

Town of Bovina

Emergency Response Plan

REVISED JUNE 10, 2024

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EOC Activation Notification List

Functional Area	Primary Contact	2nd Contact	3rd Contact
Local Emergency Manager	Fire Chief	1 st Asst. Fire Chief	Safety Officer
Town Chairman	Doug Pahlow		
Fire & Rescue Department	Dan Nabbefeld	Jeff Hanks	Marty Baker
Elected Officials	Cory Riehl	Wade Vandenboom	Chuck Pluger
Resource Management	Dan Nabbefeld	Doug Pahlow	Chuck Pluger
Debris Management	Doug Pahlow	Cory Riehl	Wade Vandenboom
Finance	Chuck Pluger	Doug Pahlow	Cory Riehl

Town of Bovina Line of Succession

1. Doug Pahlow
2. Cory Riehl
3. Wade Vandenboom
4. Chuck Pluger

Telephone Listing (Non-Emergency)

Town of Bovina N5289 Rexford Road Shiocton, WI 54170	Phone Number
Local Emergency Manager – Fire Chief	920-986-3232
Fire Chief - Dan Nabbefeld	920-636-8813
Assistant Fire Chief – Jeff Hanks	920-716-8440
Safety Officer – Marty Baker	920-379-4548
Town Chairman – Doug Pahlow	920-740-9647
Supervisor #1 – Cory Riehl	920-428-6670
Supervisor #2 – Wade Vandenboom	920-841-0532
Clerk/Treasurer – Chuck Pluger	920-570-0864
Building Inspector – Mike Miller	920-428-3331

Telephone Listing (Non-Emergency) - (continued)

American Red Cross	1-800-236-8680
Appleton Medical Center	920-738-3600
BayCom	920-722-5393
Diggers Hotline	1-800-242-8511
DNR 24 Hour Spill Emergency Hotline	1-800-943-0003
Guardian Pipeline Emergency Number	1-888-417-6275
Gold Cross Ambulance	920-727-3020
Shiocton-Bovina Fire Department	920-986-3232
Beschta Bus Service	920-850-3999
Outagamie County Coroner	920-832-5841 920-832-5000 (24 hour)
Outagamie Highway Department	920-832-5673 (main)
Outagamie County Emergency Management	920-832-5000
Outagamie County Sheriff's Department	920-832-5000
Salvation Army	920-734-3324
St. Elizabeth Hospital	920-738-2100
Theda Clark Hospital	920-729-2060
ThedaCare Medical Center – New London	920-982-5330
WE Energies – Electric (Public Safety Agency Only)	1-888-296-4937
WE Energies – Gas (Public Safety Agency Only)	1-800-292-7098
Wisconsin Civil Service Team	608-242-3968
Wisconsin DNR Appleton Field Office	920-832-2826
Wisconsin Emergency Management Duty Officer	1-800-943-0003
Wisconsin State Patrol-District 3 Fond du Lac	920-929-3700
Valley Transit	920-832-5789
Harter's Fox Valley Disposal	1-888-804-8556

Media Notification

Television Stations	Contact
ABC-WBAY	920-437-2222 News Desk 920-432-1190 Press Release Fax
NBC-WGBA	920-830-2626 Fox Cities 920-830-2628 Fax 920-490-2500 Press Release Fax
CBS-WFRV	800-236-5550 News Desk 920-437-5769 Press Release Fax
FOX-WLUK	920-490-1407 News Desk 920-494-8711 Phone 920-494-9109 Press Release Fax
Radio	Contact
WHBY	920-733-6639 Phone 920-749-1150 Press Release Fax
WIXX	800-236-3771 Phone
WAPL	920-734-9226 920-281-7625
Newspapers	Contact
Post Crescent	920-733-4411 Phone 920-749-1150 Press Release Fax
Seymour Advertiser	833-837-6807

ACRONYMS

ALS	Advanced Life Support
ARC	American Red Cross
CAP	Civil Air Patrol
CBRN	Chemical, Biological, Radiological, Nuclear
CHEMTREC	Chemical Transportation Emergency Center
CIS	Crisis Intervention Support
COOP/COG	Continuity of Operations/Continuity of Government
CP	Command Post
DFO	Disaster Field Office
DNR	Department of Natural Resources (Wisconsin)
DSCA	Defense Support of Civil Authorities
DRC	Disaster Recovery Center
EHS	Extremely Hazardous Substance
EM	Emergency Manager
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FCO	Federal Coordinating Officer
FOG	Field Operations Guide
FOSC/OSC	Federal On-Scene Coordinator/On-Scene Coordinator
FV CISMT	Fox Valley Critical Incident Stress Management Team
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC/UC	Incident Command or Unified Command
IMT	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LO	Liaison Officer
MABAS	Mutual Aid Box Alarm System
MACS	Multiagency Coordination System
MCP	Mobile Command Post
MOU	Memorandum of Understanding
NDMS	National Disaster Medical System

ACRONYMS (Cont.)

NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NRP	National Response Plan
PFO	Principal Federal Official
PIO	Public Information Officer
PSA	Public Service Announcement
PVO	Private Voluntary Organizations
RESTAT	Resource Status
SAR	Search and Rescue
SARA Title III	Superfund Amendments and Reauthorization Act of 1986
SBA	Small Business Administration
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SRP	State Response Plan
UDSR	Uniform Disaster Situation Report
UC	Unified Command
US&R	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapon of Mass Destruction
WEM	Wisconsin Emergency Management
WPS	Wireless Priority Service

DEFINITIONS

Agency:

A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative:

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command):

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources:

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

Catastrophic Incident:

Any natural or man-made incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and / or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command:

A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff:

In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery:

In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action restore and revitalize the socioeconomic and physical structure of a community.

Credible Threat:

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

Crisis Management:

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

Critical Infrastructures:

Systems and assets, whether physical or virtual, so vital to the United States that incapacitation or destruction of such systems and assets would have a debilitating impact on security, nation economic security, national public health or safety, or any combination of those matters.

Cultural Resources:

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

Defense Support of Civil Authorities (DSCA):

Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy:

A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster:

See Major Disaster.

Disaster Recovery Center (DRC):

A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Emergency:

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

Emergency Operations Center (EOC):

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

Emergency Response Plan (ERP):

The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information:

Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider:

Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel. Agencies and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as "emergency responder."

Emergency Support Function (ESF):

A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Environment:

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

Environmental Response Team:

Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and release of oil and hazardous substances into the environment.

Evacuation:

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

Facility Management:

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

Federal Coordinating Officer (FCO):

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

Federal On-Scene Coordinator (FOSC or OSC):

The Federal official predestinated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

First Responder:

Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as described in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard:

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation:

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

Hazardous Material:

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

Hazardous Substance:

As described by the NCP, any substance designated pursuant to section 311 (b)(2) (A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under

section 307(a) of the Clean Water Act; hazardous air pollutant listed under section 112 of Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mix with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property:

Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w) (5)].

Incident:

An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: (IAP)

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

Incident Command Post (ICP):

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

Incident Command System (ICS):

A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC):

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

Incident Management Team (IMT):

The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation:

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

Incident of National Significance:

Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Infrastructure:

The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions:

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

Initial Response:

Resources initially committed to an incident.

In-Kind Donations:

Donations other than cash (usually materials or professional services) for disaster survivors.

Joint Field Office (JFO):

A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC):

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

Joint Information System (JIS):

Integrates incident, information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC):

The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

Jurisdiction:

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., City, County, Tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer:

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

Local Government:

A County, Municipality, City, Town, Township, Local Public Authority, School District, Special District, Intrastate District, Council of Governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; or a rural community, unincorporated Town, Village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Mutual Aid Box Alarm System:

A fire service mutual aid system connecting fire, EMS, special operations, and hazardous materials resources.

Major Disaster:

As described by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the Chairman causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Material Management:

Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mitigation:

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability

of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization:

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

Mobilization Center:

An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multiagency Coordination System (MACS):

The combination of personnel, facilities, equipment and procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. (as defined by NWCG National Training Curriculum)

Multi-Jurisdictional Incident:

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement:

Written agreement between agencies, organization, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National Disaster Medical System (NDMS):

A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS):

A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems

for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Center:

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response System:

Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

National Response Team (NRT):

The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Security and Emergency Preparedness (NS/EP):

Telecommunications, NS/EP telecommunications services are those used to maintain a State of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.

Natural Resources:

Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and air, water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO):

A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident Response Team (NIRT):

Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

On-Scene Coordinator (OSC):

See Federal On-Scene Coordinator.

Preparedness:

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention:

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as: deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector:

Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program:

The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health:

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

Public Information Officer (PIO):

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works:

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

Radiological Emergency Response Teams (RERTs):

Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Recovery:

The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources:

Personnel and major items of equipment supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Regional Response Teams (RRTs):

Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

Response:

Activities that address the direct short-term effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency response plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance testing processes; immunizations, isolation, or quarantine; and specific law enforcement operation aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Situation Assessment:

The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

Special Populations:

People who feel they cannot comfortably or safely access and use standard resources offered in disaster preparedness, relief and recovery. They include, but are not limited to those who are physically or mentally disabled, blind and deaf, cognitively disabled, mobility limited, non-English speaking, geographically/culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.

Strategic:

Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan:

A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Telecommunications:

The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Telecommunications Service Priority (TSP) Program:

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

Terrorism:

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

Threat:

An indication of possible violence, harm, or danger.

Transportation Management:

Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribe:

Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer:

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

Unified Command:

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Uniform Disaster Situation Report (UDSR):

The damage assessment reporting form.

Unsolicited Goods:

Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue:

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

Voluntary Organizations Active in Disaster (VOAD):

A VOAD coordinates planning efforts by the many voluntary organizations responding to disaster.

Volunteer:

Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 USC § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center:

Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes.

Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD):

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

Wireless Priority Service (WPS):

WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

Town of Bovina Emergency Response Plan (ERP)

Mission

To coordinate, implement, and lead the Town of Bovina Emergency Management Program by enabling effective preparation for and response to emergencies and disasters in order to ensure life safety, property preservation, and incident stabilization. To accomplish this mission, the Town of Bovina Emergency Manager develops plans and procedures to ensure adequate mitigation, preparedness, response and recovery activities.

Purpose

This plan has been developed to provide procedures for the Town of Bovina to respond to various types of emergencies or disasters affecting the community. This plan provides links to procedures that will be used by Outagamie County and the Town of Bovina, both of which are part the Outagamie County Emergency Management Program. This plan is to be used in conjunction with the Outagamie County Emergency Response Plan. The Town 's plan will be maintained in accordance with the current standards of the Outagamie County Emergency Response Plan and in accordance with the local government. Review of the local plan shall be completed concurrently with the Outagamie County Emergency Response Plan.

The purpose of the Town of Bovina Emergency Response Plan and the Outagamie County/Wisconsin Emergency Management planning process is to:

- Comply with and incorporate National Incident Management System/Incident Command System (NIMS/ICS) into the overall planning process.
- Assist local government in the protection of lives, property and the environment in the event of major emergencies and disasters of any nature.
- Facilitate assessment of hazards, mitigation opportunities, response capabilities, resources and needs.
- Facilitate integrated operations planning by response agencies to help them adapt and respond together effectively to emergencies of unusual nature, scale or multi-agency impact by:
 - Identifying and deploying resources effectively.
 - Allocating emergency responsibilities and authority among Town of Bovina departments and personnel.
 - Coordinating activities among departments and agencies.
- Record information, decisions and procedures developed during planning stages.
- Activate the Village's Emergency Operations Center (EOC) by declaring a State of Emergency.
- Provide a basis for training and exercising of personnel and plans to operate in coordination.

Having a thorough Emergency Response Plan increases the potential to avoid consequences such as:

- Long/short term mass evacuation and sheltering
- Mass casualties
- Disruption of power
- Disruption of fuel supplies
- Disruption of communications
- Interruption of water supplies
- Damage and destruction to homes, businesses, vehicles and other property
- Damage to infrastructure
- Contamination to food, water and people
- Looting
- Disruption of government and economic/financial institutions

Scope

The scope of this plan considers hazards posing a threat (which can be significant in frequency, magnitude or both) to the lives, property and/or environment in the Town of Bovina and potentially across Outagamie County. These hazards are listed in the Outagamie County All-Hazard Mitigation Plan, of which the Town of Bovina is a participating member. This plan describes emergency management at various levels. The State of Wisconsin and Outagamie County operate utilizing a single comprehensive planning approach within the guidelines set forth by Homeland Security Presidential Directives (HSPD-5 and HSPD-8), which include:

- Mitigation
- Preparedness
- Response
- Recovery
- All-Hazards Planning
- Regional/Local MOUs
- COOP/COG development
- Ensure all levels of government and the private sector work together
- Integrate crisis and consequence management
- Regional and catastrophic planning and response

By participating in the Outagamie County All-Hazard Mitigation Plan, the Town of Bovina's responsibilities will be covered in relation to federal disaster assistance programs under HSPD-8, Public Law 100-797 (as amended), State Statute Chapter 166, and other applicable laws including County and local laws and ordinances.

Organization

Emergency Management in the Town of Bovina is organized and operates in accordance with the Town of Bovina Code of Ordinances Title 5 (Chapter 5 – Emergency

Management) and Wis. Stat. §323. The Local Emergency Manager shall be the executive head of the Town Emergency Management Program and shall have direct responsibility for the organization, administration and operation of the Local Emergency Management Program, subject to the direction and control of the Town Board.

The Town of Bovina issues a State of Emergency using the following process:

- Town Emergency Manager requests a declaration.
- Town Chairman, or Town Emergency Manager if Chairman is not available, signs the declaration.
- Town Emergency Manager forwards the signed request to Outagamie County Emergency Management to receive outside disaster resources and possible funding.

The Town of Bovina Emergency Operations Center (EOC) is the primary location for coordinating Town emergency response and recovery activities. In the event of a full EOC activation, the EOC is located at the Bovina Town Hall; N5289 Rexford Rd.; Shiocton, WI 54170. Prior to full EOC activation, the Town of Bovina Emergency Manager could be functioning as a mobile unit.

The Town of Bovina Emergency Response Plan (ERP) utilizes Emergency Support Functions (ESFs) consistent with the Outagamie County Emergency Response Plan and the National Response Framework, which identifies sources of direct assistance and operational support that Outagamie County and local jurisdictions may need in order to implement hazard mitigation, preparedness, response, and recovery activities following an emergency or disaster. The Town of Bovina Emergency Response Plan consists of:

- Town of Bovina ERP Basic Plan: identifies policies and concepts of operation that guide the Town's mitigation, preparedness, response, and recovery activities.
- ESFs: describe the specific missions, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of the basic plan.
- Attachments: describe additional activities, agreements, and resources available and provide supplemental details to the Basic Plan and ESFs as necessary.

Responsibilities

This plan is developed, promulgated and maintained pursuant to Wisconsin State Statutes and Town of Bovina Code of Ordinances. The concepts and processes developed in the NIMS, mandated by Homeland Security Presidential Directive (HSPD-5), have been incorporated into the Town of Bovina Emergency Response Plan. NIMS provides a consistent national framework for all jurisdictions to work together effectively and efficiently to prepare for, respond to, and recover from domestic disasters or incidents.

Assignment of Responsibilities

This plan identifies the responsibilities of the Town of Bovina and other organizations listed in this plan. ESFs establish recommended mitigation, preparedness, response and recovery activities. Primary responsibilities for each ESF are held by either one agency or joint agencies. Additionally, each ESF has supporting agencies that assist the primary agencies.

Limitations

The goal is to mitigate and prepare for the consequences of all hazards and respond and recover in the event of an emergency or disaster. However, Town of Bovina resources and systems may become overwhelmed in the event of a major incident, in which case activation of the Outagamie County and/or State of Wisconsin Emergency Response Plans may be necessary.

Hazard Analysis and Assumptions

Several types of hazards pose a threat to lives, property, or environment in the Town of Bovina. These hazards include but are not limited to:

- Severe thunderstorms capable of producing hail, high wind events, and torrential rainfall
- Floods, including the potential for flash flooding
- Severe winter storms, including ice storms
- Drought
- Large fires, explosions
- Hazardous material releases to the air, ground or water during transportation or from fixed locations. This includes radiological releases related to civilian application or nuclear power plant incidents
- Aircraft crashes
- Terrorism (domestic or international)
- Loss of water and sewer services
- Other major accidents

Consequences of major emergencies may include: mass casualties; damage and destruction of homes, facilities, vehicles and other property; disruption of power, fuel, communications, water and other vital services; damage to infrastructure; contamination of people, food, water, property and/or the environment; looting and other disruption of law and order; disruption of government functions; and economic or financial disruption.

Additional effects on agencies and officials include dangerous and complex operating conditions, severe stress/fatigue, and intense scrutiny of the preparedness and response of public officials. Other scenarios not readily identifiable may also pose significant threats

to the Town of Bovina. The following are major assumptions with regard to the Town's plan.

- Governments have the legal and moral duty to protect lives, property and the environment. All regulatory programs will be appropriately supported.
- A major emergency can exhaust the resources of a single jurisdiction or directly impact more than one jurisdiction. Resources from numerous agencies and jurisdictions may be required to effectively mitigate the emergency along with any cascading events.
- While some specific incidents can be anticipated, allowing for incident-specific preparation and planning can not. All-hazards preparedness of generic response systems, including flexibility to tailor deployments and tactics to the specific incident, enables a more effective and efficient response.
- Outagamie County is responsible for requesting State Disaster Assistance on behalf of local governments. The State will request Federal Assistance if needed.
- The Incident Command System (ICS) will be used in disaster response. Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction, and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

Concept of Operations

Outlined below are the general responsibilities of County, State and Federal Government as related to support of local emergency operations:

Local/County Government

Wisconsin State Statutes Chapter 323 outlines the powers and duties of Counties and Municipalities. Local organizations or jurisdictions assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements as provided in local emergency or disaster preparedness plans. All such plans should be consistent with this plan and Wisconsin State Statutes Chapter 323. Local/County resources are grouped into Emergency Support Functions (ESFs). Each ESF designates a primary agency, with one or more County agencies/organizations designated as support agencies based on their resources and capabilities to support the Emergency Support Function. Each County or local ESF has a State ESF counterpart with which it must coordinate for the purpose of providing assistance under the Wisconsin Emergency Response Plan and serve as the mechanism through which State response assistance is provided. In an emergency or disaster that may require State and Federal assistance, local governments should communicate with each other and describe what response efforts are being conducted. Outagamie County should provide situation reports and damage assessments to Wisconsin Emergency Management. Municipalities should make reports to the Outagamie County Emergency Operations Center (EOC) in accordance with the Outagamie County Emergency Response Plan.

Local/County Government has the primary responsibility to respond to disasters. To do this, they must:

- Manage the incident using their own resources and drawing additional resources from other Town , Municipal, County and non-government agencies as needed.
- Notify Wisconsin Emergency Management if State/Federal resources may be required.
- Maintain accurate records of disaster-related activities.
- Begin the damage assessment process.
- Assess the need for outside assistance.
- Coordinate through the County to obtain State and Federal Assistance.
- Coordinate access to the disaster area.
- Coordinate assistance in meeting the short-term needs of those affected (e.g., food, potable water, replacement medications, evacuation, shelter, etc.).

Local/County Government has the primary responsibility to recover from disasters. To do this, they must:

- Determine recovery priorities and implementation strategies such as:
 - Restoration of essential services.
 - Assign personnel to obtain additional assistance and manage donated resources.
 - Coordinate access to the disaster area.
 - Coordinate restoration activities (i.e., re-entry).
 - Identify short and long-term physical/mental health impacts and determine how to address them.
 - Coordinate the evacuation and shelter of persons with special needs.
 - Address the long-term economic impacts of disaster.
- Continue with the damage assessment process.
- Identify potential mitigation projects.
- Make appropriate applications for Federal Disaster Assistance and ensure programs are administered according to guidelines.
- Coordinate assistance in meeting the short and long-term needs of those affected (e.g., food, housing, crisis counseling, etc.).
- If Local/Municipal and County resources are exhausted, the County Emergency Management Director can request State assistance through WEM.
- If State assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Management Director and Local/Municipal Emergency Manager 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 immediately notifies the WEM Administrator.
- The State Administrator of Emergency Management (WEM) notifies the Governor and makes recommendations.
- If State assistance is granted, procedures will be followed as stated in the State of Wisconsin ERP and the Outagamie County ERP.

State Government

Wisconsin Emergency Management (WEM) coordinates on behalf of the Governor, or designee, general control of State Emergency Operations, resource management, planning and policy. WEM coordinates State response in support of local jurisdictions as follows:

- Through the State's 24 hour Duty Officer System, notify other agencies that might have primary responsibilities or that can be mobilized due to escalating response.
- Monitor events, update agencies, and consult with the Governor and agencies as necessary.
- Implement State SOPs.
- Notify FEMA of the situation and the possible need for Federal Assistance.
- Maintain accurate records of disaster-related activities.
- Begin the damage assessment process and application process as needed for Federal Disaster Assistance.
- Activate the State EOC (staffed by state and private organization liaisons).
- Issue situation reports to advise key officials of response and recovery efforts.
- Provide the coordination of information, decisions and resource management.
- Recommend that the Governor declare a State of Emergency and/or issue other orders.
- Authorize the deployment of the Mobile Command Post (MCP) for on-site coordination of information and response actions
- Activate the Wisconsin Hazard Mitigation Team.
- Conduct the internal and inter-agency after-action reviews of all phases of the disaster.
- Coordinate the request for and implementation of Federal Disaster Assistance.
- Incorporate the lessons learned into future planning, training and exercising.
- Coordinate response among State agencies providing mutual aid from outside of the affected County.
- State agency's priorities for recovery may include but are not limited to:
 - Coordinate the use of volunteer agencies between and among affected jurisdictions (e.g., Counties, States and the Federal Government and volunteer/non-profit agencies).
 - Implement the Memoranda of Understanding (MOUs) between the American Red Cross and the:
 - State of Wisconsin.
 - Wisconsin Department of Health and Family Services.
 - Wisconsin National Guard.
 - Coordinate mobilization and commitment of State agency resources.
 - Assist in restoring essential services.
 - Identify short and long-term physical/mental health impacts and determine how to address them.
 - Address the long-term economic impacts of disaster.
 - Identify potential mitigation projects.
 - Apply for appropriate Federal Disaster Assistance and ensure programs are administered according to guidelines.

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

Federal Government

FEMA provides Federal coordination, planning, training and funding to support State, County and Local/Municipal jurisdiction efforts. In the event that the capabilities of State government are exceeded, Federal disaster or emergency assistance may be requested. FEMA coordinates Federal response activities in accordance with the National Response Plan and Federal Recovery Assistance as prescribed in Public Law 100-707, as amended.

Federal assistance can be provided to the State, or at the State's request, directly to the affected Local/Municipal jurisdiction. Initially, the Region V Federal ESF representatives will work out of a Regional Operations Center (ROC) established at the FEMA Regional Office in Chicago. Once the Joint Field Officer (JFO) is established, these representatives may relocate to the disaster site and work directly with their counterpart State agency representatives in the State EOC and/or Joint Field Office. Federal agencies use ESFs to support the State and local jurisdictions. ESF activities may be conducted at both the national and regional levels. During declared Federal Disasters, Federal Assistance is provided under the overall coordination of the Federal Coordinating Officer (FCO) appointed by the Chairman. The point for coordination of Federal support to State and local organizations is the Joint Field Officer (JFO).

Phases of Emergency Management

Mitigation Activities

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

Preparedness Activities

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

Response Activities

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

Recovery Activities

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery focuses on restoring the community as a whole to a normal or near normal state. The recovery period is a perfect opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provisions of shelter and food, restoration of utilities, restoration of government services, crisis counseling programs, and damage/disaster insurance, loans and grants.

Levels of Activation

Upon notification of an emergency, the Town of Bovina will initiate a graduated program of five response levels depending on the situation. These levels are based on increasing levels of damage that range from minor to massive. During “fast-breaking” events, initial activation levels will be time compressed and concurrent.

The activities listed under each level of activation are suggested guidelines for appropriate actions and staffing at that level. Actual activities and staffing will be determined by the EOC Manager or designee at the time of activation. Local governments and other State organizations will inform WEM when disasters occur.

Level 5: Monitoring

- Town Emergency Manager or designee gathers information on the weather or other threat.
- Town Emergency Manager or designee will coordinate with Outagamie County Emergency Management to determine potential actions.
- Departments, administrators, or chairperson will be notified as needed to promote situational awareness.
- Situation closed or Level 4 activated.

Level 4: Pre-Activation

- Initial reports on activity received from departments, citizens, etc.
- Provide initial reports on scope of incident and early damage estimates.
- Situation reports provided from County Emergency Management Director.
- Situation closed or Level 3 activated.

Level 3: Activation - Minor

- County Emergency Management Director will request information from local Emergency Manager to complete a Uniform Disaster Situation Report (UDSR).
- Partial activation of an EOC has already begun or begins to expand (EOC could be mobile).
- Partial activation of EOC includes:
 - Emergency Manager/EOC Director (could still be mobile or at EOC)
 - Operations Section
 - Public Information

- Chief Elected Officials
- County/Local Declaration of State of Emergency may occur.
- Situation closed or Level 2 activated.

Level 2: Activation - Moderate

- Full activation of Town EOC including:
 - Emergency Manager/EOC Director
 - Operations Section
 - Planning Section
 - Logistics/Finance Section
 - Public Information.
- Expansion of Town EOC could include part of County EOC
- State ESF counterparts are activated and liaison with County for resources.
- County/Local officials have declared a State of Emergency and requested Federal assistance.
- Situation de-escalates and short-term recovery planning begins or escalation to Level 1.

Level 1: Activation - Massive

- State/Federal Declaration of State of Emergency.
- Expansion of Town EOC could include part of County EOC.
- Assistance from County EOC on deployment of State and/or Federal ESF assets.
- Begin preparation of incident demobilization of resource no longer needed for operations.

Plan Development and Maintenance

The Town of Bovina Emergency Manager or head elected official is the lead agency and has the overall authority and responsibility for the development and maintenance of the Town of Bovina Emergency Response Plan. This plan should be developed and maintained to work in conjunction with the Outagamie County Emergency Response Plan.

The plan will be reviewed, updated and distributed by the Emergency Manager or designee annually or as needed. The updates will include reference to all supporting documents and will be amended to reflect Statutory and policy changes. Amendments may also be made to reflect lessons learned through drills, exercises or actual disasters.

The Town of Bovina Emergency Manager or designee, along with the respective or designated officials, will sign and date the Town of Bovina Emergency Response Plan to certify its completeness, currency and accuracy.

Revisions to the plan are distributed by the Town of Bovina Emergency Manager or designee to all parties that hold copies of the plan.

County and Local Emergency Support Functions (ESFs)

The Town of Bovina Emergency Response Plan, along with the Outagamie County Emergency Response Plan, establishes the following Emergency Support Functions (ESFs) that contain the emergency assignments and responsibilities as detailed below:

ESF 1: Evacuation and Transportation Resources (for small & mass evacuation)

The Town of Bovina will utilize ESF 1 of the Outagamie County Emergency Response Plan

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

Lead Agencies:	Outagamie County Sheriff Outagamie County Highway/Public Works
Support Agencies:	Outagamie County Emergency Management Local Emergency Manager Municipal Fire and Emergency Medical Services Outagamie County Health and Human Services American Red Cross Local Transportation Companies VOAD Department of Natural Resources Development and Land Services/GIS

Scope:

- Coordinate civil transportation support
- Evacuation operations
- Maintain transportation safety
- Restore local transportation infrastructure
- Movement control

ESF 2: Communications

The Town of Bovina will utilize ESF 2 of the Outagamie County Emergency Response Plan

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

The Communications ESF function is also responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the county and local governments in an emergency. This includes the EAS, NOAA Weather Radio System, NAWAS and other warning systems in place throughout the state.

Lead Agencies: Outagamie County Communications Center
 Outagamie County ARES

Support Agencies: Outagamie County Emergency Management
 IT and Purchasing Departments
 Private Telephone Companies
 Civil Air Patrol
 Municipal Fire and Emergency Medical Services
 Outagamie County Sheriff

Scope:

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

ESF 3: Public Works and Engineering

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

Lead Agency: Town of Bovina Public Works

Support Agencies: Outagamie County Highway Department
Outagamie County Development and Land Services
Outagamie County Solid Waste
Outagamie County Emergency Management
Local Contractors
Utility Companies
Wastewater Facilities

Scope:

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

ESF 3 Sub-Function: Debris Management

This ESF is responsible for, but not limited to, the coordination of debris clearance, removal and/or disposal of items such as trees, gravel, sand, building components, wreckage, vehicles and personal property. There are large amounts of eligible and ineligible debris. For debris removal to be eligible, the work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety
- Eliminate immediate threats of significant damages to improved public or private property
- Ensure the economic recovery of the affected community

Lead Agency: Town of Bovina Emergency Manager

Support Agencies: Outagamie County Emergency Management
Shiocton-Bovina Fire Department
Outagamie County Sheriff's Department
Outagamie County Hwy Department
Outagamie County Recycling and Solid Waste
Town Contracted Waste Pick-up
DNR
Local Volunteer Agencies

Scope:

Flooding and/or natural disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building/construction materials, vehicles, personal property, etc.

ESF 4: Firefighting

This ESF describes how the Shiocton-Bovina Fire Department will provide response to fires and rescue service requests, structural collapse, water rescue operations etc. The ESF also describes how the EMS responders will provide and coordinate pre-hospital and emergency medical services. These situations can be the result of natural, technological or man-made disasters. The areas of Hazardous Materials and Search and Rescue will be incorporated into their respective ESFs.

Lead Agency: Shiocton-Bovina Fire Department

Support Agencies: Outagamie County Emergency Management
Outagamie County Sheriff

Scope:

This ESF is designed to provide information on what resources are available and to what extent these resources will respond to disasters involving fire and medical emergencies at the local level.

Firefighting today has become reliant on inter-agency cooperation for responding to an event that can quickly overwhelm local resources. This is usually accomplished through participation in Outagamie County's MABAS Division 127.

Fire protection, emergency medical services, and specialized rescue/response operations are challenges that many fire and EMS departments face. Local, state and federal disasters affect and influence the methodology used today. Continued planning, training, and response capabilities are just a few of the requirements needed for an effective response and recovery process. The Shiocton-Bovina Fire Department is prepared to respond to the majority of routine incidents. However, specialized teams may be called upon for response to assist the local department of jurisdiction in order to mitigate the situation.

ESF 5: Emergency Management

The Emergency Management ESF identifies the procedures and resources to ensure that the Town of Bovina will be prepared to cope with emergencies resulting from enemy action and/or natural or man-made disasters by establishing an organization for emergency management. The Town of Bovina Emergency Manager is responsible for directing the mitigation, preparedness, response, and recovery operations at the local level. The Emergency Manager is also responsible for the overall management of all incident-related activities, including the development and implementation of strategies and the ordering and release of resources.

Lead Agencies: Town of Bovina Emergency Manager
 Local Fire Chief(s)
 Town Officials

Support Agencies: Outagamie County Emergency Management
 Outagamie County Sheriff's Department
 Local Fire & Rescue Departments
 Outagamie County Highway
 Outagamie County Recycling & Solid Waste
 Outagamie County Public Health Division
 Outagamie County Health & Human Services Department
 American Red Cross

Scope:

ESF 5 serves as the primary ESF to address the management of response to local incidents. ESF 5 facilitates information gathering and resource flow during a disaster. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters/emergencies. This includes alerts and notification, deployment and staffing, incident action planning, coordination of operations, logistics, direction and control, information management, facilitation of requests for state assistance resources and management (to include allocations and tracking), worker health and safety, facilities management, financial support, and other tasks as required.

ESF 6: Mass Care, Housing and Human Services

The Town of Bovina will utilize ESF 6 of the Outagamie County Emergency Response Plan

ESF 6 is subdivided into the following sub-functions:

1. Mass Care

Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing first aid at shelters-as needed. Collecting and providing information about victims to family members and coordinating bulk distribution of emergency relief items.

2. Housing

Housing involves the provision of assistance for short-and long-term housing needs to victims during evacuations processes.

3. Human Services

Human Services include providing victim related recovery efforts such as counseling, identifying support for persons with functional needs and expediting processing of new Federal benefits claims.

Lead Agency: Outagamie County Health and Human Services

Support Agencies: Outagamie County Public Health Division
American Red Cross
Fox Valley Humane Association
Outagamie County Sheriff
Local Fire & Rescue Departments
UW-Extension

Scope:

- Mass Care
- Disaster housing
- Health and Human Services
- Evacuation
- Disaster Victims Services
- Crisis Counseling Services

ESF 7: Resource Support

The Town of Bovina will utilize ESF 7 of the Outagamie County Emergency Response Plan

ESF 7 is subdivided into the following sub-functions:

1. Logistics

This sub-function coordinates the actual movement of resources into areas where the need(s) exist. This includes the warehousing and tracking of resources; packaging, loading, and subsequent transportation of resources to affected areas; and the disposal of used and/or unused resources following a disaster. This group is also responsible for securing food needed for the feeding of victims and emergency workers in affected areas.

2. Resource Management

This sub-function is responsible for the acquisition of all types of resources that are identified as “needed” following a disaster. This group will make arrangements to purchase needed resources if it is determined that the Town or the County does not currently have the resources to supply a requirement in the field. This group also handles the payment of debts and other encumbrances generated as a result of the emergency.

3. Staging Areas

This sub-function coordinates the activation and utilization of staging areas and marshaling points during emergency situations. To prevent a rapid and overwhelming influx of resources into affected areas, staging areas are utilized as temporary marshaling sites for collection and gradual direction of emergency resources into needed areas.

Lead Agency: Outagamie County Emergency Management

Support Agencies: Town of Bovina Emergency Manager
All County Departments/Private Agencies (as needed)

Scope:

The coordination of resource management is the responsibility of County/Town EOC personnel assigned to the incident. This includes emergency relief supplies, facility space, office equipment office supplies, communications, contracting services, transportation services, security services, and special teams and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs. ESF #7 supports all other Emergency Support Functions.

ESF 8: Public Health, Medical, and Mortuary Services

The Town of Bovina will utilize ESF 8 of the Outagamie County Emergency Response Plan

ESF 8 is divided into the following sub-functions:

1. Mass Casualty: Emergency Medical Services and Hospitals

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

2. Public Health

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

3. Mass Fatality Coroner

This group coordinates mass fatality response utilizing local, state, and federal resources.

Lead Agencies: Public Health Emergency: Outagamie County Public Health Division
 Mass Casualty: Local EMS & Hospitals
 Mass Fatality: Coroner

Support Agencies: Municipal Public Health (if available)
 Outagamie County Emergency Management
 American Red Cross
 Local Funeral Homes

Scope:

- Public Health
- Medical
- Mental Health Services
- Mortuary Services
- Crisis Intervention

ESF 9: Search and Rescue

The Town of Bovina will utilize ESF 9 of the Outagamie County Emergency Response Plan

This ESF coordinates local resources and state assistance for the purpose of locating persons missing as a result of any number of causes. This includes urban search and rescue needs generated as a result of persons lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, collapsed structures, mass casualty/fatality disasters, etc. This group also provides the interface with Federal Urban Search and Rescue Teams.

Lead Agency: Local Law Enforcement and Fire Departments

Support Agencies: Outagamie County Emergency Management
CERT
VOAD

Scope:

- Life-saving assistance
- Urban search and rescue

ESF 10: Hazardous Materials

The Hazardous Materials ESF is used to describe risks, response resources, and capabilities, and to define methods, roles, responsibilities and inter/intra-organizational relations of government and private organizations to support the response to and recovery from hazardous substance releases. The ultimate intent is to ensure the protection of individuals, property, and environment of the Town from the harmful effects of such releases, whether man-made or natural. It also pertains to incidents involving the use, storage, production, and transportation of hazardous materials.

Lead Agencies: Shiocton-Bovina Fire Department
 Town of Bovina Emergency Manager
 Outagamie County Hazardous Materials Team (Appleton Hazmat)

Support Agency: Outagamie County Emergency Management

Scope:

The overall scope of ESF 10 is to provide a coordinated response to hazardous material releases at all levels within the boundaries of the Town of Bovina.

ESF 11: Agriculture and Natural Resources

The Town of Bovina will utilize ESF 11 of the Outagamie County Emergency Response Plan

This group is responsible for the assessment and implementation of protective actions associated with potential harmful effects on Outagamie County's food supply as the result of a disaster.

Lead Agencies: UW-Extension
 Outagamie County Public Health
 Outagamie County Health & Human Services Department

Support Agencies: Outagamie County Emergency Management
 Outagamie County Land Conservation
 Outagamie County Sheriff
 DNR
 VOAD

Scope:

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

ESF 12: Energy

The Town of Bovina will utilize ESF 12 of the Outagamie County Emergency Response Plan

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

Lead Agencies: WE Energies
Outagamie County Emergency Management

Support Agencies: Outagamie County Highway Department
Outagamie County Development & Land Services
Local Fire & Rescue Departments
Outagamie County Sheriff

Scope:

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

ESF 13: Public Safety and Security

The Town of Bovina will utilize ESF 13 of the Outagamie County Emergency Response Plan

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

Lead Agency: Outagamie County Sheriff

Support Agencies: Outagamie County Highway Department
Town of Bovina Police Department
Outagamie County Emergency Management

Scope:

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

ESF 14: Long-Term Community Recovery and Mitigation

The Town of Bovina will utilize ESF 14 of the Outagamie County Emergency Response Plan

ESF 14 is subdivided into the following sub-functions:

1. Assistance Programs

This sub-function is the mechanism through which the county receives and administers state and federal disaster relief assistance to victims in the affected area(s). Assistance could include the Public Assistance or Individual & Households Programs through FEMA, the Small Business Administration Loan Programs, the Wisconsin Disaster Fund, the Community Development Block Grant Program, the administration of unemployment/economic loss compensation, and various other disaster relief programs available to both Presidential Declaration and non-Presidential Declaration disasters.

2. Recovery and Reconstruction Programs

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

Lead Agency: Outagamie County Emergency Management

Support Agencies: Outagamie County Health and Human Services
Outagamie County Sheriff
VOAD - Long-term Recovery Committee
Outagamie County Recycling and Solid Waste
Outagamie County Development and Land Services
Outagamie County Financial Services

Scope:

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

ESF 15: External Affairs (Local Public Information Officer)

The Town of Bovina will utilize ESF 15 of the Outagamie County Emergency Response Plan

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

Lead Agencies Local Public Information Officer- until County is requested
 Outagamie County Emergency Management
 Outagamie County Public Information Officers

Support Agencies: Outagamie County Sheriff/Local Law Enforcement
 County Executive/Chief Elected Official

Scope:

- Emergency Public information and protective action/response guidance
- Media and community relations
- Legislative affairs
- Coordination with local, county, and tribal governments

ESF 16: Radiological/Ingestion Zone

The Town of Bovina will utilize ESF 16 of the Outagamie County Emergency Response Plan

Lead Agencies: WI DHHS-Section of Radiation Protection Services
WI Emergency Management

Support Agencies: Outagamie County Emergency Management
UW Extension
Outagamie County Sheriff
Outagamie County Highway Department
Municipal Public Works
Outagamie County Executive

Scope:

- Identify resources for incidents involving radioactive materials
- Outline activities of agencies in case of a nuclear power plant incident

MUNICIPAL DISASTER PROCLAMATION

STATE OF WISCONSIN

Town of Bovina, Outagamie County

The Town Board of the Town of Bovina, Outagamie County, Wisconsin, by this resolution, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

An emergency is declared as existing within the Town of Bovina, Outagamie County, Wisconsin, for the following reasons: _____.

The period of emergency shall be limited to the time during which the emergency conditions exist or are likely to exist in the Town of Bovina.

The Town Board, or its designated agents, has the authority to order whatever is necessary and expedient for the health, safety, welfare and good order of the Town of Bovina during the emergency, including without limitation the power to bar, restrict and remove all unnecessary traffic, vehicular or pedestrian, from the local highways.

Any person who violates a lawful order of the Town Board or its agents made under this emergency declaration shall forfeit not more than \$100 or in default or payment of the forfeiture, shall be subject to imprisonment for six months for each separate offense.

The Town Administrator/Clerk shall publish this resolution under s.60.80 Wis stats., in a local newspaper. This resolution shall become effective upon adoption by the Town Board and the forfeiture penalties shall become effective upon publication.

Adopted this _____ day of _____, 20____.

Town of Bovina Chairman