



WASHBURN COUNTY
OFFICE OF EMERGENCY MANAGEMENT
P.O. Box 429 - 421 Hwy. 63
Shell Lake, WI 54871
(715)468-4730 (P) or (715)468-4715 (F)
E-mail: cbuck@co.washburn.wi.us

MEMORANDUM

TO: Washburn County Municipalities (printed & mailed)
CC: T. Mackie, L. Olson, B. Danielsen, Town Clerks (electronically)
LE/EM Committee, file
FROM: Carol Buck, Emergency Management Director
DATE: May 11, 2021
SUBJECT: **Emergency Preparedness & Response Information - 2021**

The following informational packet is provided to assist your municipality or jurisdiction with emergency preparedness and response to storm damages and the necessary assessment reporting requirements.

REPORTING OF STORM DAMAGES IN WASHBURN COUNTY:

Emergency Management has responsibilities to collect and report all types of damage information for the County and State (*i.e. trees & power lines down, outages, flooded/damaged roads / bridges / culverts / infrastructure, public & private properties & businesses, explosions, HAZMAT spills, debris removal, protection efforts, evacuations, injuries, deaths, shelters opened, emergency declarations, etc.*) **within 24 hours.**

Reporting Damage that your municipality incurred quickly is CRITICAL to the overall situational awareness and reporting for the County as a whole. After compiling initial damage reports, the County may then submit a Unified Disaster Situation Report (UDSR) to the State.

As mentioned above, the State requires that Emergency Management provide County-wide damage information within 24 hours. Once notified of damage in your jurisdiction, we can then assist with the processes and resource requests necessary, and provide current information on *any potential* financial assistance.

If storm damage in Wisconsin meets the required threshold and if a **Presidential Declaration** is declared, grant funds generally open up. By submitting your damage information and Disaster Declaration quickly, jurisdictions may then be eligible to apply for open funding opportunities.

If a Presidential Declaration was not issued, **Municipalities (may) still be eligible to apply to the WI Disaster Fund; or in road flooding situations – the WI DOT Flood Aid Program.** Please contact me for current funding information.

Examples of information that needs to be conveyed to Emergency Management right away after a storm event include:

1.) PRIVATE SECTOR DAMAGE ESTIMATES –

- LOCATIONS of Damage
- **Residential:** Estimated Number of Damaged Homes
- **Business:** Estimated Number of Damaged Businesses, Critical Infrastructure Facilities to be noted.
- **Agricultural:** Estimated Number of Damaged Farm Buildings, Crops Affected, Livestock Lost

2.) PUBLIC SECTOR DAMAGE ESTIMATES –

- LOCATIONS of Damage
- Trees Down - Debris Clearance
- Protective Measures – (Putting out Signs, Closing Roads, etc.)
- Road System & Culvert Damages & Failures
- Water Control Facilities Damaged (Dams)
- Public Buildings and Related Equipment Damages
- Public Utility Systems - Outages
- Other pertinent Information

The enclosed **Municipality Summary Storm Damage Report Form** has been included to guide you in the collection of initial damage information. Remember, documentation is vital to disaster recovery!

We realize you will not have a good handle on the situation early on, however, **any** information you can provide us will help us to get our emergency response processes started. You can always submit updated damage reports as more accurate information is obtained.

Communication is key in assessing and evaluating the level of impact and its financial implications to the Municipalities and the County itself. Following assessment, the appropriate plan or response to be activated will depend on specific pre-set criteria in accordance with the County Emergency Operations Plan.

If Emergency Management does not hear anything from your municipality or jurisdiction by the next day after a storm, it will be *generally* assumed and conveyed to the State (*if requested*) that your jurisdiction did not incur significant damages or expenses. *As time allows, we will strive to follow-up with the Municipality to see if any damage was found later on.*

MUNICIPAL EMERGENCY OPERATIONS PLANS:

All municipalities will face emergencies. In the 21st century we have become more reliant on technology, communications, and transportation. As a result, we are more adversely affected by severe weather, floods, or epidemics. We are not immune to these threats.

In Washburn County, municipalities are usually the first to respond in an emergency. However, a large-scale emergency may require more resources and personnel than your primary responders can provide. To be able to respond and communicate in an effective and coordinated manner in

an emergency, municipalities are strongly urged to develop their own Municipal Emergency Operations Plan. *A sample Municipal Emergency Operations Plan (MEOP) and Disaster Proclamation are enclosed for your reference.*

The process of filling out the MEOP with your Municipality's Elected Officials will help you to become more resilient and will identify areas you may need to improve upon.

*As a reminder, please provide any updates/revisions to your MEOP to the Emergency Management Office as soon as possible **annually**. A brochure outlining the "Role of Elected Officials in Disaster Response and Recovery" has been enclosed for your information and use.*

ROAD NAME CHANGES:

As your annual Road Inspections are completed, the Office of Emergency Management respectfully requests that you communicate to us (and/or GIS Department) of any changes that would affect the Official Washburn County Road Map and/or the 911 Data. We need to keep our information as accurate as possible for emergency response and your assistance with this issue is greatly appreciated!

CodeRED:

Also included in your package is a flyer for **CODE RED** – our Mass Notification System. It would be greatly appreciated if you hang this in a public location for citizens to hopefully become aware of and register for.

IN CLOSING, I realize this is a lot of information coming at you all at once, but many of you have endured damage in the past so it should be somewhat familiar. **As always, I am available to meet with you and/or your elected officials to assist you in any way that I can.**

We of course hope that there are not any storm damages in Washburn County (EVER)!! But if we do have some sort of damage this year, I think you and your Team will be happy to be familiar with the processes outlined within these documents.

For more resources and preparedness information, please visit the Emergency Management webpage at <http://www.co.washburn.wi.us/departments/emergency-management>.

Feel free to contact me at any time on my cell phone 715-520-2479.

Your assistance and partnership during emergency (and non-emergency) situations is greatly appreciated!! Thank you!!

Carol

Attachments:

- When Bad Things Happen to Small Towns
- Municipality Summary Storm Damage Report Form
- Sample Municipal Disaster Declaration/Proclamation
- Sample Municipal Emergency Operations Plan - MEOP
- Disaster Response Flowchart
- CodeRED Flyer

Mailed 5/10/21

Emailed 5/12/21

What You Need To Know:

- How to declare a State of Emergency
- Understand what your authorities & responsibilities are
- What your role in Command and Control is
- Be prepared to participate in decision-making and setting priorities
- In a perfect world, you should:**
- Be familiar with Emergency Declaration Statutes pertaining to your jurisdiction
- Understand Incident Command System—ICS
- Have a town or municipal Emergency Plan
- Support Emergency Training & Exercise efforts and retain records
- Conduct exercises jointly with the county
- Know how to request assistance
- Review Plans and Ordinances frequently
- Work with PIO's to put out Unified messages to Public
- Have necessary MOU's and review annually

What is expected of you during a Disaster?

- Provide Damage Information to Emergency Management's cell phone right away!

Document, Document, Document!

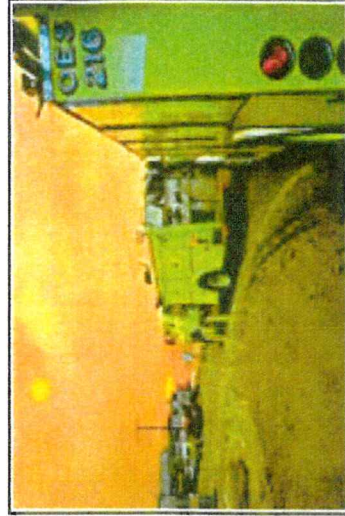
- Coordinate with the Emergency Management Director/EOC Staff
- Consider issuing an emergency proclamation. This can help position your community to receive additional state & federal assistance
- Understand the incident objectives, provide visible leadership in EOC and help set policy
- Exercise sound reasonable judgment and make decisions with appreciation of legal considerations
- The public will need to be informed - Collaborate with PIO's for unified messages
- **Promote timely completion of Preliminary Damage Assessments—Individuals & Businesses**
- Tour damaged areas/meet impacted residents
- Develop a recovery plan and work with state and federal agencies to secure recovery funds
- Consider mitigation projects which could lessen or prevent future damage
- Work with the Long-Term Recovery Unit to address long-term needs for survivors
- Participate in "after action" reviews/critiques

Document, Document, Document!



WHEN BAD THINGS HAPPEN TO SMALL TOWNS

THE ROLE OF ELECTED OFFICIALS IN DISASTER RESPONSE AND RECOVERY



WHEN BAD THINGS HAPPEN TO SMALL TOWNS



When you least expect it...

- A tornado hits your community
- A tanker truck carrying toxic chemicals jackknifes on the highway
- Flooding due to 6 inches of rain
- A severe ice storm shuts down transportation and power for several days
- A wild-land fire burns out of control forcing evacuations

Understand that:

- Lives & properties will be destroyed!
- You won't know how bad it is for a while!
- You will make too many decisions with too little information!
- The first 12 hours will be chaotic and confusing!!!
- You will need help! You will be in charge!

During the first 12 hours of response:

- You will rely on your emergency response professionals to:
- Protect lives and property**
Conduct search and rescue
Open roads
Provide security
Transport injured

Washburn County

At "first daylight" you realize that:

- Your community will be changed forever!
- You are physically and emotionally exhausted!
- The red lights and sirens are gone - now what?
- Residents and business owners have more questions than you have answers!
- Friends, relatives and media want access to your community!
- The long and difficult recovery has begun!

You face many difficult issues:

Damage Assessment:

- You will be asked for an estimate of the dollar amount of damages to public infrastructure, homes, businesses, personnel overtime and equipment costs - all in the next 12 hours!



Carol Buck, Director
PO Box 429 - 421 Hwy 63
Shell Lake, WI 54871

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Fax: 715-468-4715
E-mail: cbuck@co.washburn.wi.us

Perimeter Security:

- Access to homes and businesses will be limited
- Pet and livestock rescue issues
- Utility restoration is in progress - is it safe to allow entry?
- The pressure to dismantle perimeter security will be immediate!

Public Information:

- **Info needs to get out to the public ASAP!**
- Press releases, media interviews, tours of the damaged area, public meeting

Shelters & Mass Feeding:

- Shelter Management Issues
- Special Needs Shelters

Debris Removal:

- Remove yourself or hire a contractor?
- What/how do you dispose?
- Special concerns—contaminated materials

Volunteer Management:

- Every single volunteer **MUST** be signed in and out! Failure to do so may cost you money and hold you liable!

Donations:

- Tons of useful stuff will be donated!

Office of Emergency Management

WASHBURN COUNTY
MUNICIPALITY – (SUMMARY) STORM DAMAGE REPORT # _____

Report Date: _____
Municipality: _____ City Village Town
Contact Person: _____
Phone: _____ Fax: _____ Email: _____

PUBLIC SECTOR DAMAGE ESTIMATES

A) Debris Clearance: \$ _____
B) Protective Measures: \$ _____
C) Road Systems: \$ _____
D) Water Control Facilities: \$ _____
E) Public Buildings &
Related Equipment: \$ _____
F) Public Utility Systems: \$ _____
G) Other (Not in Preceding
Categories): \$ _____

Estimated TOTAL at this time: \$ _____

PRIVATE SECTOR DAMAGE ESTIMATES

- 1.) Please estimate the TOTAL **number of homes damaged**: _____
Affected: ____
Minor: ____
Major: ____
Destroyed: ____
Total value of those homes: \$\$: _____
- 2.) Please estimate the TOTAL **number of businesses damaged**: _____
Affected: ____
Minor: ____
Major: ____
Destroyed: ____
Total value of those homes: \$\$: _____

Injuries/Deaths: _____

Additional Notes: _____

Photos of Initial Damage enclosed (each identified by jurisdiction/location/date/etc.) Yes/No

Disaster Declaration Made: Yes/No (If yes, submit Declaration to Emergency Management)

DISASTER PROCLAMATION

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

WHEREAS, because of such emergency conditions, the Town Board is unable to meet
with promptness:

NOW THEREFORE, pursuant to State Statute 66.325 and State Statute 323, as Chief
Elected Official of the Town of _____, I do hereby proclaim a
state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have herunto set my hand and have caused the great
seal of the Town of _____ to be affixed.

Done at the Town hall this _____ day of _____, 2_____.

Chairman

Ratified by Resolution No. _____ of the Town Board on the _____ day of
2_____ by a vote of _____ for, _____ against.

sample

MUNICIPAL EMERGENCY OPERATIONS PLAN

FOR

TOWN OF _____

Washburn County, Wisconsin

Approval Date:
Last Review/Update:
(Annual Review)

Emergency Telephone Listings

<u>Type of Service</u>	<u>Name</u>	<u>Phone</u>
Police	County Sheriff	911
Fire	Township Fire Department	911
Town Chairperson		
Wisconsin Emergency Management	Duty Officer	1-800-943-0003
County Emergency Management	Carol Buck	715-468-4730 Office 715-520-2479 Cell cbuck@co.washburn.wi.us Dispatch-911 has additional contact numbers
Electric Utility		
Telephone Utility		
List others:		

**Emergency Operations Center
Alerting List**

1. Township Board Chairperson – Name:

Home Telephone:
Cell Phone :
Email Address:

2. Township 1st Supervisor – Name:

Home Telephone:
Cell Phone :
Email Address:

3. Township 2nd Supervisor – Name:

Home Telephone:
Cell Phone :
Email Address:

4. Clerk – Name:

Home Telephone:
Cell Phone :
Email Address:

5. Treasurer – Name:

Home Telephone:
Cell Phone :
Email Address:

6. Assessor – Name:

Home Telephone:
Cell Phone :
Email Address:

7. Constable– Name:

Home Telephone:
Cell Phone :
Email Address:

8. Maintenance Supervisor – Name:

Home Telephone:
Cell Phone :
Email Address:

9. Maintenance – Name:

Home Telephone:
Cell Phone :
Email Address:

List other key people:

9. **A. PURPOSE:**

This municipal plan has been developed to provide procedures for the Town of _____ to respond to various types of large scale emergencies or disasters that affect the community. **This plan supplements the Washburn County Emergency Operations Plan.**

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Washburn County. These hazards are outlined in the County Hazard Analysis. A copy of this Plan is located in the County Emergency Management Office. An annual review is conducted and revisions sent to Emergency Management.

C. CONCEPT OF OPERATIONS:

Township officials have primary responsibility for disasters that take place in the township. Emergency service agencies respond and establish incident command according to standard procedures. Municipal officers act in support of the response coordinating resources as needed.

It is important that local government administration be represented at a location where they are accessible for information and decisions that relate to the overall response.

Suggested Actions Include:

The Town Chairperson (or board member if the Town Chairperson is not available) will be advised of the event and arrangements will be made to establish a local **Command Post or Municipal Emergency Operations Center** for the event using a pre-designated location. Staff will be contacted by the Board Chairperson, as appropriate.

Information on the size and impact of the event will be assessed. Expense records need to be tracked for quick damage assessment if a federal disaster declaration is declared. The Emergency Management Director needs to submit a Unified Disaster Situation Report documenting the incident in your municipality to the State within 24 hours of the damage. A phone needs to be available with someone answering for communications. Someone may need to work with the press and provide public information, etc.)

Communication between the Municipal Emergency Operations Center and the County Emergency Operations Center (if opened) is CRITICAL for a coordinated response, support and recovery from incidents.

If necessary, the Chairperson declares a local State of Emergency and notifies the County Emergency Management Director of this action.

The Chairperson will forward the local State of Emergency Declaration to the County Emergency Management Office.

A local Command Post or Municipal Emergency Operations Center may be established at _____ (name/physical address).

Phone:

Phone:

Notify the public of the situation and appropriate actions to be taken.

Keep county officials informed of the situation and actions taken.

If municipal resources become exhausted, anticipated to be exhausted, or if special resources are required, request county assistance through the County Emergency Management Director early on in the incident.

The County will do the following:

- a. Activate the County EOC.
- b. Implement the County EOP and open **County Emergency Operations Center** as necessary.
- c. Assist to locate resources.
- d. Coordinate county resources with municipal resources.
- e. Notify Wisconsin Emergency Management Regional Director.
- f. Forward Uniform Damage Situation Report (UDSR) form.
- g. Assist municipality with prioritizing and allocating resources.
- h. Assist in obtaining resources from the State.

If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through Wisconsin Emergency Management.

If state assistance is requested, the WEM Administrator in conjunction with the Regional Director and county Emergency Management Director, 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 WEM Administrator notifies the Governor and makes recommendations.

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

D. ORGANIZATION:

See (Municipality) Emergency Operations Center Alerting List. This list also serves as line of succession.

E. RESOURCE MANAGEMENT:

See Appendix A.

Mutual Aid Reciprocal Agreements:

(List any.)

Support From Private Agencies/Volunteer Groups:

Support from State and Federal Agencies:

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

F. Plan Development and Maintenance:

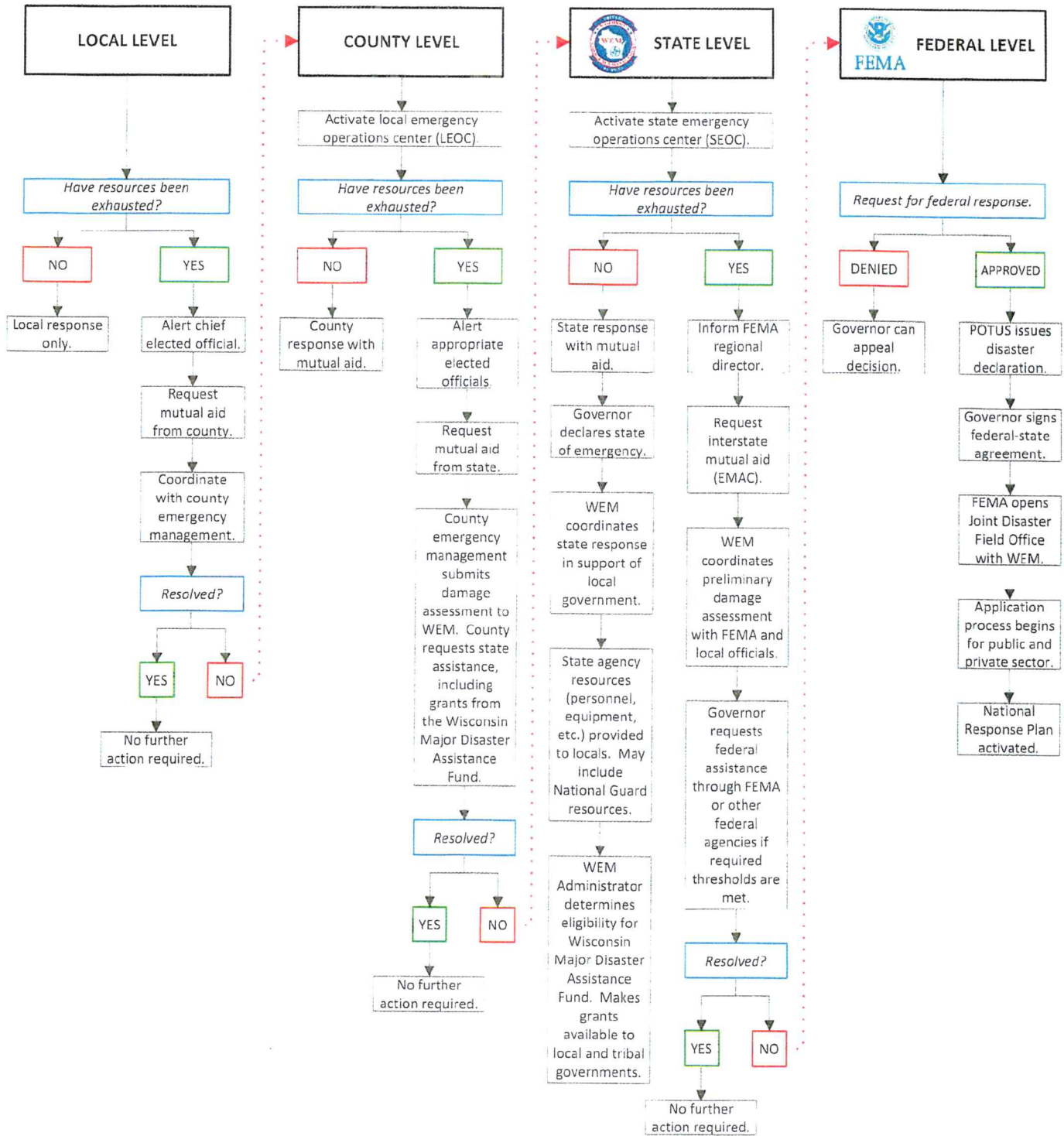
The plan is maintained by the Township Chairperson or designee.

Municipal Emergency Operations Plan for _____

Township Board Chairperson Date

Township Clerk Date

DISASTER RESPONSE FLOWCHART



WHO MAY DECLARE A DISASTER?

Governing body of any Village or Town ss. 323.11 & 323.14(4)(a), Stats.

Village President, subject to ratification ss. 61.24 & 61.34, 323.14(4)(b), Stats.

Town Chairperson, subject to ratification ss. 60.22, 60.24(1), 323.14(4)(b), Stats.

Chief Executive Officer, subject to ratification ss. 60.22, 60.23, & 61.32, 323.14(4)(b), Stats.

Any person, employee, or position empowered and designated by ordinance or resolution.

Governing body of any City ss. 323.11 & 323.14(4)(a), Stats.

Mayor, subject to ratification ss. 323.14(4)(b), 62.09(8), 62.11, 64.29, Stats.

City Manager, subject to ratification ss. 64.11 & 323.14(4)(b), Stats.

Chief Executive Officer, subject to ratification ss. 62.11 & 323.14(4)(b), Stats.

Any person, employee, or position empowered and designated by ordinance or resolution.

Majority vote of **County Board** constituting a quorum ss. 59.02, 59.03, 59.04, 323.11, 323.14(4)(a), Stats.

County Board Chair, if empowered by ordinance ss. 59.12 & 323.14(4)(b), Stats.

County Executive, if empowered by ordinance ss. 59.17(2) & 323.14(4)(a), Stats.

County Administrator, if empowered by ordinance ss. 59.18(2) & 323.14(4)(a), Stats.

County Sheriff, s. 59.28, Stats.

Any person, employee, or position empowered and designated by ordinance or resolution.

Governor of the State of Wisconsin, s. 323.10, Stats.

President of the United States, 42 USC s. 5170 (Et seq.)

NOTE: Statute numbers (i.e., 323.11 or 42 USC s. 5170) refer to the Wisconsin Statutes and United States Code, respectively.

EMERGENCY CONTACT INFORMATION

24-Hour Emergency Contact Number

To contact the Wisconsin State Duty Officer, dial (800) 943-0003

Wisconsin Joint Operations Center (JOC)

To contact the JOC, dial (800) 335-5147 x8400

Wisconsin Statewide Information Center (WSIC)

To contact the WSIC, dial (888) DCI-WSIC

GENERAL CONTACT INFORMATION

Wisconsin Emergency Management (WEM)

Main Telephone: (608) 242-3232

Fax: (608) 242-3247

Wisconsin Department of Military Affairs (DMA)

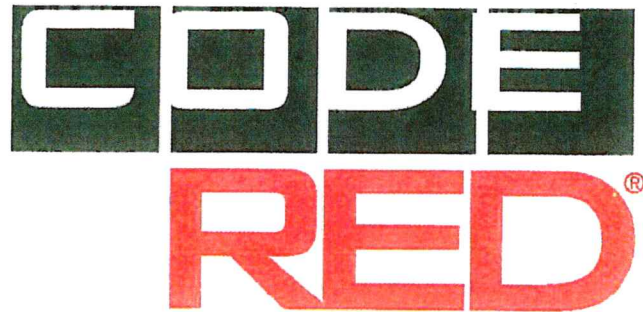
Main Telephone: (608) 242-3000

State Legal Office: (608) 242-3072

Judge Advocate General: (608) 242-3077

Fax: (608) 242-3082

When seconds count, you can count on



CodeRED is a FREE emergency notification service provided to all residents within **Washburn County** that will notify you of emergency information through **phone calls, text messages, emails and social media**. The system will be used to keep you informed of local events that may immediately impact your safety. As a local resident, **Washburn County Sheriff's Office & Emergency Management** encourages you to take action and register your cell phone for this service and verify your home location during the enrollment process so we may target notifications that directly impact your home or business.

- **Missing Children**
- **Emergency Evacuation Notices**
- **Wildfires**
- **Public Health Crisis**
- **Criminal Activity**
- **Severe Weather**

ENROLL TODAY! Visit www.co.washburn.wi.us and click the CodeRED icon



Mobile Alert app



ecnetwork.com/coderedmobilealert/



<https://www.facebook.com/pages/Washburn-County-Sheriffs-Office/394771467324163>

WHEN BAD THINGS HAPPEN TO SMALL TOWNS



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Washburn County

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Volunteer Management:

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Donations:

- Tons of useful stuff will be donated!
- Financial donations

Carol Buck, Director
 Phone: 715-468-4730 Cell: 715-520-2479
 P.O. Box 429 - 421 Hwy 63
 Fox: 715-468-4715
 Shell Lake, WI 54871
 E-mail: cbuck@co.washburn.wi.us

Office of Emergency Management

What You Need To Know:

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