

## **TOWN OF DEKORRA EMERGENCY RESPONSE PLAN**

(a) **PURPOSE**

Various types of hazards pose a threat to the lives, property or environment in Columbia County. These hazards are outlined in the County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC). This Town Plan has been developed to provide procedures for the Town of Dekorra to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Dekorra is part of the county emergency management program. This municipal plan is to be used in conjunction with the Columbia County Emergency Response Plan (County Plan). The Town Plan will be maintained in accordance with current standards of the County Plan and in accordance with the Town. **Review of this Town Plan shall be completed on an annual basis and whenever the County Plan is revised.**

(b) **OBJECTIVES**

The objectives of the Town's emergency response planning are:

1. Prior to the actual crisis, to determine emergency demands and appropriate responses, in order to make the community response more effective.
2. Prior to the actual crisis, educate the residents of the Town of Dekorra regarding the measures that individuals can take themselves. See Appendix E.
3. To ensure that in the event of any type of disaster, the Town's facilities, equipment, and manpower will be utilized in a coordinated, effective way, so as to maximize the protection of life and property, and ensure the continuity of government.

(c) **PURPOSES OF THE PLAN**

1. To identify the persons in primary operational control of specific emergency/disaster situations and critical administrative functions.
2. To provide activity directors and other emergency workers a concise, easily readable and readily available listing of task assignments to be carried out as required in emergency situations.
3. To provide for continuity of Town Government following any emergency situation.
4. To provide for the essential elements of the National Incident Management System (NIMS).

(d) **CONCEPTS OF OPERATIONS**

Town officials have primary responsibility for disasters which take place in the Town of Dekorra. They will activate the appropriate municipal agencies to deal with the disaster. The Town chairperson, or the individual designated by the Town chairperson to serve as the Emergency Management Coordinator, is responsible for coordinating the response of Town services and coordinating the response with county officials if county assistance is necessary. In the Chair's absence, these duties will be conducted by the Town Supervisor per the adopted succession plan. See Appendix D.

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

1. Town resources agencies 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. If the Town chairperson so designates, the Emergency Management Coordinator advises the Town Chairperson and coordinates all emergency response actions; otherwise the Town Chairperson shall serve as Emergency Management Coordinator.
  - b. The Town Chairperson declares 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 Columbia County Office of Emergency Management office.
  - d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at the Town of Dekorra Town Hall, W8460 Bilkie Road. In the event of damage to the Town Hall, the Town Utility District Plant Building, north of the west Interstate Rest Area, will be used.
  - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Emergency Support Functions of the plan.
  - f. The Town Chairperson directs departments/agencies to respond to the situation.

- g. The 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.
  - j. Undertake any other actions necessary and appropriate to the emergency.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the County emergency management director.
  4. If assistance is requested, the County emergency management director assesses the situation and makes recommendations.
  5. The County will do the following (to the extent appropriate):
    - a. Activate the County Emergency Operations Center.
    - b. Implement the County Emergency Response Plan.
    - c. Respond with county resources as requested.
    - d. Activate mutual aid agreements.
    - e. Coordinate county resources with municipal resources.
    - f. Notify Wisconsin Emergency Management Regional Director.
    - g. Forward Uniform Damage Situation Report (UDSR) form.
    - h. Assist municipality with prioritizing and allocating resources.
  6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State Emergency Duty Officer.
  7. If state assistance is requested, the State Emergency Management Administrator in conjunction with the Regional Director, county emergency management director and Town chairperson or designated 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 State Emergency Management Regional Director immediately notifies the State Emergency Management 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 ERP

(e) **ELEMENTS OF THE PLAN**

1. **Mitigation:** Activities designed to avoid or prevent emergencies from occurring, and to reduce the ill effects of those that are unavoidable. (*examples: zoning, building and fire prevention codes, insurance, and public education and information*)
2. **Preparedness:** If an emergency cannot be avoided, then be prepared to cope with it. Planning and training are the essential elements of preparedness. (*Installing warning systems, proper and adequate supplies, equipment, facilities, dedicated personnel, evaluating mutual aid plans, and public education*)
3. **Response:** Time and speed are the elements of response. Get to the scene of an emergency quickly and take immediate and decisive actions that will eliminate or reduce the severity of the incident, or will prevent it from intensifying. (*Warning, evacuation, suppression, search and rescue, treatment, and complete withdrawal for safety*)
4. **Recovery:** The return to normal or improved state of being applies to both individuals and organizations. It extends over both long and short terms and involves physical, mental and financial aspects. (*Repairing, replacing, or rebuilding property; regaining health, state of mind and monetary stability*)

**NOTE:** *Since rescue and relief activities must be well coordinated to be effective, the disaster plan should be tested by holding disaster drills. Then the plan should be evaluated to see where improvements in communications, training, and medical care can be improved. Disaster plans should be reviewed and updated annually.*

(f) **EMERGENCY OPERATION CENTER (EOC) & ACTIVATION**

1. **Direction and Control.** The Town's response to a major emergency/disaster will take place from the Town of Dekorra Emergency Operations Center (EOC).

The Town's response to a lesser emergency may take place at the site of the emergency.

2. **Emergency Information Center.** The Emergency Information Center for major emergencies/disasters will be located in the Town of Dekorra Town Hall, W8460 Bilkie Road. The EOC will be activated by the Town Board Chairperson, or emergency successor. The Town Clerk or emergency successor will be the point of contact at the Center.

The Emergency Information Center for lesser emergencies will be the Clerks Office located at 106 S. Main Street, Poynette, WI. Phone 608-635-2014

3. **EOC Staff.** The Town Board Supervisors and those names on EOC Alerting List.
4. **EOC Equipment/Supplies.** The Town of Dekorra Board is responsible for ensuring that the EOC is operational that the necessary maps, tables, chairs, communications equipment, message logs, etc. are on hand.

A footlocker labeled "Emergency Operation Supplies" contains all of the necessary administrative items required for the EOC such as:

-Phone books -Lap-top Computer -Emergency Power Source  
-Pens and pencils -Scanner -Cell Phones -Note pads- Maps-  
County Emergency Plan -Name plates - Town Emergency Operations Plan

5. **Resource Management Staging.** Resource management and the staging of same will be coordinated by the Town Board Chair and the Town Board in cooperation with the County Emergency Management Director.
6. **Receipt of Warning.** The County Warning Point (Sheriff's Safety Building) is responsible for relaying any warnings which it receives, that affect the Town of Dekorra. The Town is responsible for disseminating any warnings which it receives.
7. **Dissemination of Warning/Notification.**

**For Natural Disaster:**

- A. Sound siren(s) five minute steady tone, and tone alert radios (note: at this time the Town does not have a siren);

- B. Notify the Town Board (by Town Clerk);
- C. Notify TV/radio stations (by Town Clerk).

All standard operating procedures for activation of warning; i.e., sirens, radio, television, mobile speakers, bullhorns, etc. will be adhered to.

(g) **EMERGENCY OPERATIONS CENTER ALERTING LIST**

**1. Town of Dekorra Chairperson-Emergency Management Director-Coordinator**

Rick Schmidt: Home: (608) 635-5555

**2. Town of Dekorra Clerk**

Vicki Auck: Office: (608) 635-2014  
Home/Cell: (608) 635-3969

**3. Town of Dekorra Supervisors**

Tom Leckwee Home: (608) 635-2195  
Mark Niebuhr Home: (608) 635-8946; 225-2592 (cell)  
Mike Dorshorst Home: (608) 635-2294  
Gary Leatherberry Home: (608) 635-7574

**4. Town of Dekorra Attorney**

Larry Bechler Office: (608) 257-7181  
Home: (608) 233-0814  
Cell: (608) 692-1724

**5. Columbia County Sheriff Department**

Emergency: **911**  
Non-emergency: (608) 742-4166  
Fax: (608) 742-0598

**6. Columbia County Emergency Management Director**

Pat Beghin Office: (608) 742-4166

**7. Dekorra Area Fire Department Chief**

James Tomlinson	Fire Dept. (non-emergency)	(608) 635-4466
	Work:	(608) 742-0792
	Home:	(608) 635-2496
	Cell:	N/A

**8. Wisconsin Emergency Management (Also FEMA)**

Madison, WI	Phone	(608) 242-3336
	Cell	(608) 516-5280
	800	(800) 943-0003

**9. Hospitals**

Sauk Prairie Hospital	Emergency Room	(608) 643-3311
UW-Hospital Madison	Emergency Room	(608) 263-6400
Meriter Hospital Madison	Emergency Room	(608) 267-6000
St. Mary's Hospital Madison	Emergency Room	(608) 251-6100
Divine Savior – Portage	Emergency Room	(608) 742-4131
St. Clair-Baraboo	Emergency Room	(608) 356-1400

**10. Columbia County Highway Department (608) 429-2136**

Highway Commissioner		
Kurt Dey	Home:	(608) 742-8186

Assistant Highway Commissioner		
T.O. Boge	Home:	(920) 992-3753

West Side Supervisor		
Jim Cross	Home:	(608) 742-5661

**11. Town of Dekorra Transfer Site (608) 635-7261**

Attendant:		
Greg Falk	Home:	(608) 635-2798
	Cell:	(608) 843-6798

**12. Town of Dekorra Engineer**

Jerry Foellmi -	General Engineering	
	Office:	(608) 742-2169
	Fax:	(608) 742-2592

13. **Town of Dekorra Assessor**

Accurate Appraisal, Menasha, WI (921) 749-8099

14. **Public Health Officer (Columbia County)**

Susan Lorenz                      Office:                                      (608) 742-9227

(h) **PRIMARY OPERATIONAL CONTROL - INCIDENT COMMANDER**

1. **Definition:** Full and complete authority and responsibility, second only to the Chairperson, commensurate with command. It means the person in charge of tactical operations in the field or the Incident Commander.
2. Judgment will be exercised, so far as the tactical situation permits, to confine assignments given to supportive personnel to traditional professional and technical duties for which they have been trained and with full consideration for the safety of all concerned.
3. The person who is assigned Primary Operational Control may call upon other units of government as required for support and assistance.
4. The person assigned Primary Operational Control of specific emergency situations and critical administrative functions is identified by categories on pages 9, 10 and 11.

(i) **INCIDENTS: PRIMARY OPERATIONAL CONTROL AUTHORITY**  
(Alphabetical Listing)

1. **AIRCRAFT CRASH**

- Dekorra Area Fire Chief – fire suppression, rescue operations
- Columbia County Sheriff – security of the area, evacuation, traffic control, post crash Investigation
- Dekorra Area EMS – triage, transport
- Columbia County Haz Mat – hazardous materials

2. **BOMB THREAT/DETONATION**

- Columbia County Sheriff
- Dekorra Area Fire Dept. – stand by for threat
- Dekorra Area EMS – stand by

3. **CIVIL DISORDER, HOSTAGE, TERRORISM**

- Columbia County Sheriff
4. **COMMUNICATIONS**
- Dekorra Town Board Chairperson & Town Clerk
  - Telephone – central dispatch
5. **CONSTRUCTION ACCIDENT**
- Dekorra Area Fire Chief – fire suppression, rescue operations
  - Columbia County Sheriff – law enforcement, evacuation, traffic control
  - Columbia County Emergency Management Director
  - Columbia County Highway Department – heavy equipment use, control for debris removal
  - Columbia County Haz Mat – hazardous materials
  - Dekorra Area EMS – triage, transport
6. **DAMAGE ASSESSMENT TEAM**
- Dekorra Town Board Chairperson
  - Town of Dekorra Assessor
  - Dekorra Town Clerk
  - Local Insurance Agents
7. **EARTHQUAKE**
- Dekorra Area Fire Chief – fire suppression, rescue operations
  - Columbia County Sheriff – law enforcement, evacuation, traffic control
  - Columbia County Emergency Management Director
  - Columbia County Highway Department – heavy equipment, traffic control, debris removal
  - Dekorra Area EMS – triage, transport
8. **EMERGENCY OPERATIONS CENTER (EOC)**
- Dekorra Town Board Chairperson
  - Dekorra Town Board
  - Dekorra Town Clerk
9. **EMERGENCY INFORMATION CENTER (located in EOC)**
- Dekorra Town Board Chairperson
  - Dekorra Town Board
  - Dekorra Town Clerk
10. **EVACUATION**
- Columbia County Sheriff

11. **EXPLOSION OTHER THAN BOMB DETONATION**

- Columbia County Sheriff
- Dekorra Area Fire Chief
- Dekorra Area EMS

12. **FIRE & RESCUE**

- Dekorra Area Fire Chief
- Dekorra Area EMS

13. **FLOOD**

- Columbia County Sheriff
- Columbia County Highway Department
- Dekorra Area Fire Chief

14. **FOOD POISONING**

- Columbia County Health Officer
- Dekorra Area EMS

15. **HAZARDOUS MATERIALS**

- Dekorra Town Board Chairperson
- Columbia County Emergency Government
- Columbia County Haz Mat Team
- Dekorra Area Fire Chief – fire suppression, rescue, chemical poison, disease, etiologic agent, radiological releases
- Dekorra Area EMS – triage, transport
- Columbia County Sheriff – traffic and crowd control, law enforcement, evacuation
- WI Department of Natural Resources

16. **INITIAL DAMAGE ASSESSMENT**

- Dekorra Town Board Chairperson
- Columbia County Emergency Management Director
- Columbia County Sheriff – law enforcement, evacuation, traffic control
- Columbia County Highway Department

17. **LAND CONTAMINATION**

- Columbia County Health Officer
- Columbia County Emergency Management Director
- WI Department of Natural Resources

18. **MAJOR POWER OUTAGE**
  - Dekorra Town Board Chairperson
  - Alliant Utilities
  - UD Plant Operator
  
19. **MASS CASUALTY INCIDENT**
  - Dekorra Area Fire Chief – overall management
  - Dekorra Area EMS Coordinator – medical intervention
  - Columbia County Sheriff – scene security
  
20. **MITIGATION**
  - Dekorra Town Board
  - Dekorra Town Engineer
  - Columbia County Highway Department
  - Columbia County Emergency Management
  
21. **OIL SPILL**
  - Dekorra Area Fire Chief
  - WI Department of Natural Resources
  - Columbia County Emergency Management
  - Columbia County Haz Mat
  
22. **PIPELINE ACCIDENT**
  - Dekorra Area Fire Chief
  - WI Department of Natural Resources
  - Columbia County Haz Mat
  
23. **PRODUCT CONTAMINATION**
  - Columbia County Health Officer
  
24. **PUBLIC INFORMATION**
  - Dekorra Town Board Chairperson
  - Dekorra Town Board
  - Dekorra Town Clerk
  
25. **RAILROAD ACCIDENT**
  - Columbia County Sheriff
  - Columbia County Emergency Management Director
  - Dekorra Area Fire Chief
  - Dekorra Area EMS

26. **RESOURCES MANAGEMENT**

- Dekorra Town Board Chairperson
- Dekorra Town Board
- Dekorra Town Clerk

27. **SNOW REMOVAL**

- Columbia County Highway Department

28. **TRANSPORTATION ACCIDENT (MAJOR)**

- Dekorra Area Fire Chief – fire suppression, rescue
- Columbia County Haz Mat
- Columbia County Sheriff – law enforcement, evacuation, traffic control
- Columbia County Emergency Management Director
- Dekorra Area EMS – triage, transport
- Columbia County Highway Department – heavy equipment use, control, debris removal

29. **TRAINING**

- Columbia County Emergency Management Director
- Columbia County Emergency Government

30. **WATER CONTAMINATION**

- WI Department of Natural Resources
- Columbia County Health Department
- Columbia County Emergency Management

(j) **RESPONSE TIMELINE CHECKLIST**

1. **Response Issues**

- A. Direction and Control/Incident Command: Set up Incident Command/Unified Command, Span of Control and Unity of Command.
- B. Size up the Incident: Determine the size of the area affected, population characteristics, and economic profile of the area.
- C. Search and Rescue: Search the damaged area, rescue the injured, and recover bodies.
- D. Evacuation and Shelter: Inform people of the areas which should be evacuated, identify open human services and Red Cross pre designated shelters. Consider special needs groups and special provisions for pets. Determine procedures for return to the Evacuated area.

- E. Damage Assessment: Activate damage assessment team composed of people familiar with property value. Damage Assessment is important to secure State and Federal assistance. We can't deliver State and Federal assistance unless we know your needs.
- F. Public Information: Designate people to provide information to the Media. Establish a location to meet with the Media away from your EOC. Inform citizens of the status of the Response and the Recovery
- G. Track Citizen's Needs: Designate someone to keep track of requests for assistance and the delivery of that assistance.
- H. Track offers of Assistance: Be prepared to deal with voluntary help - there will be a lot! Designate someone to keep track of offers of assistance. Discourage shipments of donated goods. Identify a location to store donated goods.
- I. Debris Clean up and Disposal: Work with DNR on proper disposal of debris. Inform the public of proper separation and disposal of debris.
- J. Obtain Outside Assistance (Mutual Aid): Activate Mutual Aid Agreements as necessary.
- K. Determine Public Health Issues: Address health issues such as safe water and food, disease, mental health as they relate to both victims and responders.
- L. Site Security & Pass System: Establish a pass system to access the area. Relates to security, orderly clean up and repair of the affected area.

2. **0-2 Hours Checklist**

- A. Establish incident command system
- B. Notify all of the agencies with a role in your plan.
- C. Determine the size and nature of the area affected by the disaster.
- D. Determine the number of people, buildings and businesses affected by the disaster.
- E. Conduct search and rescue operations as needed.
- F. Open shelters as needed.
- G. Determine if the area needs access control and set up of road blocks
- H. Begin clearing roads and streets.
- I. Begin to determine the types and amount of outside assistance you may need.
- J. Notify the County Emergency Management Director.

- K. Notify Wisconsin Emergency Management.
- L. Begin public information activities and issue protection actions for the public if necessary.
- M. Hold one or more Command Staff briefings.
- N. Consult your Agency Response Checklist.
- O. Activate mutual aid agreements.
- P. Consider the need to declare a State of Emergency.

3. **2-4 Hours Checklist**

- A. Continue search and rescue operations if necessary.
- B. Continue public information activities.
- C. Consider the need for 24 hour operations and the establishment of 12 hour shifts.
- D. Continue shelter operations as needed.
- E. Inform the hospital(s) of potential casualties.
- F. Begin preparations for establishing a Pass System.
- G. Activate damage assessment team.
- H. Assign people to handle requests for assistance and to track the needs of special populations.
- I. Assign people to track requests for information on disaster victims.
- J. Assign people to track offers of assistance and donations.
- K. Continue clearing roads and streets.
- L. Determine how debris will be disposed of.
- M. Begin to determine the public health effects of the disaster.
- N. Begin to consider the needs of special populations.
- O. Begin to take care of the needs of the responders.
- P. Consult your agencies' Response Checklist.
- Q. Hold one or more Command Staff briefings.

4. **4-12 Hours Checklist**

- A. Continue search and rescue operations if necessary.
- B. Continue public information activities.
- C. Prepare for the next shift to take over.
- D. Consider the need for ongoing Mutual Aid.
- E. If necessary activate the Pass System.
- F. Continue to inform the hospital(s) of potential casualties.
- G. Continue damage assessment activities, compile the information collected by the damage assessment teams and report to the State.
- H. Continue clearing roads and streets.
- I. Take debris to the appropriate disposal site.
- J. Prepare a prioritized list of repair to critical facilities and transportation routes.
- K. Begin clean up activities on public and private property.

- L. Continue to track the request for assistance and the needs of special populations.
- M. Continue to track requests for information on disaster victims.
- N. Continue to track offers of assistance and donations.
- O. Continue shelter operations as needed.
- P. Address the public health needs of the disaster victims and responders.
- Q. Take care of personal needs of the responders.
- R. Conduct several Command Staff briefings.
- S. Consult your agencies' response checklist.
- T. Brief the next shift.
- U. Coordinate with utilities in the restoration of service.
- V. Anticipate and address Public Health issues.

5. **12-24 Hours Checklist**

- A. Continue search and rescue operations if necessary.
- B. Continue public information activities.
- C. Continue operation of the Pass System if necessary.
- D. Continue damage assessment and reporting activities.
- E. Continue repairs to critical facilities.
- F. Consider the need for ongoing Mutual Aid.
- G. Inform the hospital(s) of casualties as necessary.
- H. Continue cleanup activities on public and private property.
- I. Take debris to the appropriate disposal sites.
- J. Coordinate with utilities on restoration of service.
- K. Continue shelter operations as needed.
- L. Keep records of agencies' expenses.
- M. Anticipate and address public health needs.
- N. Track the request for assistance and needs of special populations.
- O. Continue to track requests for information on disaster victims.
- P. Conduct several Command Staff briefings during each shift.
- Q. Brief the next shift.

6. **24-48 Hours Checklist**

- A. Continue search and rescue operations if necessary.
- B. Continue public information activities.
- C. Continue operation of the Pass System if necessary.
- D. Continue damage assessment and reporting activities.
- E. Continue repairs to critical facilities.
- F. Consider the need for ongoing mutual aid.
- G. Consider cleanup activities on public and private property.
- H. Take debris to the appropriate disposal sites.
- I. Coordinate with utilities in the restoration of service.
- J. Continue shelter operations as needed.

- K. Keep records of agencies' expenses.
- L. Anticipate and address public health needs.
- M. Continue to track the request for assistance and the needs of special populations.
- N. Continue to track the request for information on disaster victims.
- O. Coordinate activities of volunteers assisting with clean up efforts.
- P. Begin planning for reentry to damaged areas and long term recovery.
- Q. Conduct several Command Staff briefings during each shift.
- R. Brief the next shift.

7. **48 Hours and Beyond Checklist**

- A. Continue public information activities.
- B. Continue operation of Pass System if necessary.
- C. Continue damage assessment and reporting activities.
- D. Provide updated damage estimates to the State.
- E. Consider the need for ongoing mutual aid.
- F. Inform the hospital(s) of additional casualties if necessary.
- G. Continue clean up activities on public and private property.
- H. Take debris to the appropriate disposal sites.
- I. Coordinate with utilities in the restoration of service.
- J. Continue shelter operations as needed.
- K. Keep records of agencies' expenses.
- L. Anticipate and address public health needs.
- M. Continue to track the request for assistance and the needs of special populations.
- N. Coordinate the activities of volunteers assisting with cleanup efforts.
- O. Continue planning for reentry to damaged areas and long term recovery.
- P. Provide people to participate in the Preliminary Damage Assessment.
- Q. Conduct several Command Staff briefings during each shift.
- R. Brief the next shift.

(k) **HOW TO OBTAIN FEDERAL AND STATE ASSISTANCE**

1. The Town is not permitted to call Federal, State or Military agencies directly for assistance.
2. The channel through which the Town requests Federal, State or Military assistance, is through the **Columbia County Office of Emergency Management at 608-742-4166**. The Town Board Chair or designee makes the formal request for assistance, after town resources are exhausted.

(l) **COMMON EMERGENCY TASK ASSIGNMENTS**

Some emergency task assignments are the responsibilities of all available Town of Dekorra employees and Board members, as well as individual employees. These

common emergency task assignments are to specifically take place before, during and after an emergency.

1. **BEFORE**

There are preparatory and precautionary actions that should be taken before an emergency occurs:

- A. Mitigate hazards and their ill effects.
- B. Alert personnel of an emergency situation.
- C. Provide protection for personnel and property.
- D. Report an emergency situation quickly.
- E. Establish and maintain line of succession.
- F. Maintain alert roster of key personnel, and nurture intergovernmental cooperation.
- G. Maintain inventory and sources of supply for emergency required equipment and supplies.
- H. Maintain roster of contacts for outside assistance.
- I. Conduct personnel training programs.
- J. Familiarize all personnel and Board with emergency duties
- K. Plan, prepare, maintain and implement internal departmental emergency operating procedures

2. **DURING**

There are other common actions that are to be taken during emergency operations:

- A. Provide food, appropriate clothing, supplies, equipment and facilities for emergency workers.
- B. Rotate emergency workers to avoid excess fatigue.
- C. Perform specific tasks assigned by proper authority.
- D. Remain cool, collected, cooperative -- DO NOT PANIC
- E. Document everything as much as possible.

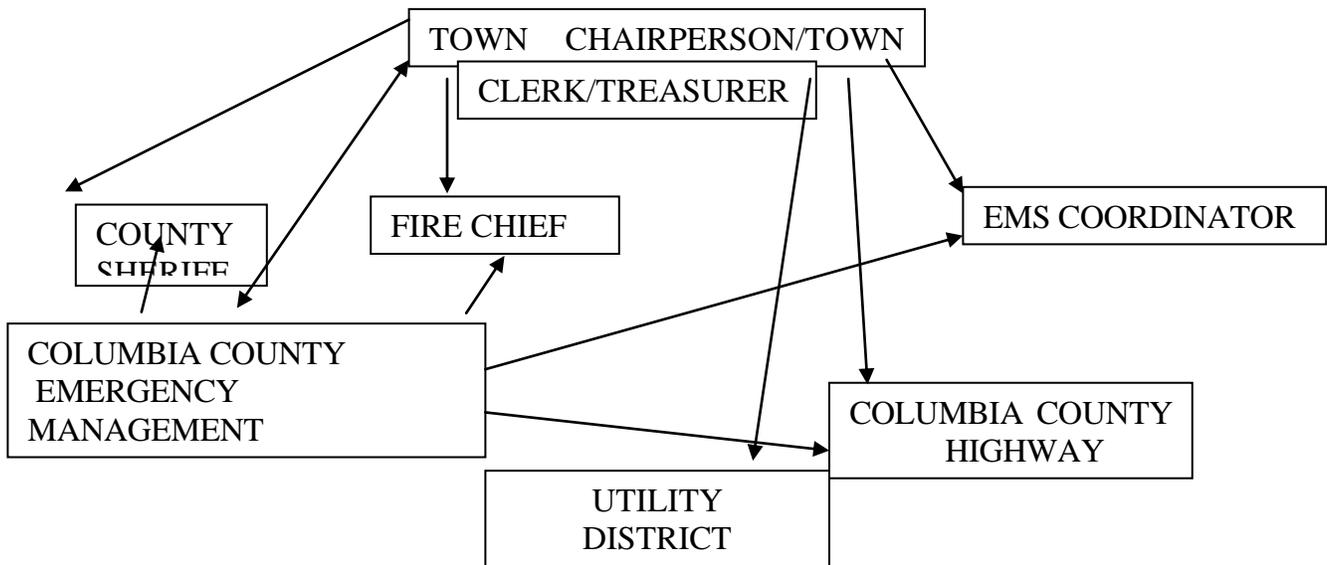
**NOTE:** *The Town Board and any other governmental units and private contractors are charged with the responsibility for documenting completely all costs and expenditures in connection with emergency operations. The Town of Dekorra will keep as close contact as possible with these entities to ensure proper billing. This is necessary to support a claim for State/Federal assistance, should it become available. A careful record must be maintained of all regular time and overtime during which personnel and equipment are employed. Obtain detailed receipts for all local purchases including meals. Keep a record of parts and supplies used from Town inventories. All such records are subject to minute audit, so completeness and accuracy are essential.*

3. **AFTER**

After an emergency, clean, repair, and replenish supplies, equipment, and facilities. The Emergency Operations Plan and other related plans and procedures should be reviewed and revised as needed.

(m) **TOWN OF DEKORRA GOVERNMENT DURING EMERGENCY**

Existing government is the basis for emergency operations. That is, all personnel will perform emergency activities related to those they perform on a day-to-day basis. The Town organization is as follows\*:



It includes operational positions & departments only; that is: Officials, Law Enforcement, Fire, EMS, and Public Works.

(n) **CONTINUITY OF TOWN GOVERNMENT**

In the event that the Chairperson is not available, another Town Board member shall assume the Chairperson’s position of responsibility in accordance with adopted emergency succession plan.

(See Appendix E)

(o) **DEKORRA TOWN BOARD MEMBERS**

	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Chairperson:	Rick Schmidt		(608) 635-5555	
Supervisor 1:	Tom Leckwee	(608) 252-4731	(608) 635-2195	
Supervisor 2:	Mark Niebuhr		(608) 635-8946	(608) 225-2592

Supervisor 3: Mike Dorshorst (608) 635-2294  
Supervisor 4: Gary Leatherberry (608) 635-7574

(p) **CHAIRPERSON RESPONSIBILITIES**

1. The Chairperson or his/her designee is responsible to the citizens of the Town of Dekorra for the state of emergency preparedness and the capability of the Town to with and recover from an emergency/disaster situation with the minimum of ill effects.
2. Shall be responsible for the Town's state of emergency preparedness and capability to cope with and recover from an emergency/disaster.
3. Shall declare an emergency as soon as possible. Keep Town Board informed.
4. Report to the Town Emergency Operations Center (EOC).
5. Assume overall control of emergency operations
6. Ensure that the Town Emergency Management Coordinator and/or service chiefs provide an initial damage assessment and casualty report.
7. Ensure that the Town or the service chiefs brief the EOC staff as to the status of the disaster.
8. In consultation with their Town Board Members and other related department heads, determines whether or not county, state or federal assistance should be requested. (Town resources must be fully committed before county, state or federal assistance will be available. If assistance is requested, be specific.)
9. Provide personnel to staff the message control and distribution center of the emergency coordination center.
10. Exercise emergency standby powers. Provide policy decisions. Respond to official inquiries. Approve initial damage assessment and revisions to it, and forward to Public Information Officer.
11. Terminate the emergency.

(q) **TOWN CHAIRPERSON AS EMERGENCY MANAGEMENT COORDINATOR**

1. Prepare and maintain Town overall emergency operations plan. Coordinate emergency preparedness training.
2. Ensure that Town officials have been notified, key facilities warned, sirens activated, etc.
3. Activate the Town Emergency Operation Center (EOC), make sure that it is fully operational, and that EOC staff have reported/are reporting to it.
4. Report to the Emergency Operations Center and advise Chairperson in emergency preparedness matters.

5. Maintain appropriate line of communication with the Columbia County Emergency Management Director. Maintain liaison with County, State and Federal emergency agencies.
6. Obtain initial damage assessment and casualty report, and relay this information to the Chairperson and to the County Emergency Management Director.
7. Ask the service chiefs to brief the EOC staff as to the status of the disaster.
8. Evaluate available resources, including personnel, by checking with service chiefs. If deficiencies exist, take action to obtain needed resources.
9. Coordinate the preparation and submission of the initial damage assessment report and revisions to it.
10. Ensure that good records are kept on expenditures.
11. Provide clerical assistance for resource management, situation tracking and misc. documentation.
12. Set up procedures to permit acquisition of equipment and supplies needed following a disaster.
13. Prepare and conduct a public emergency education program to provide citizens with information on emergency management measures. This program should be prepared and delivered in concert with the County Emergency Management Director.

(f) **PUBLIC INFORMATION CENTER**

1. The Public Information Officer, assisted by the Media Representative shall control the Public Information Center
2. Establish procedures for the flow of information to the public in an emergency/disaster situation.
3. Establish news media briefing area. Prepare news release and maintain liaison with news media. Brief news media at periodic intervals.
4. Control news media reporters and photographers from interfering with emergency operations, assisted by police as required.
5. Serve as central clearinghouse for information to news media.
6. Serve as the source through which the media will gain information from and access to public officials if required.
7. Activate and maintain the emergency information center to furnish current and accurate information to the general public making inquiries.
8. Maintain liaison with the emergency coordination center and the field command post in order to stay abreast of current information.
9. Publicize the telephone number of the emergency information center where official disaster information may be obtained by the public.

(s) **DAMAGE ASSESSMENT TEAM**

**1. Responsibilities**

- A. Upon notification, the damage assessment team shall report to the EOC.
- B. Record initial information from first responders such as law enforcement, public works or fire services.
- C. Activate the damage assessment team which consists of the following municipal department/agencies:
  - Town Board Chair
  - Assessor
  - Clerk/Treasurer
  - Local Insurance Agents
- D. Responsible for public damage assessment and those responsible for individual damage assessment. Coordinate with County to produce the Uniform Disaster Survey Report (UDSR). The Town is to identify extent of damage by category. The County Emergency Management Director will work with the Town and will file the UDSR.

**2. Within first 8-10 hours:**

Complete preliminary Uniform Disaster Survey Report (UDSR). Coordinate with County Emergency Management Director: Report to include:

- A. Number of fatalities.
- B. Number of critical/minor injuries.
- C. Number of home/businesses damaged/destroyed.
- D. Number of power/telephone lines, poles damaged.
- E. Number of public facilities such as highways, roads, bridges, etc. damaged.
- F. Number of people who are homeless or in shelters.

**3. Within 10 hours:**

- A. Recount items 1-7 above.
- B. Coordinate with County EMD to complete another UDSR, estimating public and private damage.
- C. Video tape and/or take photos of major damage.

**4. Within 24 hours:**

- A. Update items 1-7 above
- B. Coordinate with County EMD to complete updated UDSR
- C. Provide damage assessment information to the appropriate Town officials and county emergency management director to assist in the preparation of the UDSR.

(t) **SUPPORT RESPONSIBILITIES**

1. **Town Attorney**

- A. Prepare standby emergency legislation and proclamations.
- B. Provide emergency legal counsel to Town officials.
- C. Provide assistance in negotiating contracts for emergency services.
- D. Prosecute persons charged with violations of the law.

2. **County Sheriff.** The following activities are representative. The Sheriff will select activities as appropriate in accordance with the County Emergency Response Plan.)

- A. Respond to emergency operations center and/or field command post. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
- B. Assume primary operational control of law enforcement, evacuation, traffic and crowd control, security of emergency area, bomb threat or detonation, civil disorder, hostage or terrorist situation.
- C. Review disaster situation as it pertains to the Police Department and forward this information to the Town Emergency Management Coordinator. Try to anticipate your department's needs for manpower and equipment 24 hours in advance.
- D. Ensure that all County staff have been notified, and that they report as situation directs.
- E. Report to the Town Emergency Operations Center (EOC).
- F. Direct officer(s) to close off the damage site area to stop all in-bound traffic. Set up an emergency pass system. Prevent re-entry in damaged or contaminated buildings.
- G. Warn residents and businesses by telephone, public address systems, knocking on doors, and any other necessary methods.
- H. Assist in search and rescue operations.
- I. Monitor the pulse of the community and inform the Chairperson of any social unrest or tension that could lead to civil disorder.
- J. Conduct investigations and provide emergency intelligence as required.
- K. Control news media reporters and photographers as necessary and as requested by the public information officer.
- L. Prescribe evacuation routes to follow. Coordinate the removal of vehicles blocking evacuation or other response activities.
- M. Exercise surveillance over assembly points used for loading buses during evacuation.
- N. Conduct evacuation, as required.
- O. Implement mutual aid agreements with other jurisdictions. Use all department resources; including personnel, equipment, and supplies before requesting assistance.

- P. Coordinate the activities of your personnel with the other services.
- Q. Notify County Coroner when services are needed and assist with mortuary services.
- R. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
- S. Enforce curfew restrictions in the affected area.

3. **Fire Chief or Designee**

- A. Assign responsibility of the Fire Department to another Chief officer.
- B. Ensure that SOG #12 (Activation of Emergency Operation Center) is in force.
- C. Ensure that all personnel are alerted to the disaster and that they report as the situation dictates.
- D. Assume primary operational control of fire suppression, rescue, explosion and hazardous materials.
- E. Report to the Town Emergency Operations Center (EOC).
- F. Review the disaster situation as it pertains to the fire department and forward this information to the Town Emergency Management Coordinator.
- G. Coordinate the activities of your department with the other services.
- H. Provide tactical command system.
- I. Provide fire suppression and rescue operations for the entire Town.
- J. Provide coordination and support for emergency medical services.
- K. Establish and support triage operations and assist in initial damage assessment as to the dead and injured, and revisions to it.
- L. Implement mutual aid agreements with other jurisdictions, as may be necessary.
- M. Provide back-up equipment for water pumping.
- N. Provide emergency lighting as needed.
- O. Establish a staging area in the municipality.

4. **Columbia County Highway Commissioner**

- A. Report to the Town Emergency Operations Center (EOC).
  - a. Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
- B. Review the disaster situation as it affects the Public Works Department, and forward this information to the Town Emergency Management Coordinator.
- C. Assume primary operational control of flood situation, snow removal, and debris removal, etc. following a disaster.
- D. Coordinate the activities of your department with the other services.
- E. Dispatch a representative to the field command post.
- F. Assist rescue personnel as needed in rescuing trapped persons.

- G. Transport and erect barricades at the request of the Emergency Management
- H. Coordinator.
- I. Provide and post traffic directional signs as needed, particularly during evacuation.
- J. Direct debris removal to permit passage of emergency vehicles.
- K. Perform initial damage assessment, and revisions to it, of streets, bridges and waterways.
- L. Perform repair construction to vital facilities.
- M. Coordinate with local contractors to obtain additional equipment and operators as directed by the Emergency Management Coordinator.
- N. Coordinate snow removal operations.
- O. Provide heavy equipment and operators as required.
- P. Coordinate engineering services.
- Q. Coordinate/direct/assist in the restoration of utilities.
- R. Coordinate traffic activities with the Police Department.
- S. Assist Fire & Haz Mat with oil spill clean-up if needed.

5. **Utility District Plant Operator**

- A. Dispatch a representative to the Emergency Operations Center (EOC) and coordinate activities.
- B. Maintain constant service. In the event of system failure, restore service as promptly as possible.
- C. Assist other officials in the EOC as available and as needed.

6. **EMERGENCY MEDICAL SYSTEM COORDINATOR OR DESIGNEE**

- A. Report to the Town Emergency Operations Center (EOC), if it is activated and EMS presence is appropriate.
- B. Implement the Town Mass Casualty Incident plan, if necessary.
- C. Designate Medical Officer(s) for the operation site(s).
- D. Coordinate requests for additional resources and their assignment to the appropriate staging/treatment area(s).
- E. Establish and support triage operations and assist in initial damage assessment as to the dead and injured, and revisions to it.
- F. Provide pre-hospital treatment and transportation for disaster victims.
- G. Review the disaster situation as it pertains to the provision of Emergency Medical Services and forward this information to the Town Board Chair or Town Emergency Management Coordinator.
- H. Provide support for Fire Department operations, upon request.
- I. Establish and maintain communications with hospitals as appropriate.
- J. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.

- K. Assure that public health needs of disaster victims are met.
- L. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

7. **REGIONAL HOSPITALS (See 3.1-8. for list)**

- A. Shall operate within the Emergency Operations Plan of that hospital.
- B. Shall provide needed input with regards to mass casualty operations to include the transportation and distribution of patients from specific or various locations within the community.

8. **TOWN CLERK**

- A. Report to the Town Emergency Operations Center (EOC).
- B. Protect major data files by whatever means necessary.
- C. Provide emergency data processing services as required.
- D. Provide administrative personnel for typing, registering persons, or property, answering inquiries, receptionists, telephoning or other emergency related duties.
- E. Report to Town Hall if after hours.
- F. Provide financial statistics as may be required.
- G. Make emergency purchases as necessary.
- H. Coordinate with Assessor in damage assessment.
- I. Assign Department/Activity heads account numbers to which expenditures may be charged.
- J. Compile records of emergency expenditures.
- K. Assist in the preparation of original and follow-up application for State/Federal assistance.
- L. Maintain records indicating Town expenses incurred due to the disaster.
- M. Assist in the damage assessment process by:
  - a. Providing information regarding the dollar value of property damaged as a result of the Disaster.
  - b. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
  - c. Setting up procedures to permit acquisition of equipment and supplies needed following a disaster.

9. **911 DISPATCH CENTER (Coordinate Location with County)**

- A. Implement Town procedures pertinent to the emergency situation.
- B. Review situation with on-duty Deputy supervisor to determine if any additional resources are needed.
- C. Close outside access to Dispatch Center.

- D. Prioritize 911 calls for service.
- E. Have one person assigned to communicate with Town Emergency Operation Center (EOC).
- F. Direct all informational inquiries to Public Relations Officer.
- G. Maintain control of radio communications.
- H. Utilize local resource directory.

NOTE: Countywide resource directory can be supplied by Columbia County Emergency Management Director resource director.

10. **AMERICAN RED CROSS**

- A. Respond as requested to emergency situations in accordance with American Red Cross directives and memorandum of understanding within region.
- B. Dispatch a representative to the Emergency Operations Center (EOC).
- C. Coordinate with public school system for use of school buildings as evacuation centers.
- D. Serve as manager of evacuation shelter(s).
- E. Coordinate activities with other volunteer agencies as appropriate.
- F. Provide for traditional emergency needs, i.e., food, cots, blankets, clothing, shelter, first aid, financial assistance, counseling, etc.
- G. Maintain list of volunteers available to assist in emergency situations.
- H. Provide rest area for emergency workers as needed.
- I. Assist in damage assessment, if needed.

11. **SUPPORT FROM COUNTY DEPARTMENTS**

Support that can be expected from Columbia County is as follows:

County Sheriff

Name: Dennis Richards Phone #: 742-4166

County Emergency Management Director

Name: Pat Beghin Phone #: 742-4166

County Coroner

Name: Marc Playman Phone #: 742-4166

County Human Services

Name: Sandra Roberts Phone #: 742-4166

12. **SUPPORT FROM PRIVATE AGENCIES/VOLUNTEER GROUPS**

Support can be expected from the following groups: Red Cross, Salvation Army, Schools, Clergy Association, and Poynette Public Schools, etc.

13. **SUPPORT FROM THE NATIONAL GUARD:**

A. **General Overview:**

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard Units may be available. Only the Governor has the authority to activate the Guard.

B. **Request Procedure:**

In the case of the County and all Cities that are not of the first class, the Sheriff or County Emergency Management Director must submit the request for assistance to the Governor's Office through the Division of Emergency Government. In the case of the Cities of the first class, the Chairperson, after consulting with the County Sheriff, will submit the request to the Governor through the Division of Emergency Government.

14. **SUPPORT FROM STATE AND FEDERAL AGENCIES:**

Information and assistance in securing state or federal support may be obtained by contacting the Columbia County Emergency Management Director.

15. **COLUMBIA COUNTY EMERGENCY OPERATIONS PLAN LIST OF ANNEXES / EMERGENCY SUPPORT FUNCTIONS**

A copy of the County Plan is located within the Emergency Operations Center supplies footlocker.

Functional Annexes/Emergency Support Functions are as follows:

- A. Direction and Control
- B. Warning and Communications
- C. Resource Management
- D. Law Enforcement
- E. Evacuation and Shelter
- F. Human Services
- G. Public Works/Engineering
- H. Emergency Medical Systems
- I. Radiological Protection
- J. Public Information and Education
- K. Fire and Rescue Services
- L. Damage Assessment and Recovery
- M. Haz Mat
- N. Public and Environmental Health
- O. Mortuary

(u) **LEGAL BASIS**

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

1. HSPD-5 Presidential directive to establish a National Incident Management System for management of domestic incidents as part of Homeland Security

2. US PUBLIC LAW 103-337

3. WISCONSIN STATUTES

- 21.11 CALL TO ACTIVE SERVICE
- 26.97 LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
- 59.025 ADMINISTRATIVE HOME RULE
- 59.026 CONSTRUCTION OF POWERS
- 59.31 COUNTY EXECUTIVE
  - (2) DUTIES AND POWERS
- 59.33 COUNTY ADMINISTRATOR.
  - (2) DUTIES AND POWERS
- 59.05 CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
- 59.07 GENERAL POWERS OF COUNTY BOARD.
  - (146) LOCAL EMERGENCY PLANNING COMMITTEES
- 59.08 PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
  - CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
- 59.24 PEACE MAINTENANCE
- 61.34 POWERS OF VILLAGE BOARD
- 66.325 EMERGENCY POWERS
- 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
- 166.03
  - (1) POWERS AND DUTIES OF THE GOVERNOR
  - (4) POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
  - (5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
- 213.095 POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
- 895.483
  - (2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

4. COUNTY ORDINANCES
5. MUTUAL AID AGREEMENTS
- (v) **TOWN BOARD APPROVAL**

## **APPENDIX A**

### **SHELTER & EMERGENCY OPERATIONS CENTER (EOC) LIST WITH MAPS**

1. Poynette Fire Department
2. Poynette High School Gym (Shelter)
3. Poynette Middle School Gym (Shelter)
4. UD Treatment Plant Bldg (Alt EOC)
5. Dekorra Elementary School Gym

## APPENDIX B

### EQUIPMENT/PERSONNEL RESOURCE LIST

1. Lanzendorf Transfer  
Phone #: 608-592-4465  
Address: W11848 County Road J
2. Bob's Digging and Landscaping (Buchanan)  
Phone #: 608-592-4540  
Address: W11954 Van Ness Road
3. Brian Schmidt  
Phone #: 608-592-5990  
Address: 7275 Lodi Springfield Road
4. K & M Tie & Lumber Co.  
Phone # 608-592-5244  
Address: W11912 County Highway V
5. Lodi Tree Service  
Phone # 608-592-3568  
Address: W10236 County Highway K
6. City of Lodi Public Works  
Phone # 608-592-5111  
Address: 249 Water Street  
Director: Randy Herwig  
Phone # 608-592-5350
7. Bruce Radewan  
Phone: (608) 635-7442
8. Shaun Doherty  
Phone: (608) 635-4563
9. Brian Doherty  
Phone: (608) 635-4248
10. Arlington Hardware  
Phone: (608) 635-4305
11. Meade Construction  
Phone: (608) 592-3803

12. Harmony Grove Trucking  
Phone: (608) 251-7340
13. Country Plumber  
Phone: (608) 742-2648
14. Village of Poynette  
Phone: (608) 635-7524
15. Greg Falk  
Phone: (608) 843-6798

## **APPENDIX C**

### **DEBRIS DISPOSAL SITES**

(See Map for locations)

1. Town of Dekorra Transfer Site (W8901 Hall Road)
  - a. Anything that can be recycled
  - b. All untreated lumber and wood can be burned
  - c. Brush and small trees that can be chipped
2. Columbia County Highway has a dump site at W7465 U.S.H. 16, Pardeeville
  - a. For trees and bushes

## APPENDIX D

### EMERGENCY SUCCESSION OF OFFICIALS

Resolution No. \_\_\_\_\_

#### **Succession of Town Officials During Emergency**

The Town Board of the Town of Dekorra, Columbia County, Wisconsin, by this resolution, under authority of Wis. Stats. §166.07, adopted on proper notice with a quorum and by a roll call vote of a majority of the town board present and voting resolves and orders as follows:

To provide for the continuity of government in the event of and throughout the duration of a state of emergency resulting from a major emergency, temporary emergency appointments to public office in the town, in the absence of the elected officials are made as follows:

1. In the absence of the Town Chairperson, Supervisor 1 shall act as the Town Chairperson. In the absence of Supervisor 1, Supervisor 2 shall act.
2. In the absence of the Town Clerk, the Town Treasurer shall act as the Clerk. In the absence of the Town Treasurer, the acting Town Chair will appoint a Clerk.

The scope and duties of these appointed temporary public officials shall be as described in the Town of Dekorra Emergency Response Plan.

The appointment of temporary public officials shall terminate at the end of the emergency response incident or the return of the elected officials.

The town clerk has properly posted and published this resolution as required under Wis. Stats. §60.80.

## APPENDIX E

### Prepare for an Emergency

It is generally safer, less expensive and ultimately much easier to take actions to prepare you for an emergency situation than to repair or replace possessions after an emergency situation has occurred. Mitigation includes any action taken to prevent an emergency, reduce risk or lessen the damaging effects of any natural or man-made disaster. As a resident, there are a number of things you can do to be ready for any emergency.

Finding out what can happen is the first step. Once you have determined the events possible and their potential in your community, it is important that you discuss them with your family or household. Develop a disaster plan together.

1. **Create an emergency communications plan.** Choose an out-of town contact your family or household will call or email to check on each other should a disaster occur. Your selected contact should live far enough away that they would be unlikely to be directly affected by the same event, and they should know they are the chosen contact. Make sure every household member has that contact's, and each other's, email addresses and telephone numbers (home, work, pager, and cell). Leave these contact numbers at your children's schools, if you have children, and at your workplace. Your family should know that if telephones are not working, they need to be patient and try again later or try email. Many people flood the telephone lines when emergencies happen but email can sometimes get through when calls do not.
2. **Establish a meeting place.** Having a predetermined meeting place away from your home will save time and minimize confusion should your home be affected or the area evacuated. You may even want to make arrangements to stay with a family member or friend in case of an emergency. Be sure to include any pets in these plans, since pets are not permitted in shelters and some hotels will not accept them.
3. **Assemble a disaster supplies kit.** If you need to evacuate your home or are asked to "shelter in place," having some essential supplies on hand will make you and your family more comfortable. Prepare a disaster supplies kit in an easy-to-carry container such as a duffel bag or small plastic trash can. Include:
  - "Special needs" items for any member of your household (infant formula and diapers or items for people with disabilities or elderly people)
  - First aid supplies (including prescription medications)
  - Change of clothing for each household member
  - Sleeping bag or bedroll for each household member
  - Battery powered radio or television
  - Extra batteries

- Food
  - Bottled water
  - Tools
  - Small amount of cash
  - Copies of important family documents (birth certificates, passports, and licenses)
  - Copies of essential documents like powers of attorney, birth and marriage certificates, insurance policies, life insurance beneficiary designations and a copy of your will-should also be kept in a safe location outside your home. A safe deposit box or the home of a friend or family member who lives out of town is a good choice.
4. **Check on the school emergency plan of any school-age children you have.** You need to know if they will keep children at school until a parent or designated adult can pick them up or send them home on their own. Be sure that the school has updated information about how to reach parents and responsible caregivers to arrange for pickup. And, ask what type of authorization the school may require to release a child to someone you designate, if you are not able to pick up your child. During times of emergency the school telephones may be overwhelmed with calls.

### **If Disaster Strikes**

1. Remain calm and be patient.
2. Follow the advice of local emergency officials.
3. Listen to your radio or television for news and instructions.
4. If the disaster occurs near you, check for injuries. Give first aid and get help for seriously injured people.
5. If the disaster occurs near your home while you are there, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches. Check for fires, fire hazards and other household hazards. Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
6. Shut off any other damaged utilities.
7. Confine or secure your pets.
8. Call your family contact – do not use the telephone again unless it is a life-threatening emergency.

9. Check on your neighbors, especially those who are elderly or disabled.

### **What Can Happen in a Terrorism Incident**

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

1. There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
2. Heavy law enforcement involvement at local, state, and federal levels follows a terrorist attack due to the event's criminal nature.
3. Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
4. Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
5. Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
6. You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
7. Clean-up may take many months.

### **Evacuation**

If local authorities ask you to leave your home, they have a good reason to make this request, and you should heed the advice immediately. Listen to your radio or television and follow the instructions of local emergency officials and keep these simple tips in mind:

1. Wear long-sleeved shirts, long pants, and sturdy shoes so you can be protected as much as possible.
2. Take your disaster supplies kit.
3. Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative's or friend's home, or find a "pet-friendly" hotel.

4. Lock your home.
5. Use travel routes specified by local authorities – don't use shortcuts because certain areas may be impassable or dangerous.
6. Stay away from downed power lines.
7. Stay away from the scenes where the danger exists.

### **Listen to local authorities.**

Your local authorities will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is your safety choice.

If you're sure you have time:

1. Call your family contact to tell them where you are going and when you expect to arrive.
2. Shut off water and electricity before leaving, if instructed to do so. Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it's been turned off. In a disaster situation it could take weeks for a professional to respond.

### **Shelter-in-Place**

If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Close the fireplace damper. Get your disaster supplies kit, and make sure the radio is working. Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

### **Positive Steps That You Can Take**

Raw, unedited footage of terrorism events and people's reaction to those events can be very upsetting, especially to children. We do not recommend that children watch television news reports about such events, especially if the news reports show images over and over again

about the same incident. Young children do not realize that it is repeated video footage, and think the event is happening again and again. Adults may also need to give themselves a break from watching disturbing footage. However, listening to local radio and television reports will provide you with the most accurate information from responsible governmental authorities on what's happening and what actions you will need to take. So you may want to make some arrangements to take turns listening to the news with other adult members of your household.

Another useful preparation includes learning some basic first aid. To enroll in a first aid and AED/CPR course, contact your local American Red Cross chapter. In an emergency situation, you need to tend to your own well-being first and then consider first aid for others immediately around you, including possibly assisting injured people to evacuate a building if necessary.

People who may have come into contact with a biological or chemical agent may need to go through a decontamination procedure and receive medical attention. Listen to the advice of local officials on the radio or television to determine what steps you will need to take to protect yourself and your family. As emergency services will likely be overwhelmed, only call 9-1-1 about life-threatening emergencies.

## **First Aid Primer**

If you encounter someone who is injured, apply the emergency action steps: Check-Call-Care. **Check** the scene to make sure it is safe for you to approach. Then check the victim for unconsciousness and life-threatening conditions. Someone who has a life-threatening condition, such as not breathing or severe bleeding, requires immediate care by trained responders and may require treatment by medical professionals. **Call** out for help. There are some steps that you can take, however, to **Care** for someone who is hurt, but whose injuries are not life threatening.

### **Control Bleeding**

1. Cover the wound with a dressing, and press firmly against the wound (direct pressure).
2. Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone.
3. Cover the dressing with a roller bandage.
4. If the bleeding does not stop:
5. Apply additional dressings and bandages.
6. Use a pressure point to squeeze the artery against the bone.
7. Provide care for shock.

### **Care for Shock**

1. Keep the victim from getting chilled or overheated.
2. Elevate the legs about 12 inches (if broken bones are not suspected).
3. Do not give food or drink to the victim.

### **Tend Burns**

1. Stop the burning by cooling the burn with large amounts of water.
2. Cover the burn with dry, clean dressings or cloth.

### **Care for Injuries to Muscles, Bones and Joints**

1. Rest the injured part.
2. Apply ice or a cold pack to control swelling and reduce pain.
3. Avoid any movement or activity that causes pain.
4. If you must move the victim because the scene is becoming unsafe, try to immobilize the injured part to keep it from moving.

### **Be Aware of Biological/Radiological Exposure**

Listen to local radio and television reports for the most accurate information from responsible governmental and medical authorities on what's happening and what actions you will need to take.

### **Reduce Any Care Risks**

The risk of getting a disease while giving first aid is extremely rare. However, to reduce the risk even further:

1. Avoid direct contact with blood and other body fluids
2. Use protective equipment, such as disposable gloves and breathing barriers
3. Thoroughly wash your hands with soap and water immediately after giving care

It is important to be prepared for an emergency and to know how to give emergency care.

**Additional Resources:**

- **Columbia County Emergency Management**, Law Enforcement Center, 711 E. Cook Street , P.O. Box 132, Portage, WI 53901, Phone: (608) 742-4166, Fax: (608) 742-0598; <http://www.co.columbia.wi.us>
- **ReadyWisconsin**, an initiative of Wisconsin Emergency Management designed to educate and empower Wisconsinites to prepare for and respond to all kinds of emergencies including natural disasters and potential terrorist attacks. <http://readywisconsin.wi.gov/READYWI/default.asp>
- **Wisconsin Emergency Management**, 2400 Wright Street, Madison, WI 53704 Phone: 608-242-3232, Fax: 608-242-3247; **24-Hour Duty Officer 1-800-943-0003**; <http://emergencymanagement.wi.gov>
- **FEMA**, Federal Emergency Management Agency, U.S. Department of Homeland Security, 500 C Street SW, Washington, D.C. 20472 Disaster Assistance: (800) 621-FEMA, TTY (800) 462-7585; <http://www.fema.gov/index.shtm>