

TOWN OF COOPERSTOWN

EMERGENCY OPERATIONS

GUIDANCE PLAN

ALL HAZARD EMERGENCY PLAN

April 2019

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Reference Materials

Wisconsin State Statutes – Chapter 323 – Emergency Management

Wisconsin State Statute Section 66.0314 – State of Emergency; Mutual Assistance

Town of Cooperstown Resolution No. 2019 -

Town of Cooperstown Plat Map – 2019

Town of Cooperstown Functional Classification of Town Roads Map

Town of Cooperstown Public & Community Facilities Map

National Color-Coded Warning System

Nuclear Plant Information

Gas & Petroleum Emergency

American Red Cross Information Sheet

Wisconsin Department of Natural Resources – Emergency Response Zone Contract Information

Wisconsin Emergency Management Information Materials

Volunteer Sign-In/Sign-Out Sheet

- A. **Purpose:** This plan has been developed to be prepared for response to emergencies requiring more than available resources that may affect the community. The plan supplements the Manitowoc County Emergency Operations Plan.
- B. **Situations and Assumptions:** Several types of hazards pose a threat to the lives, property or environment in Manitowoc County. These hazards are outlined in the Manitowoc County Hazard Mitigation Plan. A copy of this plan is located in the County Emergency Management Office and the Planning and Zoning Office.
- C. **Concept of Operation:** Town officials have the primary responsibility for emergency preparedness response and recovery in the Town. They will activate the appropriate agencies to deal with the disaster. Emergency service agencies respond and establish incident command posts according to the standard procedures. Town/County officers set up in support of the response coordinating resources as needed.

Actions that the town and county should consider if this municipal plan is activated are as follows:

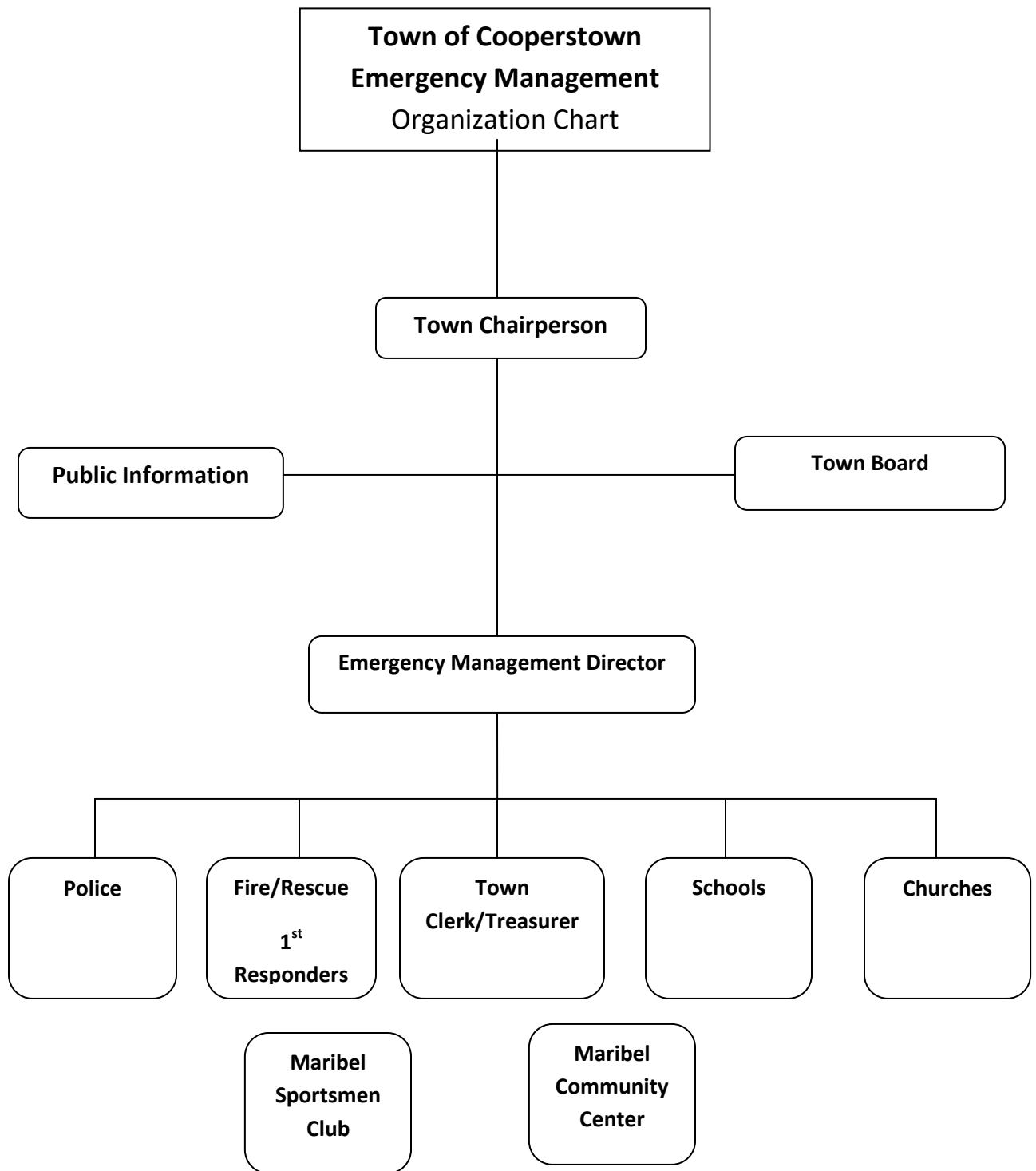
1. Town officials assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The town emergency management coordinator advises the town chairperson or his/her designee, and coordinates all emergency response actions.
 - b. After consideration of the scope of the emergency or disaster, the town chairperson may declare a local state of emergency and notifies the county emergency management director of this action.
 - c. Forward the local state of emergency declaration to the county emergency management director.
 - d. The town emergency management director activates the municipal EOC. This facility is located at Cooperstown Town Hall, 11626 CTH Z, Maribel, Wisconsin.
 - e. Town emergency response officials/agencies respond according to the checklists outlined in the Attachments.
 - f. Town chairperson directs departments/agencies to respond to the situation.
 - g. Town chairperson issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
3. When town resources become exhausted or if special resources are required, request county assistance through the county emergency management director.
4. When assistance is requested, the county emergency management director assesses the situation and makes recommendations.

5. Manitowoc County will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with town resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Process town Uniform Damage Situation Report (UDSR) form.
 - h. Assist town with prioritizing and allocating resources.
 - i. Assist with coordination of federal and state resources.
 - j. Broadcast notification/warning to the public and schools.
6. When town and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM Duty Officer.
7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County EOP.

D. ORGANIZATION

Chairman David Blakeslee and/or Supervisor Fred Lemens is/are the emergency management director(s) for the Town of Cooperstown.

See Emergency Management Organization Chart following this page.



ACRONYMS

CEMD	County Emergency Management Director
CP	Command Post
DNR	Department of Natural Resources
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
ICP	Incident Command Post
PIO	Public Information Officer
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management

DISASTER CHECKLIST

The following items may help to start the initial response to the emergency:

1. Begin to Identify the Problem

- What is the problem?
- Has the danger passed?
- Where is the location of the problem?
- Are the wind conditions a factor?
- Are there injuries?
- Do we need an ambulance?
- Is evacuation needed?
- Can we warn people without exposing ourselves?
- Can we handle the problem without outside help?
- If help is needed: Who?
 What?
 When?
 Where?
 How Much?

2. Immediate Actions

- Protect yourself, stay out of harm's way
- Follow the EMERGENCY OPERATIONS PLAN (EOP)
- Alert notification (not necessarily in order of priority)
 - Local Municipal Officials
 - Local Law Enforcement
 - Local Fire Department
 - 911
- Need to open local Emergency Operations Center (EOC)
- Need to open local temporary shelter

3. Secondary Actions

- Declare a State-of-Emergency (See Attachment A/B)
- Track costs
- Can we safely put up barricades?
- Photograph damages if possible. Photograph repaired damages.
- Is a curfew needed to keep out sightseers? (See Attachment C)
- Ask for assistance from neighboring municipalities.
- Assess damage – if it can be done safely
- Appoint someone to work with the media

SUGGESTED ACTIONS

1. The Town Chairperson will be advised of the event and arrangements will be made to establish an EMERGENCY OPERATIONS CENTER (EOC) using a pre-designated location. Staff will be contacted by the Town Chairperson as appropriate.
2. Expense records need to be tracked for quick damage assessment if a federal disaster declaration is required.
3. A telephone needs to be available with someone answering for communications.
4. Someone may need to work with the news media.
5. If necessary, the Town Chairperson declares a local State-of-Emergency and notifies the CEMD of this action. The Town Chairperson will forward the local State-of-Emergency Declaration to the County Emergency Management Office.
6. Information on the size and impact of the event will be assessed.
7. An Incident Command Post (ICP) will be established.
8. Notify the public of the situation and appropriate actions to be taken.
9. Keep County officials informed of the situation and actions taken.
10. If municipal resources become exhausted or if special resources are required, request County assistance through the CEMD.
11. Contact WPSC to locate gas shut-offs for the Town in affected area and shut them off.
12. Temporary sites for vegetative debris and another for appliances, etc. should be identified. Town should work with county Department of Public Works director to identify these sites in the town.

WHAT THE COUNTY WILL DO

- Activate the County EOC if necessary
- Implement the County EOP
- Assist in the location of additional resources
- Coordinate County resources with municipal resources
- Notify Wisconsin Emergency Management (WEM) Regional Director
- Forward Uniform Damage Situation Report (UDSR) forms
- Assist the municipality with prioritizing and allocating resources

If municipal and county resources are exhausted, the CEMD can request state assistance through the state WEM Duty Officer.

If state assistance is requested, the WEM Administrator in conjunction with the Municipal Emergency Management Director, Regional Director and CEMD assess the disaster or emergency situation and recommend that personnel, services, and equipment be made available for response, mitigation, or recovery.

After completing the assessment, the WEM Regional Director can immediately notify the State WEM Administrator.

The State Administrator of Emergency Management can notify the Governor and make recommendations.

If State assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County EOP.

RESOURCE MANAGEMENT

Additional support from Manitowoc County Departments may include:

- Mutual Aid Reciprocal Agreements
- Support from private agencies/volunteer organizations
- Support from State and Federal Agencies

Information and assistance in securing State and Federal support may be obtained by Contacting the CEMD.

Requests for National Guard assistance should be channeled through the CEMD to the WEM Regional Director to the State WEM Administrator.

EMERGENCY OPERATIONS CENTER

Telephone Listing

Town Board Members

Chairperson	David Blakeslee	1-920-639-0555
Supervisor	Fred Lemens	1-920-863-8278
Supervisor	Pat Van Groll	1-920-863-8477
Supervisor	Michael Albers	1-920-863-8778
Supervisor	Bill Enz	1-920-863-6889
Clerk	Susan Kornely	1-920-863-3261
Treasurer	Bernadette Duescher	1-920-619-2689
Constable	Nancy Weber	1-920-863-5296
Assessor	Scott Tennessen	1-920-432-3502
Building Inspector	Roger Mayer	1-920-726-4583
County Board Supervisor		1-920-776-1259
Representative Dist. 19	James Falkowski	1-920-663-1053

Maribel Fire Department

Non-emergency	1- 920-863-8913
Paul Rabas	1-920-863-2813
Ryan Collins	1-920-374-0057

Menchalville Fire Department

Non-emergency	1-920-732-3569
Alternate	1-920-660-0629

Emergency Joint Dispatch Center

CEMD	Travis Waack	1-920-323-4207
Manitowoc County Public Works		1-920-683-4054

Miscellaneous Emergency Numbers

Poison Control Center	1-800-222-1222
National Weather Service – Green Bay	1-920-494-2363
Arson Hotline	1-800-362-3005
Diggers Hotline	1-800-242-8511

Manitowoc County Health Department	1-920-683-4155
Maribel First Responders	1-920-863-4911

Sheriff Department

Joint Dispatch Center (JDC)	1-920-683-4201
Emergency	911

Wisconsin State Patrol & Other Forces

Wisconsin State Patrol – Northeast Region	1-920-929-3700
FBI – Green Bay	1-920-432-3868

Media

Radio	WCUB – AM – 98.0	1-920-683-6800
	WOMT – AM - 1240	1-920-682-0351
	WTRW – AM – 1590	1-920-794-1800
	WLTU – FM – 92.1	1-920-683-6800
	WQTC – FM – 102.3	1-920-682-0351
	WIXX – FM – 101	1-920-435-3771
Television	WBAY (2)	1-920-432-3331
	WFRV (5)	1-920-437-5411
	WLUK (11)	1-920-494-8711
	WGBA (26)	1-920-494-2626
Newspaper	Herald Times Reporter	1-920-684-4433
	Green Bay Gazette	1-920-435-4411
	Denmark News	1-920-863-2154

Animals

Lakeshore Humane Society	1-920-684-5401
Mishicot Veterinary Clinic	1-920-755-2115
Dr. John Thomsen	1-920-755-4558
Memorial Drive Veterinary Clinic	1-920-682-6558
Two Rivers Veterinary Hospital	1-920-793-1187
Manitowoc Animal Hospital	1-920-682-0033
Port Cities Animal Hospital	1-920-682-6801

Building Supplies

Menards	1-920-686-4287
Braun Building Center	1-855-378-3600
Fleet Farm	1-920-682-4403

Bus Services

Lamers	1-920-
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Hazard Material Companies

CHEMTREC- Emergency Chemical Hazard Information	1-800-424-9300
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Railroad

Canadian National/Wisconsin Central	1-800-361-7507
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Construction Equipment

Bielinski Excavating	1-920-863-2662
Kropp Trucking	1-920-863-5767
Ostrenga Excavation	1-920-863-8389
Holschbach Excavating	1-920-684-7766
Lambert Excavating	1-920-755-2838
Tower Excavating & Demolition, LLC	1-920-374-0057

Disposal Services – Dumpsters

Advanced Disposal	1-888-688-4005
Manitowoc Disposal	1-920-682-7750
Pozorski	1-920-682-3544
Waste Management	1-866-734-5959

Electrical Contractors

Koeppel Electric	1-920-755-4412
Kohler Rental Power	1-888-769-3794

Highway & Street Departments

Manitowoc County	Marc Holsen	1-920-683-4353
	Gregory Grotegut	1-920-683-4346
		1-920-323-6505
	Daniel Neuser	1-920-683-4351
		1-920-323-6505
	Highway Shop	1-920-683-4354

Hospitals – Ambulances

Aurora Medical Center	1- 920-794-5000
Holy Family Hospital	1- 920-684-2011
Aurora Bay Care	1-920-288-8000
Bellin Hospital	1-920-433-3500
St. Vincent Hospital	1-920-433-0111
St. Mary's Hospital	1-920-498-4200
County Rescue Squad	1-920-863-2752
Mishicot Ambulance – non-emergency	1- 920-755-2525

Relief Agencies

American Red Cross	1-920-684-9601
Salvation Army	1-920-684-7117
St. Vincent DePaul Society	1-920-682-9452

Shelters

Cooperstown Town Hall – 11626 County Road Z, Maribel, Wisconsin – no telephone

Towing

Kane Service	1-920-863-6925
Highway 42 Garage & Towing	1-920-758-2222
Avery's Auto Salvage	1-920-755-2848
Mishicot Auto Sales	1-920-755-4833
PK's Auto Service	1-920-755-2588

Utilities

Frontier	1-800-921-8104
Charter Communications	1-877-728-3814
CenturyTel	1-920-326-2226
Cellcom (Manitowoc)	1-920-758-2211
Cellcom (Green Bay)	1-920-336-4020
Lakefield Telephone	1-920-553-2211
TDS – Telcom	1-866-571-6662
Wisconsin Public Service (electric)	1-800-450-7240
Wisconsin Public Service (gas)	1-800-450-7280
Country Visions Coop	1-800-236-4047
Motor Propane/Ferrellgas	1-920-758-2479
Diggers Hotline	1-800-242-8511

Waste Pumping & Hauling

B & M Waste	1-920-758-3400
Dave Pelishek Sanitation	1-920-388-4898
Timmar Sanitation	1-920-863-3750
Ashley Septic Service	1-920-864-7488

Wisconsin DNR

Mishicot Office	1-920-652-2000
WI DNR Warden – Regional	1-920-662-5128
Point Beach Office	1-920-794-7480
Soil & Water Conservation	1-920-683-4183

Federal and State Agency Support

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

MUNICIPAL DISASTER PROCLAMATION

TOWN OF COOPERSTOWN

WHEREAS, a disaster, namely _____, occurred within the Town of Cooperstown; and

WHEREAS, because of such emergency conditions, the town board is unable to meet with promptness;

NOW, THEREFORE, pursuant to Chapter 323 Wis. Stats., as Chief Executive Officer/Acting Chief Executive Officer of the Town of Cooperstown, I do hereby proclaim a state of emergency in effect for the time during which the emergency conditions exist or are likely to exist.

NOW, THEREFORE, FURTHER, pursuant to Chapter 323, Wis. Stats., the Chief Executive Officer or Acting Chief Executive Officer of the Town of Cooperstown shall exercise all of the powers conferred upon the governing body under Chapter 323, Wis. Stats., which within the discretion of the officer appear necessary and expedient during said state of emergency.

IN TESTIMONY WHEREOF I have hereunto set my hand.

Done on this _____ day of _____, _____.

Name

Title

PROCLAMATION OF A STATE-OF-EMERGENCY AND REQUEST COUNTY ASSISTANCE

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

WHEREAS, because of such emergency conditions, the town board of the Town of Cooperstown is unable to meet with promptness; and

WHEREAS, the disaster has caused the Town of Cooperstown to expend or commit all of its available resources; and

WHEREAS, the Town of Cooperstown is asking for County assistance and requests the County to advise the State of Wisconsin of our emergency conditions.

NOW, THEREFORE, pursuant to Chapter 323, as Chief Elected Official of the Town of Cooperstown in testimony whereof I have hereunto set my hand.

Dated this _____ day of _____, _____.

Town Chairperson

Attachment B

DECLARATION OF STATE-OF-EMERGENCY CURFEW

Due to the severe damage caused by _____
and as Chief Elected Official of the Town of Cooperstown, I hereby declare the Town of Cooperstown is under a State-of-Emergency.

By this statutory power provided to this office by the State of Wisconsin, I hereby also declare that the Town of Cooperstown is under a dusk to dawn curfew. This curfew shall last only as long as absolutely necessary to resolve the problems caused by the disaster.

By order of the Town of Cooperstown.

Dated this _____ day of _____, _____.

Town Chairperson

Attachment C

PROCLAMATION TO END THE STATE-OF-EMERGENCY

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

WHEREAS, because of such emergency conditions, the Town of Cooperstown Board met and
declared a State-of-Emergency pursuant to State Statute 60 and State Statute 323;

NOW THEREFORE, pursuant to Chapter 323, Wis. Stats., as Chief Elected Official of the Town of
Cooperstown, I do hereby proclaim that a State-of-Emergency is no longer in effect as of the date
of this proclamation.

IN TESTIMONY WHEREOF, I have hereunto set my hand.

Dated this _____ day of _____, _____.

Town Chairperson

TOWN CHAIRPERSON
KEY ACTION CHECKLIST

The town chairperson is responsible for the overall management of the Town of Cooperstown. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

TOWN CHAIRPERSON SHOULD:

1. Ensure that the town emergency management director or designated person has activated/is activating the EOC or command post (CP) in the Town Hall, mobile command center or the County EOC.
2. Report to the EOC/CP.
3. Ensure that the town emergency management director or designated person provide an initial damage assessment and casualty report. Chairman shall appoint a damage assessment team to put together a snapshot report on estimated damages (See USDR for information needed). Report must be called into WEM within a matter of hours after event occurs and can be updated as more definitive figures are secured.
4. Ensure that the town emergency management director briefs the EOC staff as to the status of the disaster.
5. Be prepared to issue a declaration of emergency. (Reference sample document attached to this checklist.) If issued, forward copy to the county emergency management director.
6. Ensure the public information officer (PIO) and/or designated person is notified and reports to the EOC.
7. Be prepared to issue travel restrictions and travel actions.
8. In consultation with the county emergency management director, determine whether or not additional assistance is needed. When additional assistance is required, contact the Manitowoc County emergency management director, who in turn can access additional assistance from the State of Wisconsin, who in turn can request federal assistance (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

TOWN CLERK
KEY ACTION CHECKLIST

The clerk is responsible for their assigned duties in the Town of Cooperstown. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

TOWN CLERK SHOULD:

1. Report to the EOC/CP.
2. Maintain records indicating town expenses incurred due to the disaster. See note for damage assessment under Town Chairperson's duties.
3. Assist in the damage assessment process by:
 - Provide information regarding the dollar value of the property damaged as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

This function can be coordinated with the county global identification system via the county emergency management office.

4. Assist with acquisition of equipment and supplies needed following a disaster.
5. Record all expenditures for town personnel, equipment, supplies, and services. Track all resources used and consumed.

EMERGENCY MANAGEMENT DIRECTOR
KEY ACTION CHECKLIST

The emergency management director coordinates all components of the emergency management program in the Town of Cooperstown. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this person should consider. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the EOC/CP.
2. Ensure that town officials and the county emergency management director have been notified. Ensure that key facilities are notified and a request is made for siren activation/route alerting when required.
3. Activate the town EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the town chairperson and to the county emergency management director. (Reference Damage Assessment Section)
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all parties have begun to keep separate and accurate records of disaster-related expenditures.

*** It is very important to establish procedure to have any and all volunteers assisting the Town with response and recovery registered in writing (sample form located in reference section). In event of an injury, State Statutes clearly describes worker's compensation coverage and rules whereby the state will assist in costs of volunteers who are registered by you in each event. Identification badges are helpful in identifying who/where people can gain access.

WARNING/COMMUNICATIONS
KEY ACTION CHECKLIST

The county Joint Dispatch Center, the county emergency management director, and town officials are responsible for the warning and communication function in the Town of Cooperstown. The following tasks represent actions this function should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Dispatch center to notify the following:

- A. Responding fire, law enforcement, and emergency medical service.
- B. Schools and certain nursing homes and other special needs facilities.
- C. Public, by activation of the outdoor warning sirens/route alerting (if sirens are available and appropriate for the emergency and Code RED (telephone warning system)).
- D. County emergency management director.

Dispatch center is also to activate the emergency alert system. Written warning procedures are located in the dispatch center.

Written warning procedures are located in the county EOC/emergency management office.

2. Town agencies to notify:

- A. Public, via emergency vehicle public address system.
- B. Public, by door-to-door notification.
- C. Special facilities as appropriate.

The town or county emergency management director is responsible for notification of the town's elected officials and EOC staff. The emergency management director should establish contact with the county EOC and/or the county emergency management office.

Each agency represented in the town EOC is responsible for communication between their staff, the incident site/command post, and the town EOC.

LAW ENFORCEMENT
KEY ACTION CHECKLIST

The Manitowoc County Sheriff's Department is responsible for law enforcement activities in the Town of Cooperstown. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Ensure that all department staff has been notified and that they report as situation directs.
2. Direct designated law enforcement representative to report to the town EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as the situation warrants (PA systems/door to door).
5. Determine scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all inbound traffic. Set up an emergency pass system.
7. Report above information to appropriate agencies.
8. Establish a staging area.
9. If appropriate, contact Hazmat Co-coordinators at Manitowoc and Two Rivers Fire Departments for information or requests.
10. Open shelters as appropriate through Red Cross.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

Assist the coroner with mortuary services.

Assist with search and rescue activities.

If County EOC is activated, establish/maintain contact with law enforcement representative.

Initiate incident command system/unified command system as required.

Inform town chairperson as to travel restrictions and needed protective actions.

HUMAN SERVICES
KEY ACTION CHECKLIST

The Manitowoc County Department of Human Services is responsible for human services activities in the Town of Cooperstown. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency plan.

1. Coordinate activities of town agencies as pertains to human services tasks.
2. Report to the town emergency operations center and establish liaison.
3. Coordinate with the Red Cross and town agencies in opening and managing shelters in the municipality (reference attached checklist).
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.

PUBLIC INFORMATION
KEY ACTION CHECKLIST

The town chairperson is responsible for public information activities in the Town of Cooperstown. The following tasks represent a checklist of actions this official should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency plan.

1. The PIO will function as the sole point of contact for the news media and public officials. PIO speaks as Town Chairperson's spokesperson and must have any press releases or information signed off before anything is released.
2. Maintain liaison with the EOC and CP in order to stay abreast of the situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
5. Coordinate press tours of disaster areas within the town as the situation stabilizes.
6. Assist the county in establishing a joint information center.
7. Assist the county with establishing a rumor control center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

FIRE SERVICES
KEY ACTION CHECKLIST

Maribel Fire Department and Menchalville Fire Department are responsible for fire service activities in the Town of Cooperstown. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Establish and/or respond to designated staging area, CP or town EOC as directed by on-scene personnel.
2. Participate in warning the public as situation warrants (PA system/door to door).
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Assist law enforcement with evacuation, when warranted.
6. Assist the Wisconsin Public Service with shutting down gas and electric services when requested.
7. Open shelters as appropriate.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the county EOC is activated, establish and maintain contact with the person representing fire services.

If a level A Hazardous Material Team is needed, obtain assistance through the Joint Dispatch Center.

Initiate incident command system/unified command system as required.

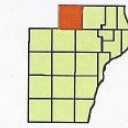
DAMAGE ASSESSMENT
KEY ACTION CHECKLIST

The town emergency management director will be responsible for damage assessment activities in the Town of Cooperstown. The following tasks represent a checklist of actions this team should consider in an emergency or disaster situation. The checklist is not all-inclusive, but is intended to be a guide during the activation of the emergency operation plan.

1. Report to the town EOC or CP.
2. Record initial information from first responders such as law enforcement, highway department or fire services.
3. Activate the damage assessment team, which consists of the following municipal department/agencies: town chairperson, emergency management director, town clerk/treasurer, fire and police departments, building inspector and town engineer. These entities are responsible for public damage assessment and for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of homes/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc., damaged.
 - b. Within 8 hours:
 1. Recount items 1-5 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-5 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate town officials and county emergency management director to assist in the preparation of the county UDSR.
5. If the situation warrants, assist the town chairperson with reports and releases.
6. Plot damage assessment information of status boards in the town EOC and locate damaged sites on a map.
7. Prepare reports for the municipal public information officer.

Map of Town of Cooperstown

COOPERSTOWN



T-21-N R-22-E

