The policies, procedures and protocols established by the DNR shall be followed when responding to forest fire related emergencies or disasters involving a DNR IMT. Established forest firefighting and support organizations, policies, processes, and procedures, as listed in the Wisconsin DNR manual codes, handbooks, guidelines and in-state mobilization guide will be used in support of forest firefighting activities.

E. Coordination with, and support of, state and local jurisdiction forest fire suppression activities shall be accomplished through the Department of Natural Resources (DNR), in cooperation with local fire departments (AHJ) and other appropriate state and federal agencies as necessary. Dependent upon the size, scope and magnitude of the incident, private sector assets/resources may be utilized.

F. The DNR will provide assistance and input for the development of MABAS forest fire call boxes and utilize MABAS for forest fire response in the counties where MABAS is adopted.

G. The DNR Incident Commander (at the scene of a forest fire), at their discretion, may utilize “mutual aid” resources from existing “mutual aid” agreements, Memoranda of Understanding, Cooperating Agreements, contracts for service, MABAS alarm, etc. as needed, dependent upon size, scope or magnitude of the incident.

H. The Wisconsin Division of Criminal Investigation (DCI), Arson Bureau/State Fire Marshal's Office, at the request of the DNR or local AHJ, has the responsibility to assist the DNR or local AHJ with forest fire cause and origin determination/investigation. Additionally, the DCI Arson Bureau responds to all fatal fire scenes or fires with dollar loss in excess of $1,000,000.00. Fires determined to be arson then become criminal investigations conducted by the local AHJ law enforcement unit in cooperation with the DCI Arson Bureau. The DCI Arson Bureau can also serve as the liaison with federal and other state law enforcement agencies.

III. CONCEPT OF OPERATIONS: Forest Firefighting

A. General

1. The DNR will coordinate and manage a large forest fire event near the scene of the incident through a designated Incident Command Post, with a DNR IMT and incident commander.
2. The DNR will also coordinate and manage its statewide fire suppression assets during a major forest fire or in the event of extreme weather conditions. The management of resources will be coordinated through the DNR regional forestry leaders with programmatic direction and oversight from the DNR Command Center or fire management program leadership.

3. Responsibility for situational assessment and determination of resource needs during a large forest fire event lies primarily with the local Incident Commander, in coordination with the regional leaders and DNR Command Center.

4. During a forest fire emergency, the DNR Command Center will be operational for the duration of the incident, providing broad policy, coordination and logistical support to affected agencies and personnel.

5. During large scale wildland forest fires the incident's objectives and priorities shall be established and communicated by the incident commander and will be based on the following criteria:
   a. Life and safety considerations of the general public and response personnel
   b. Property protection and conservation
   c. Natural resources protection and conservation

6. Requests for wildland forest firefighting personnel and equipment resources will be transmitted from the local Incident Commander through the Regional Forestry Leader to the DNR Command Center. The DNR Command Center will attempt to fill the request for wildland forest firefighting personnel and equipment using the closest resources concept.

7. In situations where multiple wildland forest fires of a significant nature are occurring the DNR Command Center will prioritize resource allocation to the multiple wildland forest fires based on the following criteria:
   a. Life and safety considerations of the general public and response personnel
   b. Property protection and conservation
   c. Natural resources protection and conservation

8. The DNR Command Center will coordinate filling of wildland forest fire personnel and resources needs unable to be fulfilled in Wisconsin, through the Great Lakes Forest Fire Compact or nationally through the Eastern Area Coordination Center.

B. Organization
The Department of Natural Resources is organized into five administrative regions across the state. Within this regional hierarchy, the Forestry Program has 9 areas identified within the organized fire protection area (intensive and extensive fire protection areas) of the state where the Department has initial attack responsibilities for wildland forest fires [http://dnr.wi.gov/org/land/forestry/fire/pdf/FireProtectionMap.pdf](http://dnr.wi.gov/org/land/forestry/fire/pdf/FireProtectionMap.pdf) for map of organized protection areas in Wisconsin).
Within each of these nine “areas” the Forestry Program has the following wildland forest fire resources:

- Area Forestry Leader (ICT3 minimum qualification)
- Dispatch Center with Dispatcher
- Incident Management Team (long team)
- Wildland forest fire suppression equipment (engines, tractor-plows, low ground units, etc.)
- Wildland forest fire equipment cache for (2) 20 person hand crews, including PPE, suppression equipment and support
- Forest Rangers for operational incident management team roles, fire investigation and law enforcement activities pertaining to wildland forest fire situations

All areas outside of the organized fire protection area are considered the cooperative area of the state. Within the cooperative area of the state the local affected unit of government can request the DNR to assume command and control of a wildland forest fire after the expenditure of $3000 in suppression costs of the wildland forest fire. Should a need exist because of the size, scope or magnitude of the incident to “transfer command” to a DNR Incident Management Team (IMT) a “Written Delegation of Authority” must be provided to the IMT Incident Commander that specifies the authority being granted the incident commander by the local unit of government in dealing with the wildland forest fire.

C. Mitigation Activities (General)
1. Identify potential vulnerabilities and determine actions to reduce that vulnerability
2. Identify mitigation support resources, such as program funding
3. Identify areas where mutual aid agreements are needed to support activities
4. Identify areas where public information activities may be necessary
5. Identify sources of ESF 4 needs, resources and equipment
6. Identify ESF 4 training requirements or potential needs

D. Preparedness Activities (General)
1. Develop and maintain mutual aid agreements needed to support activities
2. Develop public fire prevention and education programs as necessary
3. Develop and maintain information on and sources for ESF 4 needs, resources and equipment
4. Develop and conduct ESF 4 training.
5. Develop and maintain a 24 hour alert and warning system for wildland forest fire.

E. Response Activities (General)
1. Determine what assets are available and nearest to the affected area(s) and the time frame for deploying those assets.
2. Prioritize and coordinate the acquisition and deployment of ESF 4 resources for the suppression of wildfires, and rural and urban fires.
3. Coordinate the utilization of a common communications system for ESF 4 response utilizing ESF 2 and the DNR large fire communication plan.
4. Assess the need for and obtain logistical and other support as required.
5. Maintain a 24 hour alert/notification system or other reporting system on continuous basis as the state point-of-contact for ESF 4 wildland forest fire emergency reporting.
6. Provide staff to the state EOC to coordinate ESF 4 activities, as needed.
7. Generate in a timely manner, information to be included in State EOC briefings, situation reports, and/or action plans.
8. Compile damage information obtained from local/county emergency management director and other city/county/State agencies for wildland forest fires and report that information through ESF 5, Emergency Management.

F. Recovery Activities (General)
1. Inventory equipment used during response activities and repair/replace as needed
2. Prepare and process reports using established procedures, focusing specific attention on after-action reports.
3. Generate in a timely manner, information to be included in State EOC briefings, situation reports, and/or action plans.
4. Maintain appropriate records of work schedules and financial cost records incurred by ESF 4 agencies during an event.

IV. RESPONSIBILITIES
A. Primary Agencies

1. Wisconsin Department of Natural Resources
- Development and maintenance of Area Specific Fire Action Plans
- Development of Daily Fire Operations Plans during fire season
- Staff Forestry Command Center during significant forest fire events or incidents
- Prevention, detection and suppression of wildland forest fires
- Provision of critical weather related information
- Billing responsible parties for wildland forest fire suppression efforts
- Development and training of incident management teams
- Wildland forest fire training to fire departments
- Reporting of wildland forest fire incidents
- Wildland forest fire cause investigations and enforcement
- Maintenance of wildland forest fire equipment
- Wildland forest fire equipment research and development
- Contracting for aerial suppression resources (SEAT’s and CL-215’s)
- Incident Qualifications System (IQS) record maintenance
- Training personnel to meet the Wisconsin Training Qualifications for forest fires
- Wildland forest fire prevention and education programs
- Wildland forest Urban Interface (WUI) programs (FireWise Communities)
- Designation of “Communities at Risk” from wildland forest fire in Wisconsin
- Development of Community Wildfire Protection Plans (CWPP)
- Hazard Mitigation Program development and implementation
- Radio communication interoperability for wildland forest fire
- Operation of wildland forest fire dispatch centers (9)
- Maintenance of automated weather stations for real time fire weather information
- Forest Fire Protection (FFP) Grant administration
- Volunteer Fire Assistance (VFA) Grant administration
- State Fire Assistance (SFA) Grant administration

2. Local Authority Having Jurisdiction
- Provide trained wildland forest firefighters
- Provide wildland forest suppression equipment (engines)
- Provide for structural protection during wildland forest fires
- Provide law enforcement for road closures and evacuations during wildland forest fire emergencies
- Provide law enforcement personnel to secure the origin of a wildland forest fire
B. Support Agencies

1. Wisconsin Department of Corrections
   a. Provide trained hand crews for wildland forest fire suppression

2. Wisconsin Department of Military Affairs
   a. Cooperate in providing specialized equipment in support of wildland forest fire suppression efforts (helicopters, heavy dozers)

3. Wisconsin Emergency Management
   a. Provide ESF 4 liaison activities through the Fire Services Coordinator
   b. Support ESF 4 activities as needed
   c. Operation of statewide Emergency Operations Center (EOC)

4. Wisconsin Department of Transportation/Wisconsin State Patrol
   a. Provide law enforcement for road closures and evacuations during wildland forest fire emergencies
   b. Provide law enforcement personnel to secure the origin of a wildland forest fire

5. Wisconsin Department of Commerce
   a. Provide assistance in wildland forest fire arson investigations

6. Wisconsin Department of Justice
   a. Provide legal services in adjudication of wildland forest fire cases

V. RESOURCE REQUIREMENTS
   A. Joint primary and support agencies will provide the required personnel, facilities, and equipment to support their activities utilizing the National Incident Management System Classification System.

   B. Local jurisdiction, regional, and national wildland forest fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets for wildland forest fire.

VI. REFERENCES

VII. ACRONYMS AND GLOSSARY

For Glossary/Acronyms, see Waushara County Emergency Response Plan, Basic Plan (Attachment 7).
The undersigned have hereby reviewed and approved ESF-4 of the County Emergency Response Plan.

DONNA R. JEWETT  
County Board Chair  
4-5-2013  
Date

Emergency Management Director

DAVID J. RADWILL  
Waushara County Fire Officer's  
1/29/2013  
Date
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:

1. The information Collection and Warnings function entails the gathering, consolidation, and retention of raw data and information from sources that include human sources, observation and technical sources;

2. 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);

3. The information Sharing and Dissemination function is the multi-jurisdictional, multidisciplinary exchange and dissemination of the information among local layers of government, the private sector and citizens

Primary Agency

Waushara County Emergency Management
Waushara County Emergency Response Plan
Emergency Support Function (ESF) 5

Emergency Management

LEAD COORDINATING AGENCY: Waushara County Emergency Management

SUPPORT AGENCIES: Waushara County Sheriff’s Office
                    Waushara County Highway Department
                    Waushara County Department of Public Health
                    Waushara County Human Services
                    Waushara County Emergency Medical Service
                    Waushara County Municipal Fire/Police
                    Waushara County Corporation Counsel
                    Waushara County Administrator
                    Waushara County Clerk
                    Waushara County Board Chairperson
                    Municipal Public Works Departments

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is:

1. Support the overall emergency management activities of the Waushara County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC), and the response of mutual aid, state assistance and other assets.

2. To describe how Waushara County will collect, analyze, and disseminate information about a potential or actual emergency or disaster to enhance response and recovery activities.

B. Scope

ESF 5 describes how Waushara County will direct and control its personnel and resources in support of county/local governments in preparedness, mitigation, response and recovery.

ESF 5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prepare for, respond to and recover from an incident.

II. POLICIES

The Waushara County Board Chairperson is the county’s primary decision-maker in response and recovery operations. Under Waushara County Code of Ordinance, Chapter 14, the County Board Chairperson may declare a State of Emergency, make the services and resources of county agencies available and take any actions deemed necessary.
The Waushara County Emergency Management Director is delegated the authority to implement the Waushara County Emergency Response Plan (ERP) in response and recovery operations.

ESF 5:

1. Coordinates all phases of emergency management.
2. Coordinates the “Chief Elected Officials” requests for local and/or state assistance.
3. Develops and coordinates mutual aid agreements and response activities in accordance with Wisconsin Act 186 and other applicable statutes/ordinances.

III. CONCEPT OF OPERATIONS

A. General

ESF 5 is activated at the Waushara County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of county significance.

ESF 5 serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management, EOC operations and Incident Command.

ESF 5 coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

Provides trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

The County EOC, staffed by ESF 5 and other ESFs as required, coordinates operations and provides situation reports to WEM, as needed.

During recovery operations, the County Emergency Management Office will coordinate with state/federal operations as needed.

B. Organization

The EOC is organized under the basic concepts of the National Incident Management System (NIMS). The general organizational structure is described in the County Basic Plan under Introduction, I.D.2-6.

1. Waushara County Emergency Management is the county agency that oversees emergency management operations. Waushara County Emergency Management is located at 209 S. St.Marie St., Wautoma, WI, 54982.

2. The County Board Chair is the County’s decision-maker in response and recovery operations and under Waushara County Code of Ordinances Chapter 14, the County Board Chairperson may proclaim a State of Emergency for the county or any portion of the county if he or she determines that an emergency resulting from enemy action or natural or man-made disaster exists.

3. The Waushara County Emergency Management Director or designee is delegated the authority by the County Board Chairperson to implement the Waushara County ERP as needed.
4. The Waushara County EOC is the primary location for coordinating the county emergency response and recovery activities. The Waushara County EOC is located at 209 S. St. Marie Street, Wautoma, WI and has communications and support capabilities available 24-hours a day, through County E911/Communications Center. In the event the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC at 430 E. Division St., Wautoma, WI.

5. Waushara County Emergency Management is responsible for maintaining continuous (i.e., 24-hour) emergency notification through Waushara County 911 Communications Center. Initial notification is accomplished through the use of a 24-hour county communications emergency system, which is accomplished by utilizing dispatch procedures for notification of emergency response personnel.

6. The Waushara County ERP utilizes Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the county and local jurisdictions may need in order to implement hazard mitigation and preparedness to respond and recover from an emergency or disaster situation.

7. ESF 5 provides staff and coordinates the efforts of ESFs within the major functional areas, especially during EOC operations.

8. ESF 5 establishes coordination with local jurisdictions, county, state and federal agencies in accordance with the Basic Plan.

9. Waushara County operates under a graduated program of four response levels depending on the situation. Each level corresponds to the disaster situation and reflects the State and DHS/FEMA response levels. The four levels of activation are outlined in the Waushara County Basic Plan on page 19 and 20.

10. At Level 3 activation, the EOC, staffed by ESF #5 and other ESFs as necessary, monitors potential or developing incidents and supports the efforts of regional and field operations. The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the County EOC during activation (See “County EOC Operations”, Chart 1, Page 21 of County Basic Plan).

11. ESF 5 establishes coordination with State EOC in accordance with the Waushara County Basic Plan.

C. Phases of Emergency Management

The following activities will be performed by county agencies and private organization as appropriate.

1. Mitigation Activities
   - Identify potential mitigation opportunities from damage assessment.
   - Coordinate and participate on the county/local hazard mitigation planning team.
   - Through the local hazard mitigation planning team, coordinate the development, implementation and maintenance of the County Hazard Mitigation Plan.
   - Coordinate with local jurisdictions within the county to ensure that they are aware of federal and state pre and post-disaster mitigation grant opportunities for mitigation measures identified in the county hazard mitigation plan.
- Apply for funding through federal and state pre and post-disaster mitigation grant programs for mitigation measures identified in the county hazard mitigation plan.
- Upon grant approval, implement and administer federal and state pre and post-disaster mitigation funds.
- Provide education and awareness regarding mitigation to the jurisdictions within the county, and the public sector including businesses, private non-profit groups as well as the general public.

2. Preparedness Activities

- Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
- Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.
- Establish and maintain contact with the Chief Elected Officials or Municipal/Town Emergency Management officials.
- Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
- Exercise and train staff, agencies and other private organizations to support local/county emergency operations.
- Prepare staff and other county/local agencies to coordinate support to emergency operations.
- Identify deficiencies in plans and determine appropriate corrective action recommendations.
- Update County Hazard Analysis.
- Develop and maintain Geographic Information Systems (GIS) capabilities to support emergency management functions.

3. Response Activities

- Coordinate with County/local governments on emergency response activities.
- Activate County EOC and staff ESF’s as necessary.
- Contact and apprise WEM Regional Director or WEM Duty Officer of the situation.
- Collect, verify, analyze and disseminate incident information as needed.
- County Emergency Management Director communicates and coordinates with the County and State EOC(s) to monitor situation in accordance with Levels of Activation outlined in County Basic Plan.
- Compile and verify preliminary damage assessment information from Uniform Disaster Situation Report (UDSR).
- Coordinate mutual aid activities including private organization assets.
- Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.
- Coordinate/monitor/oversee public information activities.
- Establish and maintain contact with local governments.
- Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate.
- Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
- Conduct regular briefings for County EOC staff.
- Establish a duty roster and telephone lists.
- Provide information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF 5.
- Disseminate situation reports and develop resource plans for the duration of the event.
- Maintain current status report of all assets deployed.
- Initiate recovery activities with appropriate agencies.
4. Recovery Activities

- Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
- Deploy appropriate ESF assets in support of recovery operations.
- Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
- Develop resource plans and situation reports as appropriate.
- Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Activate county recovery operations and request Wisconsin Voluntary Organizations Active in Disaster (WIVOAD) as appropriate.
- Track reimbursement expenses.
- Disseminate recovery information, plans and reports to County EOC.
- Conduct after-action critique of the overall response and recovery efforts.

IV. RESPONSIBILITIES

A. Primary Agency

Waushara County Emergency Management

1. Coordinate ESF support for local mitigation activities.
2. Implement and administer federal/state disaster mitigation programs.
3. Provide training and exercise programs/support to the county/local agencies and other private organizations to support emergency management activities.
4. Identify deficiencies in plans and determine appropriate corrective action recommendations.
5. Coordinate local/county emergency planning efforts.
6. Coordinate, maintain or support county emergency communication activities (see ESF 2).
7. Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.
   - Activate the County EOC, notify ESF Lead Agency to report and coordinate county ESF support agencies for local/county response activities.
   - Establish communications with incident command and WEM Regional Director and/or State Duty Officer.
   - Implement the ESFs, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
   - Support ICS at the local response level and provide resources as appropriate.
   - Coordinate the activities of External Affairs (ESF 15).
   - Support mutual aid activities.
   - Conduct regular briefings; prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media.
   - Make recommendations to the chief elected official on response activities including the issuance of a “State of Emergency” proclamation.
   - Prepare for recovery activities.
   - Activate the Alternate EOC and direct staff to relocate, if necessary.
   - Manage and direct emergency recovery operations.
   - Keep accurate record of disaster-related expenditures provided by each agency.
- Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).
- Prepare executive orders and proclamations to address response and recovery operations for the chief elected official, as necessary.
- Coordinate with state and federal officials.
- Administer federal and state disaster assistance programs.
- Monitor the recovery efforts through field personnel.
- Conduct after-action critique of the overall response and recovery efforts.
- Deactivate or demobilize EOC operations as appropriate.

B. Support Agencies

Waushara County Sheriff's Office
Waushara County Highway Department
Waushara County Dept. of Public Health
Waushara County Dept. of Human Services
Waushara County EMS
Waushara County Municipal Fire/Police
Waushara County Corporation Counsel
Waushara County Administrator
Waushara County Clerk
Waushara County Board Chairperson
Municipal Public Works Departments
American Red Cross
Salvation Army

1. Promote training and exercise opportunities to the county agencies and other private agencies to support local/county emergency operations.
2. Identify deficiencies in plans and determine appropriate corrective action recommendations.
3. Participate in county emergency planning efforts.
   - Execute ESF Standing Operating Procedures, alert personnel and prepare for possible mobilization including 24-hour staff operations, if appropriate.
   - Assess the incident as a primary response agency and establish communications with County Emergency Management and other county agencies.
   - Communicate all information to and coordinate actions with County Emergency Management and other county agencies, as appropriate.
   - Support ICS and provide resources as appropriate.
   - Provide staff to the County EOC as needed.
   - Activate the county agency support staff as needed.
   - Prepare emergency ordinances, resolutions and executive orders.
   - Provide legal assistance as required to County Departments
   - Support the documenting of incident information and damage assessment.
   - Participate in the development of the Incident action Plan and make appropriate recommendations.
   - Advise the County board of Supervisors during emergencies/disasters
   - Establish policy concerning the response and recovery priorities and tasking activities to appropriate departments.
• Provide overall direction and control and for the continuance of effective and orderly governmental control required for emergency operations.
• Ensure the participation of all necessary County departments.
• Ensure the County continues to function administratively.
• Declare the County a disaster area and request state and federal assistance.
• Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.
• Provide for the securing of County records.

5. Support emergency recovery operations.
• Participate in the damage assessment process and disaster recovery process, as appropriate.
• Provide technical assistance and resources to support recovery activities upon request.
• Track disaster-related expenditures.
• Participate in after-action critiques.

C. All Other Support Agencies:

Participate in county emergency management planning, response and recovery efforts as necessary and if required.

V. Resource Requirements

a. County/Municipal Department/Agency Liaison’s from support agencies report to the County EOC.
b. Standard office machines, computers, printers, facsimile machines, charts, and board and communication equipment.
c. Telephone or facsimile link between the County EOC and the support agencies not physically present at the EOC.
d. When requests exceed the county’s capability to respond, additional resources (state ESF’s and mutual aid) will be requested.

VI. References - See Waushara County Emergency Response Plan, Basic Plan

VII. Acronyms - See Waushara County Emergency Response Plan, Basic Plan

VII. Appendices- None
The undersigned have hereby reviewed and approved ESF 5 of the County Emergency Response Plan.

Sheriff

3-10-13

Date

County Board Chair

4-5-2013

Date

Emergency Management Director

1-30-2013

Date
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

Waushara County Human Services
WAUSHARA COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 6

MASS CARE, HOUSING AND HUMAN SERVICES

LEAD COORDINATING AGENCY: Waushara County Department of Human Services

SUPPORT AGENCIES: Waushara County Emergency Management
American Red Cross
Salvation Army
Wisconsin Voluntary Organizations Active in Disasters (VOAD)
School Districts in Waushara County
County/City/Village/Township Building Inspectors
Waushara County Public Health
Waushara County Emergency Management
Waushara County Zoning and Land Conservation
Local Hospitals

STATE SUPPORT AGENCY: Wisconsin Department of Human Services
Wisconsin Department of Children and Family Services
Wisconsin Department of Workforce Development

I. INTRODUCTION

A. Purpose

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 recourses to meet access and functional needs populations in mass care and sheltering operations.

B. Scope

To coordinate county, local, and volunteer activities to aid victims of disaster and to assist local providers in the provision and securing of mass care, housing, economic assistance, and human services including crisis counseling and support for (residents) citizens with special needs.

II. POLICIES

ESF #6 policy and concept of operations apply to county departments, tribal and local agencies and volunteer organizations for activities relating to potential or actual emergencies and disasters.

1. Waushara County Department of Human of Services is the primary coordinating agency for ESF 6 and has the authority to plan for and respond to human services disasters under the federal and state laws and county ordinances, policies and procedures identified in the Authority Section (Section V.) of this document. The provision of Mass Care, Housing & Human Services as a consequence of disasters is a fundamental responsibility of Waushara County government. The Department of Human Services will provide coordination management of all mass care, housing and...
human services operations in Waushara County through the EOC to ensure the population is effectively served.

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 the shelter function. County shelters may be managed by the local government, ARC or a combination of both.

3. Mass care, housing and human services operations will begin as soon as possible following an emergency. Public and private facilities that provide the best available protection for displaced people will be used as shelters and/or mass feeding facilities. The basic essentials of life support to be provided for the displaced population includes food, water, clothing, medical services, sanitation, lodging and communications. The Waushara County EOC determines which facilities, (generally community centers and public school buildings) will be open for shelter use.

4. 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.

5. 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 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.

6. It is the policy of Waushara County to comply with the Americans Disability Act and its standards set forth in Title 41. CFR 101.19-6, to the extent permitted by fiscal constraints.

7. ESF 6 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.

8. ESF 6 coordinates activities with ESF 1 (Evacuation and Transportation Resources), ESF 2 (Communications), ESF 5 (Emergency Management), ESF 8 (Public Health and Medical Services), and ESF 14 (Long Term Community Recovery & Mitigation) and others as necessary.

III. CONCEPT OF OPERATIONS

A. General

1. County or local governmental human service agencies serve as the primary coordinating agency for ESF 6 consistent with Chapter 66 Home Rule requirements. ESF 6 is designed to reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance, as appropriate and identifying recovery and mitigation efforts to support local, county and tribal planning efforts.
2. County, local and tribal response activities focus on meeting urgent mass care needs of victims of emergencies or disasters by committing human, financial and material resources to the impacted area as appropriate.

3. Recovery efforts are initiated concurrently with response activities. Close coordination is required between county, local, tribal and volunteer agencies responsible for response and recovery operations.

4. Waushara County Department of Human Services will staff ESF 6 during an activation of the Waushara County EOC and will coordinate the resources of the Department and other appropriate county, local and private organization resources with the Incident Commander/Officer in Charge. ESF 6 has been developed by the Department in conjunction with the other supporting agencies to provide a framework for human services response and recovery actions. County ESF 6 staff will coordinate with State ESF 6 counterparts.

ESF 6 functions are divided into three main areas. The principle activities for each functional area are described in the following sections.

a. Mass Care

The ESF 6 Mass Care functions include the overall coordination of non-medical services to include sheltering of victims, coordinating emergency first aid at designated sites, and organizing feeding operations at designated sites. Coordinating (in conjunction with local, county, tribal and volunteer agencies) the bulk distribution of emergency relief items and other activities to support emergency needs of victims as described below:

**Shelter:** Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters and use of similar facilities outside the incident area, should evacuation become necessary. This includes identification of facilities for sheltering citizens with functional needs.

**Feeding:** Feeding is provided to victims through a combination of fixed sites, mobile feeding units and bulk distribution of food.

**Disaster Welfare Information (DWI):** American Red Cross DWI staff collects inquiries regarding individuals residing within the affected area. If the individual can be located, the message is passed on to them for reply. This function assists in re-establishing communication between family members within the affected area.

**Bulk Distribution:** ESF 6 will support local, county, and tribal units of government with the distribution of emergency relief items through sites established within the affected area. This may include the use of volunteer organizations for management and distribution of donations.

**Animal Care and Handling:** ESF 6 supports the coordination of animal care/handling services for service animals.
b. Housing

The ESF 6 Housing function addresses the short and long-term housing needs for victims of emergencies and disasters. It is accomplished through the implementation of programs and services designed to do the following:

- Identify the various factors that could impact the incident related housing needs and help develop a plan of action to provide housing assistance in the most effective and efficient manner possible.

- Identify solutions for housing needs for victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, and loans for the repair and/or replacement of primary residences.

- Coordinate with local, county and tribal government, volunteer and non-government organizations to provide housing options to individuals and/or families impacted by an emergency or disaster following sheltering in the response phase.

c. Human Services

Waushara County Department of Human Services coordinates with county, local, tribal government and voluntary agencies, the ESF 6 Human Services component and assists with the implementation of programs and services to aid victims of an emergency or disaster. It also assists with the provision of victim related recovery efforts such as crisis counseling and identifying support for persons with functional needs in affected areas. This includes any individual, group or community whose physical, mental, emotional, cognitive, cultural, ethnic, socio-economic status, age, language or other circumstance creates barriers understanding and/or the ability to manage the effects of disaster in the manner in which the general population has been requested to proceed.

Waushara County Department of Human Services supports various services for impacted individuals and families, including a coordinated system to address victim’s incident-related recovery efforts, by:

- Coordinating the provision of crisis counseling and other supportive services for those affected by a disaster, act of terrorism, public health threat or other emergency.

- Coordinating with local government, private agencies and tribes to identify citizens with functional needs within the affected area, including but not limited to: children, the elderly, people with disabilities and people communicating in languages other than English (including sign language).

- Coordinating with local, county, and tribal agencies to provide information about eligibility for governmental benefits such as but not limited to; Medicaid, Medicare, SSI/SSDI, food stamps and disaster unemployment assistance.
- Coordinating local capacity to accept delivery of, and storage of water, ice and other emergency commodities and ensure that deliveries are made to the appropriate locations.

- Coordinating long-term recovery efforts with WEM and Voluntary Organizations Active in Disaster, county, local and tribal government, and other volunteers to address needs not met by existing programs.

- Identify, locate and continue availability of services for children under care or supervision who are displaced or adversely affected by a disaster.

- Respond to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases.

- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster.

- Preserve essential program records and coordinate services and share information with other governmental (state/county) agencies.

B. Organization

1. Following ESF 6 activation, member agencies convene in the EOC to evaluate the situation and respond accordingly. This effort will be coordinated by Waushara County Department of Human Services, which will serve as the lead agency for implementation of ESF 6. They are responsible for coordinating the functions of ESF 6 and for identifying and securing resources from the support agencies and organizations, as needed. Other support agencies are available as needed for specific issues and are accessed through their respective emergency support functions in the EOC.

2. During an emergency or disaster situation, the primary and support agencies of ESF 6 will assign personnel to the Waushara County EOC. ESF 6 will respond directly to the Officer-in-Charge or Operations Officer in the EOC.

C. Mitigation Activities

1. Identify new technology and procedures for use in completing the ESF 6 goals and objectives.

2. Identify areas where mutual aid agreements are, or should be, in place.

3. Identify areas where public education programs detailing ESF 6 functions are needed.

4. Identify ESF 6 specific resources and equipment, including shelters that will be required to meet the needs of citizens with functional needs. Execute memorandums of understanding with individuals/agencies/organizations that own/manage buildings to be used for sheltering individuals with functional needs.

5. Identify requirements for ESF 6 standard operating procedures, plans and checklists for Primary and Supporting Agencies.
6. Identify and secure resources to address communications needs.

7. Identify ESF 6 training and exercising requirements. Identify and secure resources to train staff to complete tasks contained in ESF 6.

D. Preparedness Activities

1. Develop and maintain standard operating procedures and other plans and procedures as necessary to support ESF 6 operations.

2. Develop and conduct training and exercise programs involving ESF 6 functions. (see department disaster plan)

3. Develop and maintain a contact list of agencies and organizations involved with ESF 6 operations, including staff and staff support rosters.

4. Develop and maintain ESF 6 resource lists, including a contact notification list with essential information included, such as resources location address, telephone, cellular and facsimile numbers, and email addresses.

5. Ensure that copies of all necessary ESF 6-specific emergency manuals, plans and procedures, and other reference materials are located in the Waushara County Emergency Operations Center and the offices of the Department of Human Services.

6. Develop procedures to request trained professionals and volunteers throughout the state who can be called on to help with emergency human services. These volunteers may be contacted and notified by the Department of Health/Family Services, Emergency Human Services Coordinator, or designee, at the request of the County.

7. Assist local municipalities in the preparation and development of emergency response plans to address human services needs. (see department disaster plan)

8. Plan, conduct and evaluate public education programs for mitigation, preparedness, response and recovery.

9. Facilitate the maintenance and expansion of programs such as, but not limited to, County VOADs, WEAIR, Citizen Corps, Medical Reserve Corps, and CERT, to prepare volunteers for incident support.

10. Support coordination and cooperation between governmental, private sector and non-governmental agencies to facilitate response efforts.

11. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

E. Response Activities
1. Provide technical advice to the Officer in Charge/MAC Group Coordinator on matters related to the psycho-social needs of those affected by a disaster. Provide support and technical assistance and coordination assistance to county agencies and local human services staff. Seek support from the OSF Regional Area Administration staff, DHFS and FEMA Region V Human Services staff, as appropriate, in obtaining emergency Federal aid available through DHHS or FEMA.

2. Request that building inspections are conducted immediately by qualified local, county or state building inspectors following a disaster, to confirm the stability of shelters identified as mass housing, shelter and care facilities.

3. Assist state and federal staff to conduct a Preliminary Damage Assessment.

4. Coordinate the provision of sheltering information to the affected public through county Public Information Officers. Provide or assist in securing the services of interpreters to assist the Public Information Officer in communicating sheltering information.

5. Maintain liaison with local and tribal government and volunteer human service agencies. If necessary, request mutual aid from other county Departments of Human Services.

6. Issue advisories and protective action recommendations to the public as necessary. Provide accurate, consistent and timely information to the public.

7. Coordinate special resources required to support evacuation of residents with functional needs.

8. Coordinate the provision of non-medical mass care, housing and human services to individuals who have functional needs. These services may include, but are not limited to, the provision of short and long term housing, medication, access to Medicaid/ Medicare services ensuring compliance with federal child welfare requirements and psychological first aid/counseling services

F. Recovery Activities

1. Continue coordination/monitoring of the delivery of human services. This may include crisis counseling to disaster victims as well as ensuring that the requirements of Child and Family Services Improvement Act of 2006 are met.

2. Continue to maintain liaison with state and tribal government to manage volunteer service response activities.

3. When appropriate, in coordination with DHFS, assist in the development of an application for Disaster Crisis Counseling Immediate or Regular Services Grant funding. Assess the economic consequences and determine justification for federal involvement in long-term recovery efforts.

4. Coordinate with the American Red Cross and special shelter operators to assess the need to maintain, expand or close shelter operations.

5. Determine the appropriateness of re-entry by assessing the psycho-social and Public Health impact on those affected.
6. Coordinate with state, local and tribal officials to address short and long-term housing needs.

7. Support local and tribal government in assessing the need for, provision, and management of human services for residents with functional needs including counseling and supportive services.

IV. RESPONSIBILITIES

A. Lead Coordinating Agency

1. Waushara County Department of Human Services

   a. Direct County Dept. of Human services efforts, in support of local, county and tribal government, by assessing and responding to disasters or emergencies.

   b. Coordinate and implement emergency human services resources and programs (e.g., congregate care, food coupons, commodities, monetary assistance) available from various sources.

   c. Assist local, private and tribal human service agency personnel to augment resources sufficient to respond to need.

   d. Serve as a central resource point for acquiring technical assistance, support, personnel and equipment from various agencies to assist local human service agencies during an emergency.

   e. Support local, county and tribal agencies in planning for and meeting requests for assistance from residents with special needs following an emergency or disaster.

   f. Coordinate the provision of emergency human services to individuals residing in DHFS licensed or certified facilities.

   g. Assist local, county and tribal government and other agencies with assessing damages and implement the recovery activities necessary to return to normal operations.

   h. Facilitate and coordinate local, county and tribal efforts to provide disaster mental health services to residents and emergency workers if needed.

   i. Ensure local implementation of federally required disaster related planning and response activities such as services identified in the Child and Family Services Improvement Act of 2006.

   j. Support voluntary agency activities.

   k. Coordinate requests for emergency human services and resources with the DHFS Emergency Human Services Coordinator or designee.

B. Support Agencies
1. Waushara County Emergency Management

   a. Coordinate voluntary agency activities.

   b. Support local, county, tribal and volunteer human services efforts by assessing and responding to disasters or emergencies.

   c. Support emergency human services resources and programs (e.g., congregate care, food coupons and commodities, monetary assistance) available from various sources.

   d. Assist local, county and tribal human services agency personnel to augment resources that have been exhausted or are unavailable.

   e. Support local, county and tribal agencies in meeting requests for assistance from residents with functional needs.

   f. Assist local, county and tribal government agencies and other agencies with assessing damages and implementing the recovery activities necessary to return to normal operations.

   g. Support local, county and tribal efforts to provide disaster mental health services to residents and emergency workers if needed.

   h. Ensure local implementation of federally required disaster related planning and response activities.

2. Waushara County Aging Services/Department (as appropriate)

   a. Coordinate with other appropriate County Department Managers to meet the unique needs of the elderly residents and/or their caregivers/families.

   b. Coordinate the identification of food needs for elderly residents impacted by the disaster and respond to those needs.

   c. As necessary, request from and coordinate with local food pantries, local food service companies, and other food service agencies to best meet basic needs of food, water, and other essential needs for individuals who remain in their homes, or who are in other local sites.

   d. Coordinate local food distribution efforts of county agencies and that provided by Volunteer Organizations Active in Disaster.

   e. Identify and monitor the needs of elderly residents who have been displaced or otherwise unable to provide for their basic food needs due to the impact of the disaster. This will include disbursement of food, restaurant or grocery store vouchers sufficient to meet the individuals’ needs.
f. Identify and refer appropriate elderly residents with ongoing Economic Support Issues, who may require Income Maintenance, Emergency Medical Assistance, or Food Share Assistance to the Economic Support Staff for appropriate application processing.

3. American Red Cross

   a. Open shelters and conduct shelter support services (e.g., mass feeding) for those affected by disasters and emergencies. This also includes registering individuals and making those lists available upon request from local or state government.

   b. Handle disaster welfare inquiry calls regarding victims.

   c. Provide individual family assistance grants (i.e., vouchers for clothing, food and other emergency needs) to meet the basic needs of victims as determined by Red Cross guidelines.

   d. Distribute items needed by victims (e.g., toiletry kits, clean-up kits).

   e. Provide disaster mental health services to victims and others upon request and as needed.

4. Salvation Army

   a. Assign duties as needed

5. Local Voluntary Organizations Active in Disasters

   a. Assign duties as needed

6. Other

   a. Assign duties as needed

IV. RESOURCE REQUIREMENTS

V. REFERENCES

ESF 6 Authorities

- Waushara County Emergency Operation Plan
- Wisconsin State Statutes 48, 49, 51, 55, 66, 323
- Wisconsin Division of Emergency Management Emergency Response Plan
- Wisconsin Department of Health and Family Services:
  - Emergency Human Service Plan
  - Public Health Mass Clinic Plan
  - Pandemic Plan
  - Americans with Disabilities Act
  - Stafford Act – PL 100-707
  - HIPAA Act – PL 104-191
  - Human Services Job Action Sheets
  - Human Services Standard Operating Policies and Procedures
• County Board Ordinances and Resolutions

VI. ACRONYMS

See Waushara County Emergency Response Plan, Basic Plan, Appendix 7

VII. APPENDICES
The undersigned have hereby reviewed and approved ESF-6 of the County Emergency Response Plan.

Donna R. Kalata  
County Board Chair

Date  
4-5-2013

Emergency Management Director  
Date  
3/11/13

Human Services Director  
Date  
2/27/13
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 state and federal agencies to aid in the County's emergency operations.

Primary Agency

Waushara County Emergency Management
COUNTY EMERGENCY SUPPORT FUNCTION (ESF- 7)  
RESOURCE SUPPORT

LEAD COORDINATING AGENCY: Waushara County Emergency Management

SUPPORT AGENCIES:  
Waushara County Health  
Waushara County Sheriff  
Waushara County Zoning/Land Use  
Waushara County Highway Dept.  
Waushara County Corporation Counsel  
Waushara County Administration  
Volunteer Organizations Active in Disasters  
➢ (MOU/MOA with ECWMAC)

STATE COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) #7 (Resource Support) provides the mechanism by which Waushara County coordinates requests from the Incident Commander or other response/recovery entities for county, local, and tribal governments, the private sector, and volunteer resources prior to, during, and/or after emergencies or disasters.

B. Scope

1. ESF #7 describes how Waushara County coordinates and manages resources to provide the logistical support necessary for County EOC operations and to County personnel assigned to other locations in support of an incident.

2. Resource support to county, local and tribal governments and volunteer organizations may consist of, but is not limited to, emergency relief supplies, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, special teams and resources, and personnel required to support immediate response and recovery activities.

3. ESF #7 supports all Emergency Support Functions (ESFs).

II. POLICIES

A. Waushara County maintains a 24-hour dispatch center to respond to incidents and support requests when notified, Waushara County Emergency Management or its designee will respond to requests for assistance.

B. When the EOC is activated, the county implements the Emergency Response Plan (ERP), and operates using the Incident Command System (ICS). The EM Director/Officer-In-Charge may designate an ICS/Resources Unit Coordinator/Logistics to manage and coordinate resource
assistance to the affected county agencies, local governments or tribal areas responding to the incident.

C. Under ESF 7, the County does not manage medical resources (covered in ESF8) or communications resources (covered in ESF 2), unless specifically requested.

D. Waushara County Emergency Management coordinates with counties, tribal organizations, the WEM Region and volunteer organizations to obtain resources— including special teams, equipment, personnel, and facilities - necessary to establish and maintain effective operations for the preparation, response and recovery phases of an incident. Such support is terminated at the earliest practical time.

E. Waushara County and agencies may have limited resources to support extended response and recovery efforts, and when exhausted, mutual aid and state support may be requested.

G. Responsibility for resource coordination of local assets, and volunteers and donations management, resides with local government.

H. Management of volunteers and donations to the county are described in ESF 14 (Long-Term Community Recovery and Mitigation).

I. Participating agencies support continuing operations with equipment and staff as needed through all phases of the incident/event.

III. CONCEPT OF OPERATIONS

A. General

1. Requests for resources are processed and managed by Waushara County Emergency Management.

   If the EOC has not been activated, resource requests will be handled by the Waushara County Emergency Management office. A resource request can be made by contacting the Waushara County EM Director.

   When the EOC has been activated, resource requests go to the EM Director/Officer-In-Charge or, if designated, an ICS/Resources Unit/Logistics Section Chief who is responsible for processing the request.

2. The ICS/Resource Unit/Logistics Section supports response and recovery operations by coordinating, managing and assisting the affected organization in acquiring resources requested by the impacted county agency, local jurisdiction and tribal organizations at the incident. Resources provided to the requesting organization (personnel and equipment) stay under the administrative control of their (the resource owner) agencies. Operationally, they respond to mission assignments under the coordination of the Incident Commander/Operations Section Chief at the incident.
3. The County and all responding organizations must keep accurate records of all their costs related to an incident. The type of disaster declaration for the incident determines whether or not state and federal funds will be made available to reimburse the responding organization.

B. County-Level Response Support Structure

1. Waushara County ESF #7 operates under the direction of Waushara County Emergency Management using the Incident Command System (ICS). Under ICS, the Resource/Logistics Unit, implements ESF #7 as directed by the EM Director/Officer-In-Charge. It supports the county response/recovery efforts by locating, coordinating and managing needed resources and services. Resources include personnel, facilities, and equipment; it also tracks and monitors costs related to the event and, charges costs to the appropriate agencies or level of government.

2. County Operations

A. The Resource/Logistics Unit has responsibility for three functional areas: Resource Identification, Resource Acquisition, and Logistical Support. The principle activities for each functional area are:

1) Resource Identification: Identify, type, and inventory resources by material or services provided (Using FEMA Typed Resources Definitions, Incident Management Resources, and FEMA 508-2, July 2005 document)

1 Inventory and categorize, by material or services provided, facilities, equipment, personnel, and systems available to support emergency operations.

2 Develop plans, procedures, and protocols for ESF #7 in accordance with the National Incident Management System (NIMS).

3 Develop a resource management system to track resources acquired by the county to support the incident. At a minimum, the tracking system should provide information identifying the owner, type of equipment/resource, start and end date, support needed, status of resource, special needs and daily operational costs.

2) Resource Acquisition

a) Initial resource requests are made by the local/county or tribal government to their mutual aid partners, local governments, or volunteer and private sector sources within the region. If the request cannot be filled through these efforts, the county ICS/Resource Unit/Logistics contacts the State (Duty Officer or MAC Group Resource coordinator) for assistance in obtaining the resource. The request includes the item name, when it’s needed, for how long and where it’s to be delivered.

b) The State (Duty Officer or MAC Group Resource Unit) reviews the resource request against all available type resources. When a resource is located, the requester is
told the cost of the resource (if any), who will pay for it (if there is a cost involved),
and who is responsible for getting and returning the resource and when it will be
returned. If the requester agrees to the conditions, arrangements are made to get
the resource to the requesting party. All resource acquisition/assignments are
approved by the State (OIC or other designated authority) to insure it does not
negatively impact the overall Incident Action Plan.

c) If the resource is not available, the State (Duty Officer or MAC Group Resource
Unit) attempts to locate a similar or equivalent resource for county use.

d) Develop a resource management system to track resources acquired by the
county to support the incident. This system should provide information
identifying the owner, type of equipment/resource, start and end date, support
needed, unit status, special needs and operational costs

3) Logistical Support

a) Provide logistical support to the operational needs of county personnel at their
location (supplies, housing, transportation, etc.)
b) Develop and implement procedures for the procurement of resources to
support and expedite response/recovery operations.
c) Coordinate the movement of supplies and resources from staging, warehouse
and other sites to the required location.
d) Prioritize and coordinate the distribution of supplies and equipment to the
incident location.
e) County ICS/Resource Unit/Logistics is responsible for coordinating the
distribution of supplies, resources and equipment for response/recovery
operations.
g) The EM Director designates a contract and purchasing officer to purchase and
contract for needed services, resources and equipment within statutory limits
for the response/recovery effort.

D. Mitigation/Preparedness Activities

1. Develop methods and procedures for responding to and complying with requests for
resources.
2. Develop procedures for reimbursing private vendors for services rendered.
3. Develop lists of private vendors and suppliers and their available resources.
4. Establish pre-planned contracts where necessary to ensure prompt support from vendors
during emergencies.
5. Develop and train ESF personnel on county emergency procurement procedures for
acquiring supplies, resources, and equipment.
6. Develop resource inventories based on hazard specific studies and corresponding likely
resource requests by ESF.
7. Participate in exercises to validate ESF 7 and supporting SOPs.
8. Develop a county-wide logistics plan and coordinate with ESF 5 to support logistics operations.
9. Annually review ESF 7 guidance and integrate tasks as appropriate.
10. Ensure all ESF 7 planning integrates NIMS principles in all planning.
11. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

E. Response Activities

1. Alert those agencies whose personnel, equipment, or other resources may be needed.
2. Implement a resource tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.
5. Provide data to the ESF 15 for dissemination to the public, as necessary.
6. Locate, procure, and issue from available sources the resources necessary to support emergency operations to include coordination with the county/region to identify prospective staging areas, warehouses, or other facilities that are available to support the response.
7. Coordinate with the Situation Unit on all logistical support activities.
8. Execute the county logistics plan
9. Coordinate, with WEM if necessary, for personnel deployment in support of emergency logistics operations.
10. Coordinate with ESF13 to evaluate warehouse security requirements.

F. Recovery Activities

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
2. Anticipate and plan for arrival of, and coordination with, state personnel and FEMA ESF-7 personnel at the Joint Field Office (JFO).

IV. RESPONSIBILITIES

A. Primary Agency: Waushara County Emergency Management

1. Identify, train, and assign personnel to staff ESF-7 in the County EOC.
2. Notify all ESF-7 supporting agencies upon activation.
3. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
4. Develop procedures for the temporary acquisition and return of procured equipment.
5. Develop procedures for allocating resource support

B. Support Agencies: All Other County Departments and Agencies and Private Agencies
1. Identify, train, and assign support personnel to staff ESF 7 in the County EOC.
2. Develop and maintain agency resources identification and tracking system.
3. Approve contracts in a timely manner.
4. Negotiate contracts for support of emergency actions as required.
5. Process Claims
6. Notify insurance carriers
7. Provide personnel, equipment, supplies and facilities as available and appropriate.
8. Provide communication equipment, transportation equipment, personnel.
9. Deploy Law Enforcement personnel to staging areas (as required) and dispatch same to assignments from these locations.

V. RESOURCE REQUIREMENTS

ESF 7 maintains information on local and county resources, as appropriate, and based upon NIMS requirements.

VI. REFERENCES (located in EOC)

VII. ACRONYMS (in County Basic Plan)

VIII. APPENDICES (develop as necessary)
The undersigned have hereby reviewed and approved ESF-7 of the County Emergency Response Plan.

[Signature]  
Sheriff

[Signature]  
County Board Chair

[Signature]  
Emergency Management Director

3-10-13  
Date

4-5-2013  
Date

1-30-2013  
Date
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, contamination of food and water and protecting the population from negative health impacts.

Disasters have the capacity to produce large number 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.
WAUSHARA COUNTY EMERGENCY SUPPORT (ESF) 8

HEALTH AND MEDICAL SERVICES

LEAD COORDINATING AGENCY: Waushara County Public Health

SUPPORT AGENCIES: Waushara County Emergency Management
Waushara County Department of Human Services
Waushara County Emergency Medical Services
Waushara County Coroner
Waushara County Law Enforcement
Wisconsin State Laboratory of Hygiene
American Red Cross (ARC)

SUPPORT ORGANIZATIONS: Wild Rose Community Memorial Hosp
Berlin Memorial Hospital
Waushara Family Health Clinic
Aurora Health Care Clinic
Plainfield Family Health Clinic
Coloma Family Health Clinic
Wild Rose Family Health Clinic
Wisconsin Department of Ag Trade and Consumer Protection

STATE COORDINATING AGENCY: Wisconsin Department of Health Services

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) #8 – Public Health and Medical Services provides the mechanism for coordinated assistance to county, local, tribal and private resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) during a developing potential health and medical situation.

B. Scope

To coordinate assistance to county and local governments and private health and medical service providers in identifying and meeting the public health and medical needs of victims of an emergency or disaster.

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.

II. POLICIES

ESF #8 policy and concept of operations apply to state departments, county, tribal and local agencies, private health and medical service providers and volunteer organizations for activities relating to potential or actual emergencies and disasters.
A. The Department of Health Services (DHS) is the primary state coordinating agency for ESF 8. DHS has the authority to plan for and respond to disasters involving health and medical services under the Public Health Emergency Plan. Additional authorization is contained in the Federal Disaster Relief and Emergency Assistance Act (Stafford Act-PL 100-707), Health Insurance Portability and Accountability Act of 1996 (HIPAA – PL 104-191), and state statutes Chapters 323.02 and 250.

1. Support of ESF 8 activities and services will be provided in accordance with local, county, tribal, state and federal statutes, rules and regulations.

2. Health and medical services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation.

3. County, local and tribal governments are responsible for providing health and medical services for citizens in the event of an emergency. The Department of Health Services, as the lead coordinating agency, and identified support agencies will assist the local effort as necessary.

B. The Waushara County Public Health Department is the primary coordinating agency for Waushara County ESF 8. Waushara County Public Health Director has the authority to plan for and respond to disasters involving health and medical services under the powers and authorities granted them in State Statutes Chapters 250-255. Additional authorization is contained in the Federal Disaster Relief and Emergency Assistance Act (Stafford Act-PL 100-707), Health Insurance Portability and Accountability Act of 1996 (HIPAA – PL 104-191), and state statutes Chapters 323.02 and 250.

1. Support of ESF 8 activities and services will be provided in accordance with local, county, state and federal statutes, rules and regulations.

2. Health and medical services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation.

3. 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.

4. Expedient health services are coordinated by the staff of public health and provided by private health care facilities.

3. County and local governments are responsible for providing health and medical services for citizens in the event of an emergency. The Waushara County Public Health Department, as the lead coordinating agency, and identified support agencies will assist the local effort as necessary.

III. CONCEPT OF OPERATIONS

Waushara County ESF #8 is coordinated by the Director of the Waushara County Public Health Department. State ESF #8 resources can be activated through either the DHS Duty officer system, the WEM Duty Officer System or through the State Emergency Operations Center (if activated) or through the declaration of a local public emergency according to Wisconsin Statutes or by the declaration of a Public Health Emergency as defined in Wisconsin Statutes Chapter 323.
A. General

1. County, local and tribal response activities focus on meeting urgent health care needs of victims of emergencies or disasters by committing human, financial and material resources to the impacted area, as appropriate.

   a. ESF 8 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. ESF 8 is designed to reduce duplication of effort to the extent possible. Recovery efforts are initiated concurrently with response activities. This includes a clearly defined process for requesting resources from state and federal agencies. Close coordination is required among the federal, state, county, local, tribal and volunteer agencies responsible for response and recovery operations.
   c. ESF 8 also promotes the use of trained volunteers to assist in public health and medical emergencies, through the Wisconsin Emergency Assistance Volunteer Registry (WEAVR), managed by DHS, and the local Medical Reserve Corps (MRC) units, as available.
   d. ESF 8 functions are divided into eight main areas. The principle activities for each functional area are described in the following sections.

1) **Triage and Hospital Pre-Treatment**: This includes the capability to: appropriately dispatch emergency medical services (EMS) resources; adequately perform both patient (in-field) and hospital triage; to identify available beds and types of care within the disaster site and surrounding jurisdictions; to provide feasible, suitable, and medically acceptable pre-hospital triage and treatment of patients; to provide transport as well as medical care en-route to an appropriate receiving facility; and to track patients to a treatment facility. Patient triage and transportation are managed in accordance with each Emergency Medical System response plan and each hospital’s Emergency Operations Plan.

2) **Medical Surge**: This includes the capability to rapidly expand the capacity of the existing healthcare system in order to provide triage and then to provide emergency medical care.

3) **Medicine Distribution**: This includes the capability to protect the health of the population through administration of critical interventions in response to a public health emergency in order to prevent the development of disease among those who are exposed or are potentially exposed to public health threats.

4) **Mass Prophylaxis**: This includes the capability to protect the health of the population through administration of critical interventions in response to a public health emergency in order to prevent the development of disease among those who are exposed or are potentially exposed to public health threats.

5) **Surveillance and Epidemiological Investigation**
   The ESF 8 Epidemiological Investigation and Laboratory Services function includes the capacity to rapidly conduct epidemiological investigations; to detect and identify exposure and disease (both deliberate release and naturally occurring), to rapidly implement active surveillance, maintain ongoing surveillance...
activities, perform data analysis, communicate with the public, and providers about case definitions, disease risk and mitigation, and make recommendations for the implementation of control measures.

6) Public Health Laboratory Testing
The ESF 8 Public Health Laboratory Testing function includes the capacity for ongoing surveillance, rapid detection, confirmatory testing, data reporting, investigative support, and laboratory networking to address potential exposure, or exposure, to all-hazards which include chemical, radiochemical, and biological agents in all matrices including clinical specimens, food and environmental samples, (e.g., water, air, soil).

7) Containment Measures
The ESF 8 Isolation and Quarantine/Environmental Health/Vector Control function includes the capability to protect the health of the population through the use of isolation and/or quarantine measures in order to contain the spread of disease.

8) Fatality Management
The ESF 8 Fatality Management function primarily includes the capability to effectively perform scene documentation; the complete collection and recovery of the dead, victim’s personal effects, and items of evidence; decontamination of remains and personal effects (if required); transportation, storage, documentation, and recovery of forensic and physical evidence; determination of the nature and extent of injury; identification of the fatalities using scientific means; and certification of the cause and manner of death. It also includes development and maintenance of collaborative agreements state-wide to provide these services in mass casualty events.

B. Organization

1. During an emergency or disaster situation, the primary and support agencies of ESF 8 will assign personnel to the County EOC. Waushara County Public Health Department, as the responsible agency for implementing ESF 8 will respond directly to the Officer in Charge/Operations Officer in the EOC. More specifically, DHS will work directly with Local Public Health Staff regardless of whether an EOC is opened or not.

2. ESF 8 emergency operations will coordinate the resources of Waushara County Public Health Department and other appropriate county agencies, support service providers, etc. with Operations/OIC. In addition, Waushara County Public Health Department may request other resources from local, tribal, other state agencies or federal agencies, as needed.

3. For health and medical related emergencies related specifically to animal health issues, DATCP coordinates with local, tribal, other state agencies and federal responders and provides for implementation of State response plans, as appropriate, under ESF 11.

4. ESF 8 coordinates activities with ESF 5 (Emergency Management), ESF 6 (Mass Care and Human Services) and ESF 11 (Agriculture and Natural Resources) and others Emergency Support Functions, as necessary.

5. Waushara County Public Health Department will staff ESF 8 during an activation of the County EOC and will coordinate the departmental resources and other appropriate county, local, state
and private organization resources with the EOC Officer in Charge. ESF 8 has been developed by Waushara County Public Health Department in conjunction with the other supporting agencies to provide a framework for health and medical services response and recovery actions for Waushara County. ESF 8 staff will coordinate with State ESF 8 counterparts.

6. County ESF 8 coordinates with state, local, and tribal ESF 8.

C. Procedures

Refer to the local Public Health Emergency Plan (PHEP), as the primary county/local response plan; although other plans certain ESF 8 related activities, and the County ESF 8. Supporting ESF 8 plans are the: Wisconsin Emergency Response Plan, Wisconsin Hospital Emergency Preparedness Plan (WHEPP) and the Strategic National Stockpile Plan.

D. Preparedness Activities

1. The Waushara County Emergency Response Plan (ERP), including ESF 8:

   a. enables participating institutions and agencies to meet local needs in a collaborative and organized manner in the event of bioterrorism, other infectious disease outbreaks and other public health threats and emergencies and chemical, biological, radiological, nuclear, explosive (CBRNE) incidents that may involve large numbers of affected individuals by:

      1) Utilizing the National Incident Management System (NIMS) to insure that state, local and tribal agencies have a standardized approach to prepare, prevent, respond to, and recover from an incident.
      2) Identifying the necessary structure to allow the participants to call upon outside resources.
      3) Describing the process for activating the ERP, operational parameters during the incident between participants and field operations, termination of the incident, recovery from the incident, and evaluation of performance.
      4) Providing for the protection of health care providers, emergency responders, and residents in the incident of a natural or unnatural outbreak of an infectious disease.
      5) Providing authority and powers for local public health departments to request mutual aid through Wisconsin State Statutes Chapter 66.0312.

2. WHEPP

The Wisconsin Emergency Response Plan (WERP) and the Wisconsin Hospital Emergency Preparedness Plan (WHEPP) are developed collaboratively and are intended to be mutually supportive and directly linked to activities in local Public Health Emergency Plan.

   a. establishes a structure and process to enable the participating health care institutions to meet community, county and regional needs in a collaborative and organized manner during an incident.

   b. describes the process for:
1) Sharing resources between participant institutions;

2) Activating the necessary resources;

3) Operational parameters during the incident between participant institutions and field operations;

4) Termination of and recovery from the incident; and the process for evaluating performance under the WHEPP.

c. enables the participant institutions to:

1) Meet community healthcare needs during an incident, in which an individual institution's capacity is exceeded.

2) Provide a method for the participant institutions that is consistent

3) Integrate the community emergency response plans developed by civil authorities with an emphasis on integrating pre-hospital, hospital and home care.

4) Provide a method for pre-determined initiating "triggers," pre-hospital communication, resource mobilization and transportation to the appropriate hospital(s) and/or off-site treatment facilities.

5) Provide mutual aid with other participant institutions and/or community, regional, state or national resources as required.

6) Provide a method to evacuate partially or fully any participant institution, should it be necessary as a result of either an internal or external disaster

7) Determine when the response to an incident may be terminated and hospital activities return to normal routines.

3. The Waushara County Public Health Emergency Plan

a. utilizing the National Incident Management System (NIMS) to ensure that state, local and tribal agencies have a standardized approach to prepare, prevent, respond to and recover from an event.

b. identifying the necessary structure to allow participants to call upon outside resources

c. detailing the process for activating the PHEP, operational parameters during an event between public health and partner agencies, and the termination of an incident

d. making provisions for the protection of health care providers, first responders and the public

e. assuring memoranda of understanding are in place with partner health departments
f. engaging partners such as hospitals, county emergency management, emergency medical system (EMS), fire, laboratories, HazMat teams, law enforcement agencies, Human Services, volunteer organizations, etc, to enhance preparedness through planning and coordination

g. routinely reviewing and modifying the PHEP

h. distributing copies of the PHEP to all relevant partners

i. Retaining all records related to public health emergency events according to state and administrative rule.

E. Response Activities

1. Triage and Hospital Pre-Treatment

   a. The Mass Casualty Plan provides for the command and control of field triage and initial treatment.

   b. The Mass Casualty Plan defines a clear treatment classification system that is recognizable by color coded triage tags that will be used uniformly by all medical personnel.

   c. Wild Rose Community Memorial Hospital and Berlin Memorial Hospital maintain a method of recording and assigning a unique Patient Tracking identifier number upon arrival at the hospital.

   d. The Mass Casualty Plan ensure that sufficient EMS resources are available to manage a catastrophic incident though mutual aid agreements with (State, regional, county)

   e. The Mass Casualty Plan has developed procedures for tracking triage and pre-hospital treatment staff and equipment during normal operations as well as catastrophic incidents.

   f. The Mass Casualty Plan has developed procedures for assessment, triage, treatment, transport, logistics, command and coordination, safety, communications, and patient tracking for normal operations as well as catastrophic incidents.

   g. Conduct situation assessments and implement casualty management plan.

   h. Coordinate mortuary response team (D-FIRST and DMORT) assets/services.

2. Medical Surge

The PHEPP provides a process for assessing current and anticipated bed capacity and considerations for early discharge, transfers, and treatment cancellation. Infection Control Measures are considered in this assessment process.

a. The PHEPP provides guidelines for implementing a staff augmentation process. These guidelines discuss vaccinations, call-in procedures and credentialing for medical staff that may be called upon during mass casualty events.

b. Identify and coordinate with public safety access points that have enhanced capabilities and redundancy, and are capable of handling a surge in call volume.
c. Implement medical mutual aid agreements for medical facilities and equipment.

d. Implement plans to identify staff, (including volunteers) and equipment resources to operate alternate care facilities.

e. Implement plan to restrict access and secure healthcare and surge facilities. Include counseling and family support services as part of care at surge facilities.

3. Medicine Distribution

a. The PHEP provides guidance for LPHAs to plan, activate, and operate a mass clinic for a large health emergency response.

b. DHS DPH will initiate medical orders and work to provide large amounts of vaccines and supplies to mass clinics administered by the LPHAs.

c. DHS DPH will act as liaison between State EOC, County EOC and other state and federal agencies, as well as provide technical assistance to local public health agencies (LPHAs).

4. Mass Prophylaxis

a. The PHEP provides guidance for LPHDs to plan, activate, and operate a mass clinic for a large health emergency response.

b. DHS will initiate medical orders to provide large amounts of vaccinations and supplies to mass clinics

c. DHS will act as liaison between State EOC and other state and federal agencies, as well as provide technical assistance to the local public health department (LPHDs)

d. The SNS plan is incorporated into the State Emergency Response Plan

e. Procedures are developed for receipt, inventory control, and distribution of SNS materials.

f. Individuals authorized by the Governor to request SNS materials are identified.

g. DHS will provide public information staff to provide information regarding mass clinics and health and safety issues to the public

5. Surveillance and Epidemiological Investigation

a. Epidemiological Investigation and Laboratory Services

1) Waushara County Public Health Officer in charge will manage a general infectious/communicable disease surveillance system:
a) Reporting will occur on a regular basis by participating state and public health departments, hospitals, laboratories, physician offices, and clinics

b) Provides for an early recognition of infectious diseases

2) Waushara County Public Health Department manages an “enhanced” surveillance network; hospitals and physicians and other clinicians will be alerted with information including:

a) Specific disease or agent for which to initiate surveillance.

b) Prodrome and syndrome of this particular disease or agent.

c) Treatment protocols for this particular disease or agent.

d) Methods for rapid reporting of the detection of this particular disease or agent.

e) Risk communications for patients and the general public regarding this particular disease or agent.

3) Identification of Unusual Infectious Disease or Incident of Terrorism

a) Defines protocols for a physician, clinician or a hospital staff member to initiate when there is a suspected or confirmed case(s) of infectious disease that indicates an unusual outbreak of that disease or a potential incident of bioterrorism

6. Public Health Lab Testing

A. Waushara County Public Health Department through the State Lab of Hygiene:

1) Provides services as clinical (sentinel) laboratory

2) Provides services as a reference laboratory

3) Is a member of the Wisconsin Clinical Laboratory Network (WCLN)

7. Containment Measures

a. Waushara County Public Health Department will use quarantine measures to restrict movement of or to separate asymptomatic persons from the community who are determined to be at risk of becoming contagious or are in need of protection from exposure to a communicable disease. Quarantine will be used only for communicable diseases in which such measures are considered beneficial in controlling the disease

b. Hospital Infection Control is implemented by:

1) Controlling patients suspected or confirmed to have an airborne infectious disease, protective clothing needed while caring for these patients, and patient management.
2) use of specialty equipment and plans for minimum negative pressure airborne isolation capacity, guidelines for negative pressure surge capacity, personal protective equipment needed for staff protection, and infection control practices for patient management.

3) Isolation measures will be used on all identified suspect, probable, and confirmed cases of communicable diseases for which such measures are known to reduce the risk of transmission to susceptible persons.

8. Fatality Management

a. A mass fatality disaster is defined as a number of deaths from a specific incident that overpowers the capabilities of the local Coroner’s Office and local mortuary service providers. Deaths will be investigated and processed under the requirements listed in Wis. Statute s. 59, 69 and 979.

b. The purpose of Mass Fatality Management is to successfully activate and manage a County Mass Fatality Incident Response Plan (County ESF #8 - Mass Fatality Management) to assure effective, safe and humane process.

1. The Coroner will:

a. Recover and identify the bodies

b. Determine of cause and manner of death

c. Collect forensic evidence (including information relevant to determining the source of biological contamination in a Bioterrorism, Other Infectious Disease Outbreaks and Other Public Health Threats and Emergencies event)

d. Notify the next of kin

e. Emergency disposition of bodies to prevent spread of disease

f. Release of bodies for final disposition

g. Sponsor critical incident debriefing for all mortuary workers

h. Completion of legal death-related documents

i. Communicate between the Coroner/Medical Examiner Office and federal, state and local government agencies and with the family assistance center (if applicable)

j. Provide Information to activate D-FIRST and DMORT.

F. Recovery Activities

1. Continue coordination/monitoring of the ESF 8 managed functions.

2. Continue to maintain liaison with state, local, county and tribal health care organizations.
3. Ensure Public Health and Medical facilities continue to be involved in the recovery process, which on-going, as described in ESF 14

V. RESPONSIBILITIES

A. Primary Local Agency: Waushara County Public Health Department

1. Surveillance and Epidemiological Investigation:
   a. Routinely and emergently analyze incoming case reports for possible outbreaks or epidemics, and provide timely reports back to clinicians (human and animal) and DHS DPH.
   b. Routinely and emergently consult with DHS DPH as needed in order to coordinate disease investigations with local, regional or federal investigations.
   c. Routinely and emergently provide to clinicians (human and animal) current epidemiological information on any disease outbreak, case definitions and supplemental documentation, consultation, and coordination of surveillance activities if other agencies and effected local parties are involved.

2. Public Health Laboratory Testing
   a. Access event-specific information on specimen collecting, packing, transport and testing specific from the WSLH.
   b. Notify WSLH of the event and related response planning activities (teleconferences, video conferences, etc.).
   c. Provide guidance to local public health and the WSLH on criteria for patient and specimen selection.
   d. Disseminate reports to local public health; disseminate CDC results to WSLH and local public health.
   e. Inform WSLH when event has concluded or passed the acute stage.
   f. Participate in laboratory response debriefing.

3. Containment Measures
   a. Provide guidelines for health care and public health personnel.
   b. Perform or assist in clinical assessment of cases and need for isolation.
   c. Review current epidemiological information on the disease outbreak so quarantine requirements can accurately determined.
B. Local Support Agencies/Organizations

1. Waushara County Emergency Management
   a. Coordinate with state and local agencies to identify and implement appropriate protective actions.
   b. Coordinate with state and private (e.g., forensic dentists, Wisconsin Funeral Directors’ Association, State Coroners Association) organizations to support local health, medical and mortuary needs.
   c. Provide general emergency management support to all ESF 8 activities.

2. Wild Rose Community Memorial Hospital, Berlin Memorial Hospital and Waushara Family Clinic, Aurora Health Care, Plainfield Family Clinic, Coloma Family Clinic and Wild Rose Family Clinic
   a. Support ESF 8 activities as described in the PHEP.
   b. Communicate morbidity and mortality data to the health department.
   c. Assist public health with community health issues.

3. Waushara County Emergency Medical Services
   a. See EMS MABAS plan

(Note: Emergency Medical Services is not described in the PHEP. Active local EMS plans or procedures need to be referenced and specific responsibilities in support of ESF 8 identified below.

   a. provide triage
   b. assist with transition
   c. provide mass clinic care

4. Human Services
   a. Support ESF 8 activities as described in the PHEP.
   b. Assess behavioral health needs following an emergency considering both the immediate and cumulative stress resulting from the emergency.
   c. Assist with emergency shelter operations by providing caregivers and case managers.
   d. Provide outreach to serve identified behavioral health needs.

5. Voluntary Agencies (American Red Cross, Salvation Army, etc.)
   a. Support ESF 8 activities as described in the PHEP.
b. Provide shelter and feeding as needed

c. Provide a 24 hour telephone number for emergency contacts and disaster welfare inquiries.

d. Assist in the reunification of victims and families.

6. Waushara County Coroner

(Note: Fatality Management is not described in the PHEP. Active local Fatality Management plans or procedures need to be referenced and specific responsibilities in support of ESF 8 identified below.

a. Coordinate mortuary services

b. Assist with next of kin notifications.

c. Develop and maintain Fatality Management Plans in support of this ESF.

7. State of Wisconsin Lab Services

a. Support ESF 8 activities as described in the PHEP.

C. Other Support Agencies

VI. RESOURCE REQUIREMENTS

Resources will be requested and distributed according to appropriate SOPs and manuals.

VII. REFERENCES (located in EOC)

Waushara County Public Health Emergency Plan
Waushara County Emergency Response Plan
Waushara County Emergency Medical Services Plan
Waushara County Fatality Management Plan

Wisconsin Hospital Emergency Preparedness Plan
Strategic National Stockpile Plan
The Wisconsin EMS Emergency Preparedness Plan (WEEPP)
Wisconsin Pandemic Influenza Operational Plan
Fatality Incident Response Plan
Wisconsin Emergency Response Plan

VIII. ACRONYMS

See Waushara County Emergency Response Plan, Basic Plan, Appendix 7

IX. APPENDICES
The undersigned have hereby reviewed and approved ESF-8 of the County Emergency Response Plan.

Donna Kalata
County Board Chair

Emergency Management Director

Patti Wulfsohn
Public Health Director

4-5-2013
Date

3/11/13
Date

3/5/2013
Date
Waushara County Emergency Response Plan

MORTUARY SERVICES Attachment 1 (ESF8)

I. PURPOSE:

A. Supplements the Waushara County Basic Plan to provide town, municipal and county mortuary services policy and procedures to coordinate a local response for collection, identification and disposition of deceased persons, as well as determine the cause of death.

II. SITUATION AND ASSUMPTIONS:

A. A large-scale, single point mass-casualty disaster would result in fatalities sufficient to overwhelm day-to-day mortuary service capabilities.

B. The primary concerns of emergency mortuary operations are the accurate identification of the deceased and the timely and discrete release of information to next of kin.

C. Emergency operations for emergency mortuary services are an extension of normal coroner office activities. A mass casualty disaster would severely tax the response capability of the Coroner's Office.

D. Local, State, Federal and private resources may be utilized as necessary during mass casualty disasters.

III. CONCEPT OF OPERATIONS:

A. Pre-incident:

1. Town, municipal and county mortuary services prepare and coordinate procedures, equipment, supplies and facilities to perform the tasks stated in Section V. (Responsibilities and Tasks) of this annex.

2. The Waushara County Coroner is responsible for developing emergency mortuary plans within the legal authority delegated to county coroners in the Wisconsin State Statutes:


   b. Responsible for coordinating emergency mortuary operations.

   c. Coordinates plans and procedures for law enforcement, funeral directors and clergy

B. During an Incident:

1. The Waushara County Coroner will be notified by the County Emergency Management Office or Sheriff's Department.

2. Mortuary services will start operating immediately in coordination with Incident Command to ensure proper identification, evidence, and handling procedures are employed in relation to the deceased.
Waushara County Emergency Response Plan

3. All field operations will be carried out by the Emergency Mortuary Services and properly recorded with the County Clerk, conditions permitting.

4. All holding morgues, identification, notification of next of kin and all other procedures for release of the body for final deposition will be governed by standing operating procedures of designated morgue.

5. Law enforcement services will provide security on-scene and at designated emergency morgues.

6. Waushara County Coroner or Deputy will assign funeral home director for mortuary services as necessary.

7. The county Emergency Operating Center (EOC) will arrange for clergy at the scene or morgue.

8. Close liaison will be maintained with, and such information as can be legitimately released will be reported to the on-site command post or county EOC as frequently as possible.

9. Information center for victims' families will be established immediately.
   a. Staffed by American Red Cross, Human Services and clergy.

C. Post-incident:

1. Continue during-incident mortuary procedures as needed.

2. Participate in after-action critique and revise annex as necessary.
V. RESPONSIBILITIES AND TASKS:

A. Pre-incident:

1. Waushara County, in general:
   a. Maintain an effective mortuary emergency services program consistent with the county emergency response plan.
   b. Cooperate and coordinate with local mortuary resources through all phases of emergency management.

2. County Coroner:
   a. Develops internal plans, Standard Operating Procedures and capabilities to perform the "during-incident" tasks set forth below in section B.
   b. Develop internal plans, Standard Operating Procedures and capabilities for emergency mortuary services. See Attachment 2, 3 and 4 to Mortuary Services.
   c. Develop procedures for notification, activation and management of emergency mortuary services.
      (1) Determine staffing arrangements.
      (2) Determine arrangements for continuity of mortuary services.
      (3) Determine a one-step procedure for the county emergency management office or other agency to activate mortuary services.
Waushara County Emergency Response Plan

d. Participate in inter-agency discussions and planning of Emergency Services relationships with town, municipal, county and state agencies.

e. Train and exercise mortuary services personnel.

3. Law Enforcement:

   a. Develops internal plan and capabilities to perform the "during incident" tasks set forth in B.

4. Funeral Home Directors:

   a. Coordinate and develop plans for mass casualty response actions during an emergency.

   b. Coordinate with other funeral homes & ambulance services.

B. During-Incidents:

1. County Coroner:

   a. Coordinate local resources utilized for the collection, identification and disposition of the deceased.

   b. Assign an adequate number of qualified persons to prepare and open a temporary morgue site and a casualty information center.

   c. Coordinate body recovery efforts with search and rescue teams.

   d. Determine cause of death.

   e. Designate an adequate number of trained persons to perform the duties of deputy coroner.

   f. Collect and secure the property and personal effects of the deceased.

   g. Notify next of kin.

   h. Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatalities.

   i. Coordinate public and private agency efforts for identification and disposition of the deceased, next of kin contact, securing personal affects and evidence related to cause of death.

2. Medical Advisor:

   a. Responsible for infection control among morgue workers.
Waushara County Emergency Response Plan

3. Deputy Director:
   a. Assists county coroner in execution of emergency mortuary plan.
   b. Acts in capacity of coroner in the coroner's absence.

4. Identification Officer:
   a. Coordinates resources necessary for the identification of deceased.
   b. Coordinates the release of identified bodies to funeral homes.

5. Property Officer:
   a. Responsible for the collection, labeling, storage and release of personal affects of deceased.
   b. Property Officer must be bonded.

6. Documentation Officer:
   a. Responsible for tracking of all emergency morgue records of the deceased.
   b. Identification, personal belongings and release of information.

7. Chief Pathologist:
   a. Responsible for all autopsies.

8. Law Enforcement:
   a. 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.
   b. Provide security at designated mortuaries.

9. Funeral Home Directors:
   a. Coordinate embalming, transportation and final disposition of bodies.

10. Clergy:
    a. Clergy should coordinate services for disaster victims and families.

C. Post-incident:

1. County Coroner:
Waushara County Emergency Response Plan

a. Continue during-incident procedures as appropriate.

b. Continue coordination of mortuary services during recovery, as needed.

2. Law Enforcement:
   a. Continue during-incident procedures as appropriate.

3. Mortuary Staff:
   a. Continue during-incident procedures as appropriate.

4. Funeral Home Directors:
   a. Continue during-incident procedures as appropriate.

VI. RESOURCE MANAGEMENT:

VII. PLAN DEVELOPMENT AND MAINTENANCE:

A. The Mortuary Annex Team is composed of the county coroner, medical advisor, clergy, funeral director and law enforcement representatives. This team is responsible for developing and maintaining this annex.

B. This annex team meets when required in the County Emergency Operating Center, unless other arrangements are made. The team reviews incidents, changes and new information, makes revision in plans and/or makes recommendations to other annex teams as appropriate.

C. This annex team conducts after-action reviews of all exercises and major incidents. Appropriate revisions are made to the annex after the review.
Waushara County Emergency Response Plan

The undersigned have reviewed and hereby approve this Mortuary Annex.

[Signature]
County Chairperson

4-5-2013
Date

[Signature]
County Emergency Management Director

March 13, 2013
Date

[Signature]
County Coroner

March 4, 2013
Date
Waushara County Emergency Response Plan

Attachment 2
Staff Alerting List

Mortuary service staff will respond when requested by the coroner. They will include the following:

- Chief Deputy Coroner
- Chief Collection Officer
- Chief Identification Officer
- Chief Internment Officer
- Chief Property Officer
- Chief Records Officer

The Coroner shall develop and keep a list of those individuals that are assigned to the above tasks, and develop Standard Operating Procedures for the activation of this list.
Waushara County Emergency Response Plan

ATTACHMENT 3
MORTUARY PROCEDURES

1. Admission

2. Log In
   - Fill in body tags as completely as possible immediately
   - Attach body tag to victim. (The number of the body tag is to be identified to the tag number on the body)
   - Fill in the log sheet
   - Group victims as:
     - Adult Male
     - Adult Female
     - Child Male
     - Child Female
   - Fill in the rest of the body tag information as it becomes known (you may write on the reverse side of the body tag, if necessary. Put “over” at the bottom of the front)

3. Identify
   - Deputy coroner with the property officer will inventory articles found on the victim.
   - If an identification officer is needed, contact the coroner at the EOC and one will be dispatched, equipped with camera and fingerprint materials.

4. Secure Property
   - Responsibility of the Property Officer
   - Label valuables in envelopes with the body tag number, victim name. time envelope is sealed, and name of Deputy Coroner present along with the signature of the Property Officer.
   - Property Officer must take valuables to be secured in the County Treasurers vault, with police escort, if the Property Officer requests.

5. Provide Clergy

6. Obtain Body Fluid Samples
   - Blood, urine, and possible stomach contents should be secured from each body and properly labeled and preserved within 3 hours of admission if possible.

7. Forensic Identification Resources
   - Determine cause of death
   - Determine time and manner of death
Waushara County Emergency Response Plan

- Notify next-of-kin
- Arrange for embalming and transport of body to final destination
- Complete death certificate
- Communicate with the media through the Public Information Officer
- Release names of the deceased and post notification of next-of-kin
Waushara County Emergency Response Plan

ATTACHMENT 4
FUNERAL HOMES

Wautoma:
Leikness Funeral Home
358 South Oxford St.
Wautoma, WI 54982
920-787-3746

Wild Rose:
A.J. Holly & Sons Funeral Home
630 County Road G & H
Wild Rose, WI 54984
920-622-3774
920-258-4020

Poy Sippi:
A.J. Holly & Sons Funeral Home
W2990 Liberty Street
Poy Sippi, WI 54967

Plainfield:
Leikness & Stahl Funeral Home
913 W. North Street
Plainfield, WI 54966
715-335-4300

Redgranite:
Ruminski Funeral Home
167 West Bannerman Avenue
Redgranite, WI 54970
920-566-2313

Waupaca:
Maple Crest Funeral Home
N2620 State Road 22
Waupaca, WI 54981
715-942-0544
Emergency Support Function (ESF) #9

Search and Rescue

Preface

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

Primary Agency

Waushara County Sheriff’s Office
Local Emergency Service Providers
WAUSHARA COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 9
SEARCH AND RESCUE

LEAD COORDINATING AGENCY: Waushara County Sheriff’s Office

SUPPORT AGENCIES: Waushara County Emergency Management
Local Fire Departments
Wautoma Police Department
Coloma Police Department
Hancock Police Department
Plainfield Police Department
Wild Rose Police Department
Redgranite Police Department

STATE EMERGENCY SUPPORT FUNCTION COORDINATING AGENCY:
Wisconsin Emergency Management (WEM)

I. INTRODUCTION

A. Purpose

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

II. POLICIES

Search and rescue is a local government responsibility dependent upon the mechanism for the search and rescue operation. County government assistance in this area will normally be initiated at the request of local government. Search and rescue operations will be a team effort of law enforcement, fire, and trained volunteer organizations and the private sector.

County and/or local government requests for Wisconsin Civil Air Patrol, Department of Natural Resources or State Patrol assistance must be processed through WEM.

Requests for assistance from a search and rescue canine dog organization are normally submitted by local law enforcement authorities directly to such organization. However, a local agency wanting help in obtaining the services may contact WEM.

If activated, regional, state and national USAR Teams are under the direction and control of the local incident commander. The USAR Leaders are responsible for planning, coordinating and managing a USAR response when requested and authorized to mobilize.

III. CONCEPT OF OPERATIONS
A. General

This ESF coordinates state assistance in locating persons missing as a result of any one or more of a number of reasons including: natural phenomena, man-made (terrorism) or technological failure. This includes search and rescue missions for persons lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, collapsed structures, etc.

The initial search and rescue response will be a local effort, with priorities set by the local/county government.

FEMA’s USAR assets and needs are outlined in National Response Plan ESF#9 Annex. In the event FEMA-USAR teams are not available, WEM will coordinate an Emergency Management Assistance Compact request for USAR teams. There are 28 FEMA USAR Task Forces spread throughout the continental United States trained and equipped by FEMA to handle structural collapse. A list of the USAR Task Forces is in Attachment 1.

B. Organization

Urban Search And Rescue (USAR) technical assistance expertise will be provided by representatives, first, from the Wisconsin Regional Urban Search and Rescue Task Force Team, as available, and if the need exceeds Wisconsin’s capability (note: Wisconsin does not currently have state-supported USAR teams) then FEMA Urban Search and Rescue Task Force Teams will be requested. FEMA USAR is a federal asset, and activation may occur upon activation of the National Response Plan. The representatives from the Federal Task Force will coordinate with WEM at the State EOC and with local officials requesting urban search and rescue assistance.

Local USAR teams are available for dispatch upon mutual aid agreement between the requesting county/jurisdiction and the responding USAR team. Compensation will be provided as per agreement.

Non-urban search and rescue assistance will be provided by local AHJ as well as support from organizations such as: National Park Service, U.S. Forest Service, Wisconsin DNR, National Search and Rescue (NSAR) and local volunteers. Coordination of resources will be the responsibility of the local AHJ with support from the County Emergency Management and County EOC (if activated). The WEM Fire Services Coordinator or Emergency Police Services Coordinator may be deployed to the scene to assist regarding resource management, as available.

B. Procedures

1. The activation of ESF 9 will be managed through Waushara County Emergency Management and its standard notification procedures.

2. WEM maintains a 24-hour State Duty Officer System which responds to incidents when notified. Activation of ESF 9 resources will be through the Duty Officer unless EOC operations are active.

The telephone/hotline number for the WEM-Duty Officer is 1-800-943-0003.

IV. GENERAL ACTIVITIES (Note: These are dependent on the AHJ and /or County having prior agreement
with Wisconsin Regional Urban Search and Rescue Task Force Team).

A. Mitigation/Preparedness Activities

1. Coordinate with local AHJ, WEM Administrator, DMA and FEMA to identify potential staging areas.

2. Coordinate with Task Force Teams to determine transportation routes of travel for Task Force Teams. The Task Forces Teams will be self sufficient regarding transportation of personnel and supporting equipment.

3. Assist in identifying and providing resources necessary to support FEMA US&R Teams in conjunction with local AHJ.

4. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

B. Response Activities

1. The local AHJ determines what additional resources will be necessary to mitigate or resolve the situation.

2. Should local capabilities be exceeded, local units of government may contact the Waushara County Emergency Management Director for assistance in locating additional resources.

3. Waushara County Emergency Management will request and assist with search and rescue within the county utilizing the available assets and capabilities.

4. If requested and under agreements, The Task Force Team will deploy a reconnaissance team to the stricken community. The full team will arrive on location within 4-hours of notification of the event.

5. Through WEM, request FEMA’s USAR Teams to assist in search and rescue.

6. In the event FEMA resources are not available the Senior Duty Officer (in consultation with the WEM-Administrator) will activate the Emergency Management Assistance Compact (EMAC) system and request urban search and rescue assets from other states.

C. Recovery Activities

1. The local AHJ will be responsible for demobilization.

2. The protocol for demobilization will be as follows:
   a. Federal assets first released
   b. State assets second released
   c. Release of “mutual aid” assets
   d. Local assets released upon termination of the event
V. RESPONSIBILITIES

A. Waushara County Sheriff’s Office

1. Inform local jurisdiction(s) on the type and availability of search and rescue assets
2. Determine County responsibility in acquiring and deploying search and rescue assets for local AHJ.
3. Develop county search and rescue activation processes.
4. Initiate search for victims throughout the impacted area.
5. Develop a system to quickly identify and establish countrywide search and rescue grids.
6. Coordinate search and rescue activities with the appropriate tasked organizations.
7. Provide search and rescue services to extent of training within their jurisdiction.
8. Provide urban search and rescue services following flood, tornado, and/or building collapses.

B. Support Agencies

1. Amateur Radio
   a. Provide primary and/or supplemental local area, point to point, and long distance communications as requested.
   b. Provide staff, resources, and equipment as needed to support EOC and emergency operations as requested.

2. Emergency Management
   a. Provide resources for SAR activities
   b. Locate specialized rescue equipment and/or personnel if required
   c. Support the development of SAR capabilities in Waushara County.

VI. RESOURCE REQUIREMENTS

Joint primary and support agencies will provide the required personnel, facilities, and equipment to support their activities utilizing the National Incident Management System Classification System.

VII. REFERENCES

VIII. ACRONYMS AND GLOSSARY

For Acronyms, see Waushara County Emergency Response Plan (attachment)

For Glossary, see Waushara County Emergency Response Plan, Basic Plan, and Appendix 8.

IX. APPENDICES

Appendix 1: List of Federal Urban Search and Rescue Teams
Appendix 1: List of Federal Urban Search and Rescue Teams

Arizona:        AZ-TF1  Phoenix, Arizona

California:  
CA-TF1  LA City Fire Dept.
CA-TF2  LA County Fire Dept.
CA-TF3  Menlo Park Fire Department
CA-TF4  Oakland Fire Dept.
CA-TF5  Orange Co. Fire Authority
CA-TF6  Riverside Fire Department
CA-TF7  Sacramento Fire Dept.
CA-TF8  San Diego Fire Dept.

Colorado:  
CO-TF1  State of Colorado

Florida:   
FL-TF1  Miami-Dade Fire Dept.
FL-TF2  Miami Fire Dept.

Indiana: 
IN-TF1  Marion County

Maryland:  
MD-TF1  Montgomery Fire Rescue

Massachusetts:  
MA-TF1  City of Beverly

Missouri: 
MO-TF1  Boone County Fire Protection District

Nebraska: 
NE-TF1  Lincoln Fire Dept.

Nevada:   
NV-TF1  Clark County Fire Dept.

New Mexico:  
NM-TF1  State of New Mexico

New York:  
NY-TF1  NYC Fire and EMS, Police

Ohio:     
OH-TF1  Miami Valley US&R

Pennsylvania:  
PA-TF1  Commonwealth of Pennsylvania

Tennessee: 
TN-TF1  Memphis Fire Dept.

Texas: 
TX-TF1  State of Texas Urban Search & Rescue

Utah:    
UT-TF1  Salt Lake Fire Dept.

Virginia: 
VA-TF1  Fairfax Co. Fire & Rescue Dept.
VA-TF2  Virginia Beach Fire Dept.

Washington: 
WA-TF1  Puget Sound Task Force
The undersigned have hereby reviewed and approved ESF-9 of the County Emergency Response Plan.

[Signature]
Sheriff

[Signature]
Donna K. Kalata
County Board Chair

[Signature]
Emergency Management Director

3-10-13
Date

4-5-2013
Date

1-30-2013
Date
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

Waushara County Sheriff’s Office
Waushara County Emergency Management
Waupaca County Level “B” Hazardous Materials Team
WAUSHARA COUNTY EMERGENCY RESPONSE PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 10

**Oil and Hazardous Materials**

**LEAD COORDINATING AGENCY:** Waushara County Emergency Management

**SUPPORT AGENCIES:**
- Waupaca Co EM/County Level "B" Hazardous Materials Team
- Local Fire Districts/Departments
- Waushara County Emergency Management
- Waushara County Sheriff's Department
- Waushara County Highway Department
- Waushara County Department of Health
- WI Department of Natural Resources (DNR)

**I. INTRODUCTION**

**A. Purpose**

The purpose of this Emergency Support Function (ESF) is to provide:

1. A coordinated County response in an all-hazards approach, when responding to a natural/manmade, actual or potential discharge or release of chemical and biological materials, including radioactive materials.

2. A coordinated County response to an actual or potential release of hazardous materials, resulting from a transportation incident, fixed facility incident, natural disaster (i.e. tornado, flood, etc.) and terrorist attack.

3. Coordination between local, tribal, state, and federal governments, and the private sector when responding to hazardous materials incidents or other threats to the environment and the public health.

**B. Scope**

1. Local response actions are determined by specific county plans and policies. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up or dispose of released oil and hazardous materials.

2. Waushara County ESF 10 provides for a coordinated response to actual or potential oil and hazardous materials incidents by placing the hazard-specific response mechanisms with the appropriate county agency.

3. Waushara County ESF 10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents.

4. Waushara County ESF 10 describes the lead coordination roles and specific responsibilities within county agencies and is applicable to all county departments and agencies with responsibilities and assets to support local and tribal response to actual or potential oil or hazardous materials incidents.
5. Local response actions are determined by specific county plans and policies. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up or dispose of released oil and hazardous materials.

II. POLICIES

1. For the purposes of ESF 10, the term hazardous material is synonymous with hazardous substance. **Hazardous Substance:** As described by the National Contingency Plan (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.).

2. The Waushara County Emergency Management Director is the designated authority to implement County ESF 10 in response to oil and hazardous materials releases.

3. The Chief Elected Official or his/her designee may access resources from Wisconsin Emergency Management should county capabilities become exhausted.

4. The local Fire Department will retain the role of Incident Commander (IC) until relieved by the hazardous Materials Team. Once the immediate threat to public safety is abated the on-scene IC will normally be turned over to the Responsible Party (spiller) who has primary responsibility for cleanup of the spill/release. Incidents are managed utilizing the Incident Command System (ICS).

III. CONCEPT OF OPERATIONS

A. General

1. Waushara County ESF 10 has been developed by Waushara County in conjunction with county support agencies to provide a framework for response actions.

2. Waushara County ESF 10 is activated at the Waushara County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of significant impact involving oil and hazardous materials, including radiological materials.

3. Waushara County ESF 10 provides coordination among local and tribal jurisdictions in the County EOC.

4. Waushara County ESF 10 provides for a coordinated, effective and efficient response to discharges through the implementation of protocols to request assistance of hazardous materials response teams.

5. In the event of an actual or potential release of hazardous materials in Waushara County, which presents a threat to public health and safety and the environment, this ESF or portions of it may be implemented.
6. During an emergency or disaster situation, the primary and support agencies of Waushara County ESF 10 will assign personnel to the County EOC.

7. Waushara County ESF 10 emergency operations will be staffed, as appropriate, during an activation of the Waushara County EOC and will coordinate the resources of the County and mutual aid agreements with other jurisdictions. In addition, Waushara County may request other resources from the State of Wisconsin through the Wisconsin Emergency Management 24-hour duty officer number.

8. The responsible party or lead-coordinating agency will contact the Wisconsin Department of Natural Resources (DNR) according to state law in the event of chemical release.

9. The Waushara County Department of Health may provide environmental response resources to assist local and tribal jurisdictions with the consequences of hazardous material incidents. The Waushara County Health Department may contact the Wisconsin Department of Health and Human Services for advice/resources.

10. The responsible party or lead coordinating agency will contact the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) to respond to agricultural chemical releases as specified in 94.73, Wis. Stats. and the Memorandum of Understanding with DNR titled “Discharge of Hazardous Substance” March 2005.

11. The reporting of chemicals present at fixed facilities, planning, training, exercising and hazardous material team response are components of the Emergency Planning and Community Right-To-Know Act (EPCRA) administered by Wisconsin Emergency Management (WEM). The portion of EPCRA requiring the reporting of spills is administered by DNR.

   a. The Waushara County Local Emergency Planning Committee (LEPC) addresses chemical hazards present at fixed facilities and on transportation routes and maintains information on facilities submitting Tier II information. Contact the Waushara County Emergency Management Director for this information. Waushara County may contact WEM for facility information as WEM maintains a database of information pertaining to facilities, which store hazardous chemicals and extremely hazardous substances (EHS).

12. Public awareness of chemicals in the community is a requirement of EPCRA as well as allowing the public and local governments to obtain information about chemicals. This information is maintained by the LEPC and can be obtained from Waushara County Emergency Management.

13. EPCRA specifies the development of a comprehensive hazardous materials response plan. Planning for hazardous materials incidents is addressed in the County Wide/Strategic Plan (CW/SP), which is updated annually by Waushara County Emergency Management. Offsite (OS) facility plans are a component of the CW/SP and address consequences should an Extremely Hazardous Substance be released by a fixed facility or transportation incident and becomes a threat to the health and safety of the surrounding community and the environment.

   a. Waushara County ESF 10 will refer to the EPCRA CW/SP for policies and procedures for responding to hazardous materials incidents and/or accidents in compliance with the requirements of Title III of EPCRA (SARA) of 1986, as codified in 42 USC 11000 to 11050 and s. 166.21 (2m), Wis. Stats. It defines the
roles/responsibilities of government and private organizations in response to a hazardous materials incident and includes requirements for development/ update.

i. The CW/SP forms a part of the Waushara County Emergency Response Plan, by reference.
ii. The Off-site (OS) Facility Plan component to the CW/SP is EHS-specific and addresses response activities for offsite consequences resulting from a spill/release at a fixed facility and transportation routes.
iii. The OS Facility Plan contains chemical information, vulnerability zones, special facility locations, available resources and hazards analysis.

14. The Incident Commander will contact the Emergency Management Director who will then contact the Waupaca County Level "B" Hazardous Materials Response Team according to county and local protocols to chemical releases of a lesser nature.

15. The Incident Commander will contact the Emergency Management Director who will request the East Central (Appleton/Oshkosh) Regional Hazardous Material Response team. The team will respond to the most serious of releases, commonly referred to as Level A, according to local and state protocols. The East Central (Appleton/Oshkosh) Regional Hazardous Material Response Team will determine the Level of Response and will notify the WEM Duty Officer. If assistance is needed from additional regional response team(s), the initial regional response team is responsible for notifying the WEM Duty Officer that a second regional response team has been called in for assistance.

16. Disposal of hazardous materials may be handled by a licensed private clean-up contractor, with the responsible party being liable for the costs of the response and remediation of the affected area.

B. Organization

Waushara County ESF 10, Oil and Hazardous Material releases, including radioactive releases consists of:

1. Command structure - During an emergency or disaster situation the primary and support agencies of ESF 10 will assign personnel to the County EOC. The DNR, as the responsible agency for implementing ESF 10 will respond directly to the Officer in Charge/Operations Officer in the EOC.

2. Appropriate county plans - The Waushara County ERP utilizes Emergency Support Functions (ESF's), which identify sources for direct assistance and operational support that the county and local jurisdictions may need in order to implement hazard mitigation and preparedness to respond and recover from an emergency or disaster situation.

Planning for hazardous material incidents is addressed in the County-wide/Strategic Plan, which is updated annually. Off-site facility plans are a component of the CW/SP and address consequences should an EHS be released by a fixed facility and become a threat to the health and safety of the surrounding community and the environment.

3. County Wide Team - The Emergency Management Director will request the Waupaca County Level "B" Hazmat Team in accordance with county protocols regarding chemical releases in the county.

4. Regional Emergency Response Teams - If assistance is needed by the county hazardous response team the East Central Regional Level "A" Hazardous Response Team will be requested through WEM by the County
Emergency Management Director or designee.

5. Mutual aid agreements -

6. Private contractors - Disposal of hazardous materials (waste) may be handled by a licensed private clean-up contractor, with the responsible party being liable for the costs of the response and remediation of the affected area.

7. The Waushara County Department of Health can provide environmental and radiological response resources to assist the county and local jurisdictions with the consequences of hazardous material incidents. In addition DH&HS may request additional resources from the Department of Energy.

8. The Department of Agriculture, Trade and Consumer Protection (DATCP) has the authority to respond to agricultural chemical releases as specified in 94.73, Wis. Stats. And the Memorandum of Understanding with DNR.

C. Procedures

1. All requests for level “B” or “A” teams will be made to the Emergency Management Director or his designee.

D. Mitigation Activities

1. Minimize environmental and natural resources damage through utilization of state and federal programs.

2. Maintain facility accountability and local/state knowledge of amounts and types of chemicals in the community through the EPCRA County Wide/Strategic Plan and Offsite Facility Plans.

3. Identify critical facilities vulnerable to emergencies or disasters, evaluate vulnerabilities and transportation routes.

4. The Federal Hazardous Material Emergency Preparedness Planning Sub-grant, administered by WEM, is used for projects, such as, enhancement of existing plans, conduct commodity flow studies, mapping, using CAMEO more efficiently, etc.

5. Identify areas where mutual aid agreements and memoranda of understanding are needed.

6. Identify areas where public education and/or training are needed.

E. Preparedness Activities

1. Develop a County Wide/Strategic Plan (CW/SP) under the Emergency Planning and Community Right-To-Know Act (EPCRA) according to state law and state planning guidance. Furthermore, include as a component of the CW/SP Offsite Facility Plans (OS) for Extremely Hazardous Substances (EHS).

2. Develop and maintain resource lists to support transportation and response equipment.

3. Create hardcopy and electronic maps or provide necessary data for the development of maps, to enhance county and local planning responsibilities.
4. Develop and conduct awareness, training and exercise programs relating to the release or potential release of hazardous materials.

5. Address safety issues pertaining to hazardous materials by developing public education programs.

6. Develop and maintain mutual aid agreements and memoranda of understanding with support agencies or contracted support agencies to ensure adequate response to discharges or potential discharges to hazardous materials.

7. Develop and maintain resources lists relating to the ability to adequately respond to a discharge or potential discharge of a hazardous material.

8. Develop a contact notification list with essential information (address, telephone, cellular, facsimile number and e-mail address).

F. Response Activities

1. In conjunction with Waushara County support agencies, assess magnitude, extent and potential duration of incident.

2. Recommend activations of County ESF 10 and personnel based on incident assessment and local need.

3. Request monitoring, sampling and analysis services as required.

4. Minimize damage/impact to natural resources by allocating and coordinating resources in accordance with Waushara County ESF 5.

5. Support law enforcement activities, as required.

6. Provide staff support to the county EOC and local jurisdictions or facilities, as requested.

7. Collect, document and maintain a record of actions taken.

8. Coordinate with EOC Staff.


10. Coordinate with appropriate federal agencies; such as, DHS, FBI, and EPA per ESF 13.

G. Recovery Activities

1. Coordinate decontamination and other clean up efforts, as necessary.

2. Ensure agency personnel have been decontaminated, when applicable.

3. Coordinate with EOC Staff on deactivation.
4. Ensure that staff is properly debriefed, if appropriate.

5. Coordinate with DH&HS & other agencies to deal with long-term impacts and develop a long-term recovery plan.

6. Conduct after-action critique of the overall response and recovery efforts.

IV. RESPONSIBILITIES

A. Lead Coordinating Agency

1. Waupaca County Level "B" Haz-mat Team
   a. Serve as the lead agency for response to oil and hazardous materials, including radiological materials.
   b. Establish and maintain direct communication and coordination with local agencies affected by the emergency or disaster situation.
   c. Coordinate as the lead county agency for offsite cleanup of hazardous materials or wastes.
   c. Coordinate environmental and natural resources contamination.
   d. Coordinate the monitoring of state waters suspected of contamination due to an emergency/disaster situation.
   e. Coordinate staff support to the Waushara County EOC during an emergency/disaster situation and local jurisdictions as necessary.
   f. Coordinate with state and federal agencies, as appropriate.

B. Support Agencies

1. Waushara County Sheriff's Department
   a. Traffic control, roadblock, and checkpoint
   b. Provide staff support to the County EOC.
   c. Quarantine enforcement
   d. Site security and critical infrastructure protection
   e. Coordinate assistance with other county agencies.
   f. Participate in all planning for response to an incident
   g. Presence patrol
h. Coordinate with state/federal agencies in accordance with ESF 5.

2. Waushara County Department of Health

a. Provide liaison to the County EOC and Incident Command Post, as necessary.

b. Participate in all planning for response to an incident.

c. During non-terrorist related radiological releases, coordinate with the State Radiological Coordinator actions that are deemed necessary to minimize the public health and human service impacts to residents, business owners and local government.

d. Work with state health and human service agencies and organizations in the event that state resources or assistance in these areas are deemed necessary or desirable.

e. Wisconsin DHFS maintains a 24X7 Emergency Telephone Hotline. This hotline number has been provided to local public health, human/social service agencies, hospitals, clinics, veterinary clinics and other health care providers for the direct notification of DHFS staff in the event of public health and human service emergencies. DHFS emergency staff contacts the WEM Duty Officer in the event such emergencies may involve other state agencies, which may have a role in these emergencies. The WEM DO contacts DHFS staff when the WEM DO is notified about local emergencies that may have public health and human service concerns.

3. Waushara County Highway Dept.

a. Provide staff support to the County EOC.

b. Provide roadblocks and other materials necessary to secure area

c. Participate in all planning for response to an incident

d. Coordinate assistance with other county agencies

C. All Other Agencies

1. Wisconsin Emergency Management

a. 24-hour duty officer number is 1-800-943-0003

b. Contact DNR using the WEM 24-hour duty officer number

2. Local/Municipal County & Tribal Governments

a. DNR works closely with municipal, tribal governments during an incident. Since local public safety organizations are generally the first government representative at the scene, they would be expected to
initiate public safety measures necessary to protect public health and welfare. The responsibilities could include directing evacuations, fire suppression and hazardous material support where available, identification of drum or contaminated debris staging areas and arranging disposal of abandoned containers that contain non-hazardous waste.

3. Volunteer Agencies
   a. Waushara County may utilize the services of organized volunteers as appropriate to their training or skills.

V. RESOURCE REQUIREMENTS

Resources will be distributed according to appropriate SOPs and manuals.

VI. REFERENCES

VII. ACRONYMS

See Waushara County Emergency Response Plan, Basic Plan, Appendix 7.

VIII. APPENDICES

See DNR State Contingency Plan
The undersigned have hereby reviewed and approved ESF-10 of the County Emergency Response Plan.

Sheriff

County Board Chair

Emergency Management Director

3-10-13
Date

4-5-2013
Date

1-30-2013
Date
Preface

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

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

Primary Agency

UW-Extension
COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 11
Agriculture and Natural Resources

LEAD COORDINATING AGENCY: Waushara County UW Extension Office

SUPPORT AGENCIES: Waushara County Emergency Management
Waushara County Sheriff's Dept
Waushara County Department of Health/Human Services
Waushara County Highway Department
Waushara County Parks Department
Wisconsin Veterinary Corps/Humane Society
WI Department of Natural Resources
WI Department of Ag Trade and Consumer Protection
Waushara County Land Conservation and Zoning

I. INTRODUCTION

A. Purpose

The purpose of ESF 11 is to coordinate and support county and local authorities’ 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. Scope

Provides for a coordinated response to incidents involving food, agricultural, cultural or natural resources in Waushara County by identifying roles and responsibilities of various county and local agencies with statutory and/or emergency management-based responsibilities and assets to support response and recovery operations including:
(1) Control and eradicate or manage foreign animal diseases (including infectious, non-infectious and zoonotic diseases)
(2) Control and eradicate or manage exotic plant diseases
(3) Control and eradicate or manage exotic pest infestations
(4) Assurance of food safety and nutrition assistance;
(5) Protect natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after a disaster.

II. POLICIES

State ESF 11 provides technical advice and assistance to county and local governments, professional animal health organizations and industry during an ESF 11-related incident. Waushara County ESF 11 coordinates the response and recovery activities of Waushara 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

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.

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.

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.

The Department of Public Instruction duties and responsibilities include: maintaining liaison with the American Red Cross to coordinate resources in a presidential 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 coordinate 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.

Waushara County ESF #11 coordinates activities with the following Waushara County ESFs:

- ESF 1 (Evacuation and Transportation Resources),
- ESF 2 (Communications),
- ESF 5 (Emergency Management),
- ESF 8 (Health and Medical Services),
- ESF 13 (Public Safety) and ESF 15 (External Affairs).

III. CONCEPT OF OPERATIONS:

Implementation of ESF 11 will be a State directed process. County implementation of ESF 11 will be based on a notification by one of the primary state or federal ESF 11 agencies. The main county agencies responsible for implementing ESF-11 are Waushara County Emergency Management and Waushara County UW Extension.

Local officials, governmental and non-governmental agencies will be actively involved in the response and will be utilized. Each county and local government has a Local Emergency Response Plan (LERP), which provides the framework for the jurisdiction’s response to an emergency or disaster. County and local emergency managers/directors may utilize their resources and provide additional lines of communication with and for local producerprocessors and the local Cooperative Extension Service.
The County Board Chairman will maintain direction and control of governmental activities; declare a county emergency through the normal process described in the LERP; and provide local resources as available.

A. General

1. County, local and tribal response activities focus on meeting response and recovery activities by committing human, financial and material resources to the impacted area, as appropriate.

2. Recovery efforts are initiated concurrently with response activities. Close coordination is required among the federal, state, county, local, tribal and volunteer agencies responsible for response and recovery operations.

3. Waushara County Emergency Management and Waushara County UW Extension will staff ESF 11 during an activation of the County EOC and will coordinate the locally provided resources with DATCP and other appropriate state and private organization resources with the EOC Officer in Charge. State ESF 11 staff will coordinate with Federal ESF 11 counterparts.

4. ESF 11 functions are divided into five main areas. The principal activities for each functional area are described in the following sections.

a. Foreign animal disease surveillance and response. This includes the implementation of an integrated federal, state, local, and tribal response to an outbreak of a foreign animal disease (FAD), including infectious, non-infectious and zoonotic disease.

Animal diseases are found by either the local livestock producers noticing an unusual condition in their animals or through routine surveillance activities (i.e. sampling done through the national poultry improvement plans, etc.) Animal assessments can be performed by either private veterinarians or by state or federal veterinarians, depending on the situation.

If a foreign animal disease is suspected, there are procedures that must be followed to confirm the presence of the disease and to contain and/or eradicate the disease (see Appendix 2 for Animal Disease Response Flowcharts).

b. Plant Disease and Pest Infestation surveillance and response: This includes the implementation of an integrated federal, state, local and tribal response to a plant disease or pest infestation.

Plant diseases and pest infestations can be found by a variety of partners, including private landowners, nurseries, or government inspections. For species of concern, such as soybean rust, gypsy moth or emerald ash borer, there are surveillance programs established to monitor their presence.

If a plant disease or pest is suspected, there are procedures that are followed to confirm the presence of the disease or pest, and to contain and/or eradicate the disease or pest.

c. Assurance of the safety of the commercial food supply: This includes the inspection and verification of food safety aspects 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.

The safety of the food supplies is assured through various types of inspections and surveillance activities, involving public and private local and state partners,

d. ** Provision of nutrition assistance: This includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps. 

While the federal government plays a major role in determining nutrition assistance and obtaining food supplies, the Department of Public Instruction has some capabilities in this regards via the school lunch program. The commodities obtained in this program can be accessed during an emergency.

USDA can authorize the Department of Health and Family Services to release their commodity food supplies to feed people at shelters and mass feeding sites. In addition, if the president declares a disaster, and with USDA approval, commodity foods can be directly distributed to households that are affected by the emergency.

In addition, the Food Share program which replaces the food stamp program may be accessed during an emergency with USDA approval.

e. ** Protection of Natural, Cultural and Historic resources:** This includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

The Department of Natural Resources and the Wisconsin Historical Society are responsible for natural and cultural resource protection.

B. **Organization**

During an emergency or disaster situation, the primary and support agencies of ESF 11 will assign personnel to the County EOC. Waushara County Emergency Management Director and Waushara County UW Extension as the responsible agencies for implementing ESF 11 will respond directly to the Officer in Charge/Operations Officer in the County EOC.

ESF 11 emergency operations will coordinate as appropriate during an activation of the County EOC and will coordinate the resources of the appropriate county agencies with Operations/OIC.

C. **Mitigation Activities**

1. Identify new technology and procedures for use in completing the ESF 11 activities.

2. Identify areas where mutual aid agreements are or should be in place.

3. Identify areas where public education detailing ESF 11 functions are needed.

4. Identify specific resources and equipment, including those held publicly and privately, that will be required to implement the ESF 11 activities.
5. Identify requirements for ESF 11 standard operating procedures, plans and checklists for Primary and Supporting Agencies.

6. Identify communication needs.

7. Identify ESF 11 training and exercising requirements.

8. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

D. Preparedness Activities

1. Develop, revise and/or maintain standard operating procedures and other plans and procedures as necessary for the ESF 11 operations.

2. Develop and conduct training and exercise programs involving ESF 11 functions.

3. Develop and maintain a contact list of agencies and organizations involved with ESF 11 operations, including staff and staff support rosters.

4. 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.

5. 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.

6. Develop and maintain a database of trained professionals and volunteers throughout the county who can be called on to help with emergencies involving food, agriculture, natural and cultural resources. These staff members and external resources may be contacted and notified by the appropriate lead for the incident.

7. Assist municipalities in the preparation and development of food and agriculture response plans, as well as plans for natural and cultural resources, as deemed necessary.

8. Plan, conduct and evaluate public education programs for prevention, preparedness, response and recovery.

9. 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.

10. Support coordination and cooperation between governmental, private sector and non-governmental agencies to facilitate response efforts.

E. Response Activities
1. County ESF 11 staff will support response activities for the control and eradication of a foreign animal disease in Waushara 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).

2. 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, tribal managers.

3. Maintain liaison with local and county government and volunteer service agencies.

4. Work with County Health to issue advisories and protective action recommendations to the public as necessary. Provide accurate, consistent and timely information to the public.

F. Recovery Activities

1. Continue coordination/monitoring of the management of plant and animal disease and pest infestations, food safety, and NCH resources.

2. Continue to maintain liaison with local, county and tribal government to manage volunteer service response activities.

3. Continue to coordinate services to farmers affected by an incident through the Farm Center Helpline and Farm Center staff.

IV. RESPONSIBILITIES

A. County Agencies

Local officials, governmental and non-governmental agencies will be actively involved in the response and should be utilized. Each county and local government has a Local Emergency Response Plan (LERP), which provides the framework for the jurisdiction’s response to an emergency or disaster. County and local emergency managers/directors may utilize their resources and provide additional lines of communication with and for local producer/processors and the local Cooperative Extension Service.

1. County Chief Elected Officials

The chief elected officials will maintain direction and control of governmental activities; declare a county emergency through the normal process described in the ERP; and provide local resources as available.

The chief elected official will use the Incident Command system, 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.

The County Clerk/Treasurer/Administration will coordinate the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked
materials, etc. and will follow accepted accounting procedures. Each county or local agency will document their own disaster related expenses and make the data available as requested.

2. **Waushara County Sheriff’s Office**

   The Sheriff’s office serving the county will 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. At the time of disease confirmation, the Sheriff will become a member of the command structure for the event and may assume the command position for local law enforcement functions. The Sheriff’s Department will provide the initial incident security to the personnel and the quarantine zone. The Sheriff’s Department will provide communications support and will coordinate local law enforcement response with support from the Wisconsin State Patrol and the National Guard if activated. Other roles and responsibilities during a disaster are outlined in other parts of the LERP.

3. **Waushara County Emergency Management**

   The Emergency Manager/Director will receive an early alert of a suspected disease from DATCP officials should the health evaluation warrant it. At the time of disease confirmation, the County may decide to activate their EOC. The role and responsibilities of the Emergency Manager will remain the same as in other disasters; that is to coordinate requests for additional support, communicate with and advise the chief elected officials and WEM of local conditions and activities.

4. **Waushara County Highway Department**

   The County Highway Department will respond to requests as in other disasters with emphasis on traffic control in the quarantine zone. In support of the law enforcement agencies, they will identify the sustainability of roads and bridges necessary for re-routing traffic from the quarantine zone. They may also assist by providing excavation and transportation equipment and operators to move soil, carcasses or debris as directed.

5. **Fire Service/EMS**

   The local fire service(s) will, within their limits of training and equipment, provide assistance with decontamination, hazardous material and protection as required by the Veterinary Emergency Team. Waushara County EMS will supply assistance as needed. Mutual aid requests will follow normal processes as described in the county’s ERP.

6. **Waushara County Health Department**

   The County Health Department will 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. Other functions are described in the LERP. They will also provide assistance and epidemiology services in dealing with zoonotic (animal spread to humans) diseases.
7. Waushara County Land Conservation and Zoning

Land Conservation and Zoning will be the lead agency in monitoring and spraying for gypsy moth. The staff will also assist in land and soil stabilization and assist with public education to prevent and mitigate issues created during a disaster. Land Conservation and Zoning maintains a list of contractors able to assist in debris and soil removal.

B. Volunteer Agencies

1. Wisconsin Veterinary Corps/Humane Society

The Wisconsin Veterinary Corps is a group of veterinarians, veterinary technicians, veterinary assistants, students enrolled in veterinary programs, and other interested persons that receive special training to respond to animal emergencies, bioterrorism and natural disasters. They are able to respond to local and state animal emergencies that exceed local or state capabilities. In a disaster, they can also help with animal care and treatment, rescue, sheltering, mass casualty care, evacuation, vaccination, specimen collection, decontamination, euthanasia, necropsy, and other support activities.

2. American Red Cross

Coordinate sheltering operations with feeding operations at specified sites.

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.

Coordinate the food distribution efforts of other volunteer organizations.

VI. RESOURCE REQUIREMENTS

VII. REFERENCES (located in EOC)

VIII. ACRONYMS

IX. APPENDICES

1. List of Authorities
2. Flowchart of Animal Disease Response Actions
The undersigned have hereby reviewed and approved ESF-11 of the County Emergency Response Plan.

Donna Kalata  
County Board Chair  

Date  

Emergency Management Director  

3/11/13  

Date  

Barbara Backert  
UW Extension Agent  

Date  

Date  

Date  

Date  

WAUSHARA COUNTY (ESF) 11  

9  

01/2013
Preface

Critical energy and utility infrastructure such as electrical power, wastewater, natural gas, fuel and drinking water distribution 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

Utility Companies
Waushara County Emergency Management
WAUSHARA COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 12

ENERGY

LEAD COORDINATING AGENCY: Waushara County Emergency Management
Utility Companies

SUPPORT AGENCIES:
Waushara County Sheriff’s Dept
Waushara County Department of Health
Waushara County Department of Human Services
Waushara County Highway Department
Waushara County EMS Services
Waushara County Fire Departments

STATE SUPPORT AGENCIES:
Public Service Commission of Wisconsin (PSC)
WI Department of Administration
(Office of Energy Independence or DOA-OEI)
WI Emergency Management (WEM)

I. INTRODUCTION

A. Purpose:

The purpose of this Emergency Support Function (ESF 12) is:

1. To provide county support to local governments, in an all-hazards approach, when responding to a natural/manmade disruption of energy supplies and distribution.

2. To provide for the effective use of available electric power, natural gas, and petroleum products in ways that meet essential needs and facilitate restoration of energy systems affected by an emergency.

3. To determine the extent of an emergency and appropriate response and coordinate/implement mitigation strategies.

B. Scope:

1. All actions following any emergency or disaster will be determined by the specific event.

2. ESF 12 describes the lead coordination roles, and the division and specification of responsibilities among county agencies.

3. ESF 12 is applicable to all county departments and agencies with responsibilities and assets to support local and tribal response to actual or potential energy emergencies.
4. County agency actions are determined by specific statutes, agency plans, ordinances and policies. Appropriate response and recovery actions can include efforts to provide appropriate response and mitigation for emergencies involving energy.

II. POLICIES

A. For the purposes of this ESF, the term energy in energy emergency applies to electrical power, natural gas, petroleum, coal, and nuclear energy.

B. Wisconsin Statutes 323 authorizes the Governor to declare an energy alert. Once declared, the Department of Administration may compel energy producers, importers or sellers to furnish information on existing and future fuel supplies and anticipated fuel demands. Electricity, natural gas and wood fuels are excluded from this authority. In addition, under, 16.95(12), Wis. Stats., the DOA is to “Prepare and maintain contingency plans for responding to critical energy shortages so that when the shortages occur they can be dealt with quickly and effectively.”

The PSC will be the coordinating agency under ESF 12. However, with statutory authority over petroleum and coal products designated to DOA, the PSC will work with the DOA-OEI in the event of a disaster that involves those energy sources to meet the intent of ESF 12.

C. The PSC will coordinate any energy-related activities of other state agencies during an energy emergency. Those state agencies with additional authority will be notified to implement their energy emergency plans.

D. If an energy emergency should occur, the Governor may ask the public to institute voluntary measures that conserve energy and ensure supply to critical facilities. The PSC would work with other agencies to identify the appropriate conservation measures. Mandatory energy reduction measures would only be implemented as necessary.

E. If allocation of energy resources is required, priority will be given to the economic well being, health or welfare of the citizens of this state.

III. CONCEPT OF OPERATIONS

A. General

1. Response to energy disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our citizens. In the event of an energy emergency, the PSC, through Waushara County ESF 12, may among other activities as necessary:

a. Work with all affected stakeholders to compile estimates of the extent of damage to energy delivery systems such as pipelines, transmission lines, fuel terminals, rail lines, etc.

b. Request and analyze current information regarding energy supply and demand.

c. Identify critical demand and supply needs for high risk/priority customers and producers.
d. Coordinate with county and local agencies to assist with the emergency.

e. Coordinate with energy producers and providers to identify critical repair requirements.

f. Coordinate with local jurisdictions to establish damage repair priorities. The PSC will use all sources available including the DOA-OEI’s State Energy Assurance Plan which outlines the resources available to address this issue.

g. Coordinate the supply and distribution of temporary or alternate energy sources.

h. Implement and coordinate emergency measures to reduce demand with an emphasis on voluntary measures.

i. Assess the requirements for restoration of critical energy services.

B. Organization

1. During an emergency or disaster situation, the primary and support agencies of Waushara County ESF 12 will assign personnel to the Waushara County EOC, as appropriate. The Officer in Charge/Operations Officer in the EOC will be responsible for ESF 12 implementation.

2. The Officer in Charge/Operations Officer may assign lead coordinating responsibilities to the appropriate support agency, depending on the type of energy emergency situation.

3. Energy Industry Organization

   a. The electric power industry within Wisconsin participates in two Regional Reliability Councils recognized by the North American Electric Reliability Council (NERC). Reliability First covers the southeast region of Wisconsin and the area around Green Bay. The Midwest Reliability Organization covers the remainder of the state. The Regional Reliability Councils are dedicated to maintaining electric reliability throughout their areas of operations and would be a major responder in the event of any energy emergency impacting the electric system.

   b. The American Transmission Company is responsible for maintenance and operation of the transmission lines which deliver bulk electric power to the eastern two thirds of Wisconsin and Dairyland and Excel Energy are responsible for the Western part of Wisconsin. At a local level, power is distributed by investor-owned utilities, municipal utilities and cooperative utilities to individual end users.

   c. The Midwest Independent Transmission System Operator (MISO) is a multi-state organization that is responsible for reliability of the electric transmission grid. MISO instructs the local electric utilities how to dispatch generation.

   d. Many end users with high reliability needs (e.g., health care facilities, manufacturers etc.) have installed back-up generation which is outside the control of the primary electric generation and distribution system. This source of electric power is largely unregulated and less accessible to control in emergency situations.
e. Natural gas enters Wisconsin through five (5) major interstate pipeline systems. Local
distribution companies deliver gas to consumers. Large industrial and commercial users
have the option to purchase their natural gas supplies independently and contract
separately for delivery. Like emergency electric generation, this portion of the gas supply is
unregulated and less amenable to control in an emergency situation.

f. Refined petroleum products enter the state primarily from pipelines, and also by trucks.

C. Procedures

1. In the event of an actual or potential energy emergency, Waushara County Emergency
Management and the WEM 24-hour duty officer will be in communication to determine the
appropriate action. ESF 12 coordination will be through the lead County ESF 12 agency.

2. WEM will contact PSC, DOA-OEI and other appropriate State ESF 12 support agencies.

3. The PSC, working with others, will provide information relating to energy emergencies to the
County EOC and State EOC (if activated) in order to facilitate the appropriate response.

4. To the extent possible, energy distribution systems will continue to provide services through
their normal means during a disaster.

5. Energy information will be collected by the PSC and other agencies from all available sources
and provided to emergency management officials to assist them in developing appropriate
responses to an emergency.

6. PSC will request damage assessment reports from energy providers and will compile and
transmit the energy infrastructure reports to the State Emergency Operations Center (EOC). PSC
and the State EOC will collect, evaluate, and report current conditions relative to staffing,
equipment, and supplies to appropriate emergency agencies.

7. The PSC, with the assistance of DOA-OEI, will work with local petroleum suppliers and major oil
companies to identify and facilitate the delivery of available petroleum fuel supplies to priority
customers.

D. Mitigation Activities

1. Coordinate information to the public on how to cope with the energy emergency through the
established public information processes.

2. Develop mandatory response measures as designated by state action.

3. Contact and coordinate with support agencies through regular meetings and exercises and
identify areas where communication can be improved.

4. Identify areas where memoranda of understandings are needed.

5. Identify areas where public education and/or training are needed.
E. Preparedness Activities

1. Prepare and update contingency plans for implementation in the event of energy shortages, emergencies or other disruptions and maintain liaison with supporting agencies as well as energy and utility companies regarding these plans.

2. Collect and analyze energy data and report to WEM on any probable, imminent, and existing energy shortages.

3. Develop and maintain a list of energy, utility, petroleum and transportation contacts and resources.

4. Create and maintain a deployment kit of critical information, resources and equipment.

5. Develop and maintain memorandums of understanding with support agencies, as necessary.

F. Response Activities

1. If necessary, implement mandatory measures approved by the State or by the Governor.

2. Provide liaison with local energy producers, suppliers and related supporting companies.

3. Compile damage assessment estimates with inputs from energy, utility and transportation companies.

4. Assist with energy issues regarding emergency response vehicles, primarily related to assuring the availability of adequate fuel supplies.

5. Assist with energy issues regarding emergency response equipment, such as electric generators or heating units, primarily related to assuring the availability of adequate fuel supplies.

6. Coordinate public information concerning energy, utilities, and petroleum with WEM.

7. Coordinate county and local agency emergency utility resources as requested by the Wisconsin Emergency Management.

8. Identify energy, utility, and petroleum resources, which are in short supply and are necessary for the health and safety of the population.

9. Coordinate local and private emergency supplemental energy and utility resources as requested.

G. Recovery Activities

1. Compile damage and operational capability information from energy and utility companies. Update this information as needed.

2. Recommend, in accordance with the Governor’s emergency powers, with 323.12, Wis. Stats., priorities among users if adequate energy resources are not available to meet all essential needs.
3. Coordinate supporting resources for energy infrastructure restoration and repair to meet essential needs.

4. Coordinate allocation of energy resources to the extent possible and necessary.

5. Coordinate targeted energy conservation and efficiency programs to enhance recovery activities.

6. Work with the State to implement state emergency response plans at the local level.

7. Coordinate with WEM to prioritize requests for support.

8. Coordinate with support agencies to deal with long term impacts and develop a long term recovery plan.

9. Conduct after-action critique of the overall response and recovery efforts.

IV. RESPONSIBILITIES

A. Lead Coordinating Agency

1. Waushara County Emergency Management
   a. Serve as the lead agency in the event of an energy emergency or designate the appropriate support agency as the lead.
   b. Minimize impact of an energy emergency by coordinating energy availability and distribution issues during emergency or disaster situations.
   c. Provide information to the County and State EOC regarding the status of energy infrastructure damage, supply adequacy, and market situation.
   d. Provide the County and State EOC with the location, extent, and restoration status of energy supply outages or disruptions.
   e. Administer energy allocation and curtailment programs in accordance with federal programs and with the Governor’s emergency powers legislation.
   f. Maintain up-to-date data including addresses and contact names for all major local utilities.

B. Support Agencies/Utilities (Public & Private)

1. Electric & Gas:
   a. WE Energies
   b. Alliant Electric & Gas
   c. ANR Pipe Line
   d. WI Public Service - Electric
   e. Adams –Columbia Electric Coop
f. Central WI Electric Coop  
g. City of Wautoma Utilities  
h. Pioneer Power and Light Co.  
i. ATC (Transmission Lines)  
j. Koch Pipelines  

2. Telephone:  
a. Centurylink - Communications –  
b. Uniontel - Villages and Towns of Hancock, Coloma and Plainfield  
c. Charter Communications  

3. Public Works:  
a. City of Berlin  
b. Village of Redgranite  
c. Village of Wild Rose  
d. Village of Plainfield  
e. Village of Coloma  
f. Village of Hancock  
g. City of Wautoma  

V. RESOURCE REQUIREMENTS  
A. PSC will provide necessary materials and equipment for its response to an energy emergency.  

B. Resources will be distributed according to appropriate SOPs and manuals.  

VI. REFERENCES  
Citation of Applicable laws related to ESF 12 activities in is the Basic Plan and ESF 12 Section  

VII. ACRONYMS  
See Waushara County Emergency Response Plan, Basic Plan, Appendix 7  

VIII. APPENDICES
The undersigned have hereby reviewed and approved ESF-12 of the County Emergency Response Plan.

Sheriff

3-10-13

Date

County Board Chair

4-5-2013

Date

Emergency Management Director

1-30-2013

Date
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

Waushara County Sheriff’s Office
COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 13

PUBLIC SAFETY AND SECURITY

LEAD COORDINATING AGENCY: Waushara County Sheriffs Office

SUPPORT AGENCIES: Local Police Agencies Having Jurisdiction
- Wautoma Police Department
- Redgranite Police Department
- Wild Rose Police Department
- Plainfield Police Department
- Hancock Police Department
- Coloma Police Department
- Town of Marion Police Department
- Waushara County Emergency Management
- Waushara County Highway Department
- Wisconsin State Patrol

STATE COORDINATING AGENCIES: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

ESF 13 (Public Safety and Security) describes the capability to reduce the impact and consequences of an incident or major event by securing the affected area, safely diverting the public from hazards, providing security support to other response operations and properties, and sustaining operations from response through recovery.

B. Scope

ESF 13 describes how Waushara County will support local law enforcement activities to ensure the protection of life and property during emergency situations. It also provides for the county participation in the Wisconsin Emergency Police Services (EPS) program.

ESF 13 coordinates directly with the following Emergency Support Functions (ESFs):

- ESF #1: Evacuation and Transportation Resources
- ESF #2: Communications
- ESF #4: Firefighting
- ESF #5: Emergency Management
- ESF #8: Public Health and Medical Services
- ESF #9: Urban Search and Rescue
- ESF #10: Oil and Hazardous Materials Response
- ESF #12: Energy
- ESF #15: External Affairs
II. POLICIES

The Waushara County Sheriff's Office and Municipal Police Departments will exercise lawful authority to save lives and properties, enforce laws and enforce emergency orders and regulations during emergencies/disasters.

The Incident Command System (ICS) will be employed at all emergency and/or disaster incidents.

A law enforcement-oriented event is a situation where the primary response demand is preservation of law and order and/or security.

Under Chapter 59, Wisconsin Statutes, the powers of the Sheriff are described.

III. CONCEPT OF OPERATIONS

A. General

General ESF 13 functions are:

- Security of incident sites
- Protection of key facilities
- Access control to incident sites and facilities
- Establishment of force protection and perimeter.
- Control traffic and crowds
- Conduct searches.

ESF #13 will:

1. Coordinate and direct requests for local law enforcement assistance.
2. Assess local law enforcement and security requirements.
3. After evacuation efforts are completed, ESF #13 will coordinate requests for transportation resources with other ESF's to provide the necessary local assistance
4. Coordinate county law enforcement resources intended to supplement the needs of local law enforcement. State law enforcement resources may be directed to assist other agencies or volunteer entities with enforcement and security issues during disaster response and recovery.
5. Coordinate with support departments/agencies to prioritize and develop strategies for a coordinated response; continually reassess priorities to address the most critical transportation needs.
6. Coordinate with appropriate Federal Law Enforcement authorities as the incident warrants.
7. Coordinate the procurement of specialized security resources such as traffic control devices, CBRNE detection devices, canine units specialized law enforcement PPE. Track law enforcement resources which are committed to specific missions.
8. Re-deploy and re-stage resources as appropriate.
9. Provide ESF #1 with all available support during an emergency to facilitate the movement of traffic along the state’s road systems.

B. Organization

For Waushara County, overall ESF 13 management is a responsibility of the Waushara County Sheriff’s Office.

Waushara County is a member of the Wisconsin Emergency Police Services organization and is an active member in EPS East Central Region.

C. Mitigation/Preparedness Activities

1. Maintain preparedness and capability, including EPS readiness, through organization planning and training.

2. Participate in ESF #13 special planning activities, such as Wisconsin Correctional Institution Disturbance Plans and National Guard State Correctional Institution Work Stoppage Plans, as requested.

3. Develop and maintain ESF 13 resource capabilities.

4. Identify, develop and incorporate, as necessary
   a. Private sector capabilities and resources
   b. Backup response and recovery processes

D. Response Activities

1. Manage law enforcement resources and direct law enforcement field operations. Duties may include:
   a. Enforce emergency orders.
   b. Provide mobile units for warning operations.
   c. Direct and control traffic during an emergency.
   d. Crowd control.
   e. First aid.
   f. Search and rescue
   g. Support damage assessment activities.
   h. Provide security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites and staging areas.
   i. Provide security in the area affected by the emergency to protect public and private property.
   j. Evacuation:
      o Assist in the evacuation of people at risk in and around the emergency scene.
      o Provide security, patrol evacuated areas.
      o Control access to the scene of the emergency or area that has been evacuated
   k. Support other public safety activities as required.
I. Request assistance through the state law enforcement mutual aid system.

2. Coordinate assistance from other law enforcement agencies (e.g., municipal, county, state, National Guard) upon request
3. Obtain inventories of available law enforcement resources and provide them to the Operations Section of the County EOC to support disaster operations as requested.
4. Support communication thru 911 Center by providing available communications resources, such as EPS portable radio systems and Mobile Command Post
5. Provide resources to implement a local pass system as needed.

E. Recovery Activities

1. Continue with ESF13 functions as directed.

IV. RESPONSIBILITIES

A. Lead Coordinating Agency

Waushara County Sheriff’s Office

1. Coordinate and direct requests for local law enforcement assistance.
2. Assess local law enforcement and security requirements.
3. After evacuation efforts are completed, ESF #13 will coordinate requests for transportation resources with other ESF’s to provide the necessary local assistance
4. Coordinate state law enforcement resources intended to supplement the needs of local law enforcement. State law enforcement resources may be directed to assist other agencies or volunteer entities with enforcement and security issues during disaster response and recovery.
5. Coordinate with support departments/agencies to prioritize and develop strategies for a coordinated response; continually reassess priorities to address the most critical transportation needs.
6. Coordinate with appropriate Federal authorities as the incident warrants.
7. Coordinate the procurement of specialized security resources such as traffic control devices, CBRNE detection devices, canine units and specialized law enforcement PPE. Track law enforcement resources which are committed to specific missions.
8. Re-deploy and re-stage resources as appropriate.
9. Provide ESF #1 with all available support during an emergency to facilitate the movement of traffic along the state and county road systems.

B. Support Agencies (General)

Local Police Agencies Having Jurisdiction (list for county)
Wautoma Police Department
Redgranite Police Department
Wild Rose Police Department
Plainfield Police Department
Hancock Police Department
Coloma Police Department
Town of Marion Police Department
Waushara County Sheriff’s Office
Waushara County Emergency Management
Wisconsin State Patrol

1. Support ESF13 activities as requested.
2. Respond to the area and provide law enforcement support (e.g., perimeter security, traffic control, escorts, other law enforcement functions) to augment local operations as requested.
3. Gather intelligence information and investigate crimes as requested by local authorities.
4. Provide a point of contact for requesting assistance from other State of Wisconsin agencies (e.g., Crime Lab/Field Response Team, TIME system, Assistant Attorneys General, Hygiene Lab.)

V. RESOURCE REQUIREMENTS

VI. REFERENCES (located in EOC)

VII. ACRONYMS

IX. APPENDICES
The undersigned have hereby reviewed and approved ESF-13 of the Waushara County Emergency Response Plan.

SHERIFF

3-10-13

Date

Emergency Management Director

1-30-2013

Date

County Board Chair

4-5-2013

Date
Emergency Support Function (ESF) #14

Long Term Community Recovery and Mitigation

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 or better conditions 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

Waushara County Emergency Management
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.

a. Short-Term Recovery

Short-term recovery actions are response-oriented and taken to stabilize affected areas and protect these areas from further damage. Short-term recovery returns vital systems to minimum operating standards, seeks to restore critical services to the community, and provides for the basic needs of the public. Depending on the type of disaster, short-term actions also include assessment, consultation, documentation, planning and the prioritization and exchange of information to develop appropriate long-term actions.

Short-term recovery is initially coordinated from the activated local and Waushara County Emergency Operations Centers (EOC).

Short-term recovery operations may include:
- Re-entry into the affected area
- Concise damage assessment
- Re-establishment of government operations
- Restoring essential utilities
- Debris removal and general clean-up
- Identification and prioritization of sub-areas
- Securing of resources
- Expanded social, medical and mental health services
- Structural safety instructions
- Monitoring of activities
- Opening of Disaster Recovery Centers (DRC)
- Opening of Joint Field Offices (JFO)
- Developing and enforcing ordinances for recovery construction
- Sheltering and mass feeding of displaced persons

b. Long-Term Recovery

Long-term recovery is the process of returning a community, to the extent possible, to the conditions that or better than existed prior to the incident. Recovery priorities include reestablishing a community’s fiscal, social and physical conditions to normal. This phase addresses reconstruction of damaged buildings and public infrastructure in a process that may continue for years after the disaster incident. Preferably, the long-term recovery effort occurs while taking advantage of opportunities for mitigation against future disasters.

These activities are coordinated from the Waushara County EOC, State Emergency Operations Center or Joint Field Office depending on the type and severity of the disaster incident.

Long-term recovery operations include:
- Establishing a time frame for cessation of temporary services
COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 14
LONG-TERM COMMUNITY RECOVERY AND MITIGATION

LEAD COORDINATING AGENCY: Waushara County Emergency Management

PRIMARY AND SUPPORT AGENCIES: Waushara County Department of Health Department
Waushara County Department of Human Services
American Red Cross
Salvation Army
Wisconsin Voluntary Organizations Active in Disasters
Regional Planning Organizations
Waushara County LEPC
Waushara County Zoning and Land Conservation
Corporate Counsel
County Administration
County Treasurer
Economic Development
Waushara County Highway Department

STATE ESF COORDINATING AGENCY: WI Emergency Management Agency

I. INTRODUCTION

A. Purpose

The purpose of ESF-14 is to support county, local, tribal, nongovernmental organizations (NGOs), 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. Scope

Based on an assessment of incident impacts, ESF 14 will be used to:

1. Coordinate state, county, local, tribal, volunteer and private sector activities to aid victims of disaster.

2. Assist communities to address significant long-term impacts in the affected area, including impacts on housing, businesses, employment, community infrastructure and social services.

C. Definitions

1. Recovery

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 or better conditions with mitigation projects. Recovery activities generally incorporate programs designed for implementation beyond the initial crisis period of
• Restoring and reconstructing public facilities
• Restoring economic, social and institutional activities
• Developing, coordinating and replacing debris disposal capacity
• Repairing infrastructure
• Reviewing and implementing hazard mitigation measures
• Restoring all utility services
• Condemning of buildings and properties
• Reviewing building codes and zoning laws for mitigation opportunities
• Providing FEMA Crisis Counseling programming when needed and authorized.
• Identifying and applying for State and Federal grants to assist in the long-term recovery.

c. Recovery Strategy

Within this ESF, Waushara County is providing an approach that will ensure that its disaster recovery efforts are appropriate and reliable. The recovery strategy reflects the opportunities for both short and long-term action. It places each action in a context of cooperation among public, private and volunteer organizations. The goal is to return a sense of normalcy to the lives of those impacted by natural disasters. The goal will be achieved through the following objectives:

1. Identification of the short-term and long-term strategic priorities, processes, vital resources and appropriate time frames for recovery. (ESF 5)
2. Recognition of the procedures for restoration and recovery of services, facilities, programs and infrastructure. (ESF 6)
3. Identification of opportunities to mitigate the impact of future disasters. (ESF 14)
4. Identification of county, state and federal programs applicable to the current disaster situation.

These objectives are designed to take advantage of local, county, state and national expertise within the public, private and volunteer organizations charged with the recovery responsibilities. The Waushara County Hazard Mitigation Team members and representatives of local, county, state and federal agencies and organizations will oversee the recovery process. See Table 1 for the proposed composition of the group. Early in the operations stage of responding to a disaster, partners in the recovery effort will lead an evaluation of the disaster incident relative to the recovery objectives. Table 2 is a sample Recovery Timetable for post-disaster recovery and reconstruction.

d. Priorities for Disaster Recovery

Looking at disaster incidents from a broad perspective, recovery priorities fall into the following general categories:

1. Safety of People

   Ensuring peoples' safety is accomplished through effective emergency response and recovery mechanisms.

2. Social Restoration
Restoring the social needs of the community is accomplished when the psychological and social aspects are addressed quickly and concurrently with the response and recovery period.

3. Economic Restoration

A balance must be achieved between the disaster recovery needs of the community and any long-term distortion of the local economy.

4. Physical Restoration

Rebuilding public and private infrastructure resources builds on all recovery priorities by increasing the safety of the people, speeding the social restoration of an affected area, and providing for swift economic restoration.

ESFs 5, 6 and 14 and others will have identified processes, programs, priorities and strategies for the current disaster situation that will be used for the long term recovery.

**TABLE 1**

**Waushara County Hazard Mitigation Team Composition in 2013**

<table>
<thead>
<tr>
<th>EXPERTISE</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Comprehensive Planning</td>
<td>Zoning</td>
</tr>
<tr>
<td>Public Health</td>
<td>Waushara County DH</td>
</tr>
<tr>
<td>Human Services</td>
<td>Waushara County DHS</td>
</tr>
<tr>
<td>Historic Preservation</td>
<td></td>
</tr>
<tr>
<td>Transportation Infrastructure</td>
<td>Waushara County Highway Department</td>
</tr>
<tr>
<td>Building Codes</td>
<td>Waushara County Zoning/Planning</td>
</tr>
<tr>
<td>Hazard Mitigation and Disaster Response</td>
<td>Waushara County Emergency Management</td>
</tr>
<tr>
<td>Community Development Block</td>
<td>Economic Development</td>
</tr>
<tr>
<td>Grants/Housing and Public Facilities</td>
<td>Waushara County Administration</td>
</tr>
<tr>
<td>Education/Local Governments</td>
<td>University of Wisconsin Extension</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Lifelines</td>
<td></td>
</tr>
<tr>
<td>Agriculture or Land Conservation</td>
<td>Land &amp; Water, UW Extension &amp; Local FSA Office</td>
</tr>
<tr>
<td>Floodplain Management</td>
<td>GIS/DNR</td>
</tr>
<tr>
<td>Forestry</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Natural Resources</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>USDA</td>
</tr>
<tr>
<td>Floodplain/Storm Water Management</td>
<td>Zoning/GiS</td>
</tr>
<tr>
<td>Conservation</td>
<td></td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>DNR/IMT</td>
</tr>
<tr>
<td>Business Recovery</td>
<td>Economic Development</td>
</tr>
<tr>
<td>Planning, local government resources</td>
<td>Council of Regional Planning Organizations</td>
</tr>
<tr>
<td>Weather Information</td>
<td>National Weather Service (NWS) &amp; ARES</td>
</tr>
<tr>
<td>Disaster Unemployment</td>
<td>Job Services &amp; FVTC</td>
</tr>
</tbody>
</table>
### Table 2

**SHORT TERM AND LONG TERM RECOVERY TIMETABLE**

<table>
<thead>
<tr>
<th>Time*Activity/Action</th>
<th>Post-Disaster Recovery and Reconstruction Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Before) Warning</td>
<td>Estimate of Duration</td>
</tr>
<tr>
<td>(During) Response/Operations</td>
<td>Short-Term</td>
</tr>
<tr>
<td>(After) Emergency</td>
<td>Hours to a few days (depends on disaster)</td>
</tr>
<tr>
<td>(After) Preparation of damage assessment</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(After) Disaster declaration (state or federal)</td>
<td>1-10 days</td>
</tr>
<tr>
<td>(After) Federal/State mitigation Strategy (After) Recovery</td>
<td>1-15 days</td>
</tr>
<tr>
<td></td>
<td>1-4 days</td>
</tr>
<tr>
<td>(After) Temporary building moratorium</td>
<td>1-15 days</td>
</tr>
<tr>
<td>(After) Letter of intent to submit HM Grant</td>
<td>7-150 days</td>
</tr>
<tr>
<td>(After) Short-term reconstruction</td>
<td>&lt;=30 days</td>
</tr>
<tr>
<td></td>
<td>&lt;=60 days</td>
</tr>
<tr>
<td>(After) State mitigation</td>
<td>70-200 days</td>
</tr>
<tr>
<td>(After) HMGP proposal</td>
<td>&lt;=180 days</td>
</tr>
<tr>
<td>(After) Long-term reconstruction</td>
<td>&lt;= 1 year</td>
</tr>
<tr>
<td></td>
<td>100 days to 5 years</td>
</tr>
<tr>
<td></td>
<td>200-365 days</td>
</tr>
<tr>
<td></td>
<td>&lt;=365 days</td>
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<tr>
<td></td>
<td>5 to 10 years</td>
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<td></td>
<td>10-30 days</td>
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<td>15-30 days</td>
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<td>150-365 days</td>
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<td>&lt;=60 days</td>
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<td>&lt;=60 days</td>
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<td></td>
<td>200-365 days</td>
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<tr>
<td></td>
<td>&lt;=365 days</td>
</tr>
<tr>
<td></td>
<td>5 to 10 years</td>
</tr>
</tbody>
</table>

(Before), (During) and (After) refer to the time frame of the disaster.

Source: Planning for Post-Disaster Recovery and Reconstruction, FEMA & APA, 1998 (Short-Term), HLSEM (Long-Term)

(NOTE: Priorities from local mitigation plans to reduce future losses will be coordinated with county and state priorities where possible.)
II. POLICIES

ESF 14 policy and concept of operations applies to county agencies/organizations, tribal, local agencies, nongovernmental and volunteer organizations for activities relating to potential or actual emergencies and disasters. It may include participation from private businesses.

Waushara County 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 Waushara 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 and Engineering), ESF 5 (Emergency Management) and transitions from ESF 6 (Mass Care, Housing and Human Services) and other ESFs, as necessary.

h. Waushara County Emergency Management, as lead coordinating agency, and the identified support agencies will coordinate with county, local and tribal governments in the damage assessment process for publicly and privately owned buildings and structures; and will coordinate the costs incurred by local governments in responding to an incident.

i. Waushara County Emergency Management, together with the Waushara County Hazard Mitigation Team and others as needed will oversee short and long term recovery efforts and initiatives, as identified in Waushara County Hazard Mitigation Plan. The plans identify existing resources and tools to assist local governments to further mitigation at the local level. Volunteer organizations will
assist with the long term recovery and mitigation to the extent possible and consistent with their responsibilities.

III. CONCEPT OF OPERATIONS

A. General

Successful long term recovery will require planning, training, public education, use of volunteer and community services and be based on an accurate damage assessment. Waushara County staff, together with County Hazard Mitigation Team and others as needed will oversee these activities.

ESF #14 provides the coordination mechanisms for county agencies and others to:

1. Assess the social, psychosocial and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues.

2. Determine/identify responsibilities for long-term recovery activities, and provide a vehicle to maintain continuity in program delivery among agencies. Ensure follow through of recovery and hazard mitigation efforts with local and tribal governments and other involved parties.

3. Identify appropriate programs and agencies to support implementation of the long term community recovery plan, ensure coordination, and identify gaps in resources available.

4. Avoid duplication of assistance. Coordinate program application processes and planning requirements to streamline assistance. Identify and coordinate resolution of policy and program issues.

5. Advise local and elected officials and county agencies on the long-term recovery implications of response activities and coordinate the transition from response to long-term recovery in field operations.

6. Work with state, local, and tribal governments, NGOs and private-sector organizations to develop or revise a comprehensive long-term recovery plan for the affected community.

B. Organization Actions

On-going Planning and Meetings

- Waushara County Emergency Management staff serves as the ESF #14 coordinator and convenes the support agencies, including the members of the County Hazard Mitigation Team, throughout the year, to participate in pre-disaster planning activities. Support agencies, in cooperation with the Waushara County Department of Health, Department of Human Services or County Hazardous Mitigation Team (CHMT), participate in activities as deemed appropriate.

Purpose: To plan for financial and technical assistance needed during disaster recovery.

Activities:
• Meet with the County Department of Health and the Department of Human Services or County Hazardous Mitigation Team (CHMT) and others to identify potential funding sources.

• Identify the components of a long-term recovery plan.

• Determine responsibilities for recovery program continuity.

• Conduct pre-disaster training to plan for issues (i.e. social, psychosocial, health, natural resource, etc.) as a result of a disaster.

• Review county and local mitigation and comprehensive plans to identify community projects for mitigation projects or long-term recovery.

Purpose: Meet regularly to ensure procedures and program/contact information are up to date. Discuss lessons learned from incidents and exercises and explore ways to leverage available resources by creatively packaging federal and state assistance along with county and local assets. Involve, as appropriate, state, local, and tribal government representatives, local planning and building science organizations, NGOs, and private-sector organizations in pre-event planning activities.

Activities:

• Establish procedures for integration of pre-disaster planning and risk assessment with post-incident recovery and mitigation efforts.

• Consider using E-Sponder as a tool for tracking progress of post-incident recovery and mitigation efforts.

• Provide technical support for computer based mapping of floodplains and wetlands.

• Provide zoning and mapping assessments, community assessments and training.

• Provide GIS assistance for creating low cost maps.

• Develop necessary strategies and plans in coordination with ESF #3 – Public Works and Engineering; ESF#5 – Emergency Management; ESF #6 – Mass Care, Housing, and Human Services; ESF #10 – Oil and Hazardous Materials Response; and others, as appropriate. These strategies and plans will address key issues for incidents, such as:

1. Temporary housing and permanent housing
2. Contaminated debris management
3. Decontamination and environmental restoration
4. Restoration of public facilities and infrastructure
5. Restoration of the agricultural sector
6. Short- and long-term community recovery.

• Develop action plans delineating appropriate agency participation and resources available. These action plans will take into account the differing technical needs for risk assessment.
and statutory responsibilities by hazard. Plans will include scaling to appropriate levels of staffing and coordination based on the nature and size of the incident.

- Use the countywide, single jurisdiction and tribal organization hazard mitigation plans for the development of mitigation strategies for long-term recovery.

- Utilize Hazards the U.S. (HAZUS) loss estimation methodology, countywide for quickly estimating losses after a disaster and what resources are needed for response and recovery. Provide damage estimates.

- Participate in hazard mitigation training to develop risk assessments.

- Assist in generating scenarios for exercises and training for quickly estimating losses and determining what resources would be required for response and recovery.

Immediately Prior to Event (when notice is available—e.g. flood)

Purpose: In coordination with other ESFs, as appropriate, use predictive modeling, such as the Hazards U.S. (HAZUS) loss estimation methodology to identify vulnerable critical facilities as a basis for identifying recovery priorities for the disaster area.

Activities:

- Provide early identification of projects to be quickly implemented, especially those relating to critical facilities based on existing local and State plans.

- Develop coordination mechanisms and requirements for post-disaster assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.

- Help federal, state and local partners set up the Preliminary Damage Assessment process teams to identify and document the economic impact and losses avoided due to previous mitigation. Identify new priorities for mitigation in the incident-affected area.

After a Disaster

- The ESF #14 coordinator and the Waushara County Department of Health and the Department of Human Services or County Hazardous Mitigation Team (CHMT) representatives, in coordination with the WEM Regional Director, meet to determine the need to activate ESF #14 elements when the nature of the disaster is likely to require long-term community recovery assistance. County and local agency representation depends on the nature and severity of the incident.

Purpose: To provide technical assistance in support of long-term recovery initiatives.

Activities:

- Identify potential vulnerabilities within the community and recommend long-term mitigation measures to eliminate the loss of life and minimize property damage.

- Participate in dam inspections.
• Perform risk assessment and vulnerability analyses using HAZUS.

• Identify county and local participants for the Preliminary Damage Assessment process.

Post-Event Disaster Planning and Operations

ESF 14 calls for collecting information from agencies and impacted local and tribal governments to assess the scope and magnitude of the social and economic impacts on the affected geographic region.

Purpose: Convene interagency meetings to develop an incident-specific action plan (Recovery Plans and Mitigation Strategy) to delineate agency participation to support community recovery and mitigation activities. Use available pre-disaster state, local, and tribal mitigation and emergency operation plans, to the extent appropriate, and take actions to avoid duplication of assistance to recipients. Facilitate the sharing of information and identification of issues among agencies and other ESFs. Coordinate early resolution of issues and the delivery of state and federal assistance to minimize delays for assistance recipients.

Activities:
• Work with communities to submit the Uniform Disaster Situation Reports (UDSRs).

• Facilitate the recovery decision-making across ESFs using pre-disaster state, local and tribal hazard mitigation and recovery plans and post-incident digital mapping.

• Oversee the damage assessment process.

• Participate in the Preliminary Damage Assessment (PDA) process and use the PDA process to develop incident specific potential recovery and mitigation opportunities.

• Identify the appropriate county, state and federal programs to support the long term community recovery plans and gaps under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address the identified program gaps. (This information is found in the County Hazard Mitigation Plan.)

• Coordinate implementing the recommendations for long-term community recovery with the appropriate state departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives.

• Provide available additional funding for local communities to mitigate flooding and protect water resources.

• Use risk assessments to verify damage loss estimates.

• Identify and train personnel to assess damage and develop and implement uniform procedures for evaluating the safety of damaged buildings, including the risk of both the structure and the utility systems inside and outside the buildings.

• Provide volunteer services. (Coordinate with ESF-5; ESF 14)
• Coordinate use of assigned volunteer organizations active in disasters.

• Use HAZUS-MH data for baseline damage/risk assessment for the affected area.

• Support case management to assist disaster victims with long term recovery needs. (Community/Faith-based Organizations)

• Support community services such as establishing one-stop service centers for community support for social programs (food stamps, Medicare, disaster unemployment, job service, etc.).

• Use Impact 2-1-1 social programs helpline as a referral source for appropriate resources for community needs.

IV. RESPONSIBILITIES

Primary Agency:

**Waushara County Emergency Management**

a. Leads planning efforts for areas of agency expertise. Identifies and convenes the Waushara County Department of Health and the Department of Human Services or County Hazardous Mitigation Team (CHMT) leading pre and post-incident assistance to implement ESF-14 for areas of department/agency expertise.

b. Identifies areas of collaboration with support agencies and facilitate the interagency integrated assistance delivery, issue resolution, and planning efforts.

c. Coordinates the drafting and publishing of operational plans and procedures in support of ESF-14.

d. Serves as primary representative of ESF-14 at interagency planning meetings and at the EOC. Ensures appropriate participation from primary and support agencies after incidents.

e. Develop, review and evaluate Hazard Mitigation Grant Proposals before presenting them to WEM and the WHMT for discussion and funding.

f. Develops and implements a damage assessment process for both public and privately owned buildings and properties.

g. Works with Commerce to secure personnel training to assess damage and develop and implement uniform procedures for evaluating the safety of damaged buildings, including the risk of both the structure and the utility systems inside and outside the buildings.


i. Develops success stories for Best Practices and Case Studies with disaster crisis communicator and public affairs staff.
j. Updates the State of Wisconsin Hazard Mitigation Plan and develop a Mitigation Strategy for the disaster.

k. Administers the Public Assistance (PA) and the Hazard Mitigation Grant (HMGP) programs for the disaster.

l. Provides guidance and assistance in the development of local hazard mitigation plans. This includes plan review and providing comments. As plans are approved, local goals/objectives, capabilities, and mitigation actions will be incorporated into updates of the State Plan.

m. Promotes hazard awareness and mitigation through awareness campaigns, newsletter, and agency website.

n. Works with local jurisdictions and Regional Planning Commissions to develop or update local mitigation plans and propose mitigation projects.

**Waushara County Department of Public Health and the Department of Human Services**

a. Provides technical assistance and/or personnel to assist the functional needs population, on environmental health issues, communicable or infectious disease issues, radiological/nuclear issues, and bio-terrorism preparedness.

b. Provides expertise in long-term health, medical concerns and mental health services.

c. Uses after-action reports during recovery to document social, cultural and health issues.

d. Addresses 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.

e. Works to provide access to stable housing for victims as it is central to effective continuity of core social services.

f. Works 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.

g. Supports FEMA Immediate and Regular Services Counseling Grants when needed and authorized.

**Support Agencies**

- Waushara County Human Services Organizations
- County Private Sector Organization
- American Red Cross
- Salvation Army
- Wisconsin Voluntary Organizations Active in Disasters
- Waushara County Hazard Mitigation Team Members
- Regional Planning Organizations
Support Agencies (all)

a. Participate in planning efforts for areas of agency expertise, and provide program assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

V. RESOURCE REQUIREMENTS

VI. REFERENCES
See Waushara County Emergency Response Plan, Basic Plan, Attachment 1
Waushara County Hazard Mitigation Plan

VII. ACRONYMS
See Waushara County Emergency Response Plan, (Attachment)

VIII. APPENDICES
- Guidelines for Assessing and Documenting Disaster Damage (August 2005)
- State of Wisconsin Hazard Mitigation Plan –Updated (2005) State of WI Administrative Plan for HMGP -404 (Chapter 5 – goals, action plan, mitigation strategy and capability assessment by agency and hazards, action plan summary by goals, agency capability assessment)
- Waushara County Hazard Mitigation Plan
- State of Wisconsin Administrative Plan for Individual and Family Grant Program
- Subgrantees handbook on Disaster Assistance Procedures in Administration of the PA Program – June 1997
- Waushara County Hazard Analysis
- UDSR Form
- Resource Guide to All-Hazards Mitigation Planning
- Regional State Support Team Guidance
- Developing and Promoting Mitigation Best Practices and Case Studies-Communication Strategy
The undersigned have hereby reviewed and approved ESF-14 of the County Emergency Response Plan.

[Signature]
County Board Chair

4-5-2013
Date

[Signature]
Emergency Management Director

3/11/13
Date

[Signature]
Director of Human Services

2/27/13
Date

[Signature]
Director of Public Health

3/5/13
Date
Preface

Emergencies may 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 for informing the public of the County’s emergency response efforts.

Primary Agency

Waushara County Emergency Management
Waushara County Sheriff’s Office
Waushara County Administrator
Waushara County Board of Supervisors Chairperson
Waushara County Emergency Response Plan
Emergency Support Function (ESF) 15

External Affairs

LEAD COORDINATING AGENCY: Waushara County Emergency Management

SUPPORT AGENCIES:
- Waushara County Sheriff’s Office
- Waushara County Emergency Management
- Waushara County Elected Officials
- Waushara County Human Services
- Waushara County Health Department
- Waushara County Corporation Counsel
- Waushara County Administration
- Waushara County Board Chairperson
All Emergency Response Agencies/Departments Represented in EOC & ICS

I. INTRODUCTION

A. Purpose

Establish a mechanism to provide accurate, coordinated and timely information to the general public in the event of an emergency or major disaster situation.

B. Scope

1. A significant emergency will involve many county and local agencies’ media organizations. ESF 15 assistance will be provided as requested.

2. ESF 15 coordinates county information to provide the appropriate public information support to federal, state, local and tribal governments.

II. POLICIES

1. Provide information in a timely, consistent and unified method to state, local, private and tribal organizations.

2. Local jurisdiction will provide immediate and vital information to the general public and state, local, private and tribal organizations regarding response and recovery activities.

3. The State may start an emergency public information operation to augment or enhance local jurisdiction capability or when requested by county/local emergency management agency.

4. The County Board Chairperson or designee has the primary responsibility for the coordination of public information activities in Waushara County.

5. The Governor’s Office has lead responsibility as the official spokesperson for state public
III. CONCEPT OF OPERATIONS

A. General

1. Upon notification, Waushara County Public Information Officer (PIO) will report to the Waushara County Emergency Operations Center (EOC) to coordinate and disseminate accurate and timely disaster-related information.

2. The County PIO or another designated PIO will work with emergency management staff, whether or not the EOC is activated, to issue appropriate press releases, situation reports and conduct media interviews.

3. The County PIO will coordinate working with the Officer in Charge to ensure there is appropriate PIO staffing.

4. Initiate rumor control procedures by monitoring media sources, as appropriate.

B. Organization

1. Waushara County operates under the Incident Command System (see Waushara County Basic Plan, page 4) ESF 15 operates as the Information Unit as in ICS.

2. ESF 15 coordinates with Wisconsin Emergency Management, as well as local units of government, including sharing press releases, briefings, etc.

3. ESF 15 may co-locate to the disaster area to support local public information efforts and, in recovery operations, may relocate to the Joint Information Center (JIC) as needed.

C. Phases of Emergency Management

1. Preparedness Activities (for First Responder capability)
   a. Identify areas where public education programs (i.e., personal preparedness) are needed.
   b. Develop 24-hour shift change and staffing procedures and checklists for supporting agencies.
   c. Identify emergency support function-specific training requirements.
   d. Identify locations for media briefings.
   e. Encourage county, local, private and tribal organizations to attend Wisconsin Emergency Management public information course.
   f. Develop and maintain a roster of ESF 15 personnel, including shift change and staffing procedures, address, telephone, cellular, facsimile numbers and e-mail addresses.
   g. Develop equipment lists
   h. Ensure the support agencies can access their respective agencies’ networks from the County EOC.
   i. Develop and maintain an accurate media contact list.
   j. Develop procedures for rumor control inquiries.
   k. Continue offering public information courses.
3. Response Activities

a. Assess the scope, magnitude, extent and the potential duration of the incident.
b. Request ESF 15 Support PIOs based on incident assessment.
c. Obtain a status report on all local and county activities, as needed.
d. Collect information concerning ESF field operations and activities.
e. Coordinate with EOC (OIC/Operations Officer), ESF agencies and state/federal/private/tribal organizations to develop a flow of information, including situation reports, health advisories and other public information releases concerning the response and recovery efforts.
f. Attend briefings and gather information for situation updates.
g. Document and maintain a record of incoming and outgoing communications.
h. Establish and operate a Joint Information Center (JIC) when appropriate. If a JIC is activated, send an ESF representative to that location, if appropriate.
i. Establish contact with the pertinent elected officials representing the affected area to provide information on the incident.
j. Conduct media briefings on a regular basis.
k. Monitor media and implement rumor control process when appropriate.
l. EOC/OIC will coordinate with Lead PIO before deactivating the ESF 15.
m. Inform the Wisconsin Emergency Management PIO of response activities.

4. Recovery Activities

a. Coordinate with appropriate agencies to deactivate the JIC if activated.
b. Disseminate information on recovery programs or available disaster assistance programs available.
c. Keep elected officials informed of recovery activities.
d. EOC/OIC will coordinate with Lead PIO before deactivating the ESF 15.

IV. RESPONSIBILITIES

A. Primary Agency

Waushara County Emergency Management

1. Assess the public affairs implications of the incident.

2. Support the chief elected official with disseminating emergency public information.

3. Designate appropriate or designated public affairs staff person to serve as the County PIO to coordinate all county public information.

4. Manage EOC public information and JIC operations.

5. Coordinate public information activities with other participating agencies.

6. Assist local officials with disseminating information (e.g., protective action recommendations).
7. Collect and coordinate information from all sources (e.g., the State EOC, county, rumor control) to monitor overall response.

8. Obtain approval for release of information from the OIC.

9. Conduct and/or coordinate regular news conferences at the EOC and/or the JIC.

10. Enlist agency staff to respond to media questions on technical or agency issues if necessary.

11. Provide maps, charts, status boards, schematics or other displays that clarify the disaster situation in support of news conferences and/or briefings.

12. Monitor media broadcasts and articles to check for accuracy. Monitor and log incoming calls for information and rumors.

13. Designate the chief elected official or officer-in-charge as chief spokesperson following an emergency or disaster. Coordinate public information through the chief elected official and with the State PIO.

B. All Support Agencies Responsibilities

1. Provide PIO(s) to assist (if necessary) at the scene, JIC or the EOC as requested by the chief elected official or County EM.

2. Assist the Lead PIO by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. Participate in news conferences and briefings upon request.

3. Coordinate information with other PIO(s).


V. RESOURCE REQUIREMENTS

A. Standard office equipment/supplies, computer(s), printer(s), facsimile machine(s).

B. Telephone and/or fax link between the County EOC and the support agencies/departments not physically present at the EOC.

C. Area/room where private discussions can take place regarding information that will be disseminated to media.

D. Conference room (away from the EOC/ICS) where news briefings can be held.

VI. REFERENCES (located in EOC and/or EM Office)

See Waushara County Emergency Response Plan, Basic

VII. ACRONYMS
See Waushara County Emergency Response Plan, Basic

VIII. APPENDICES - NONE
The undersigned have hereby reviewed and approved ESF- 15 of the Waushara County Emergency Response Plan.

Sheriff

Date

Emergency Management Director

Date

County Board Chair

Date