



# **Fond du Lac County Emergency Operations Plan**

## ACRONYMS

The following acronyms are in the Fond du Lac County Emergency Operations Plan (EOP).

52-42 Board	County Mental Health Board
ADRT	Animal Disaster Response Team
AMS	Aerial Measuring System
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASCS	Agriculture Stabilization and Conservation Service
BWR	Boiling Water Reactor
C/B-RRT	Chemical Biological Rapid Response Team
CAP	Community Action Program
CBDCOM	Chemical & Biological Defense Command
CCA	Comprehensive Cooperative Agreement
CDC	Centers for Disease Control
CHEMTREC	Chemical Transportation Emergency Center
CHEMTREC	Chemical Transportation Emergency Center
CIRG	Critical Incident Response Group
CIRG	Critical Incidence Response Group
CISM	Critical Incident Stress Management
COE	Corps of Engineers
COP	Chief of Police
CPCS	Commercial Program Control Station
CPG	Civil Preparedness Guide
CRN	Computer Reporting Network
CTJF	Commander Joint Defense Task Force
DAC	Disaster Application Center
DATCP	Department of Agriculture, Trade, and Consumer Protection
DBMT	Disaster Burn Medicine Team
DCMT	Disaster Crush Medicine Team
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHFS	Department of Health and Family Services

DHHS	Department of Health & Human Services
DMHT	Disaster Mental Health Team
DMORT	Disaster Mortuary Operational Response Team
DNR	Department of Natural Resources
DOA	Department of Administration
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPI	Department of Public Instruction
DPMT	Disaster Pediatric Medical Team
DPMU	Disaster Portable Morgue Unit
DPW	Department of Public Works
EAS	Emergency Alert System
EMI	Emergency Management Institute
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-know Act
EPI	Emergency Public Information
EPS	Emergency Police Services
ERAMS	Environmental Radiation Ambient Monitoring System
ERT	Evidence Response Team
ERT	(EPA's) Environmental Response Team
ESO	Emergency Service Officer
ETN	Educational Television Network
FAC	Food and Agriculture Council
FBI	Federal Bureau of Investigation
FBI/OSC	Federal Bureau of Investigation/On Scene Commander
FCIC	Federal Crop Insurance Corporation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FmHA	Farmers Home Administration
FRMAC	Federal Radiological Monitoring and Assessment Center

FRP	Federal Response Plan
HAZMAT	Hazardous Materials
HMRU	Hazardous Materials Response Unit
I&G	Information and Guidance
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFGP	Individual and Family Grant Program
JOC	Joint Operations Center
JPIC	Joint Public Information Center
JPIC	Joint Public Information Center
MAA	Mutual Aid Agreement
MCI	Multi-Casualty Incident
MERS	Mobile Emergency Response Support
MMST	Metropolitan Medical Strike Team
MOU	Memorandum of Understanding
NAERG	North American Emergency Response Guidebook
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NFO	National Farmers Organization
NIMH	National Institute of Mental Health
NIMS	National Incident Management System
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NPSP	National Pharmaceutical Stockpile Program
NRC	National Response Center
NWS	National Weather Service
OEP	Office of Emergency Preparedness
OIC	Officer-in-Charge
OJP	Office of Justice Programs
OSC	On-Scene Commander
OSC	On-Scene Coordinators
PAG	Protective Action Guide
PDD	Presidential Decision Directive
PI/PIO	Public Information / Public Information Officer
POC	Public Officials Conference
PSA	Public Service Announcement
PSC	Public Service Commission

PWR	Pressurized Water Reactor
RACES	Radio Amateur Civil Emergency Services
RAP	Radiological Assistance Program
REAC/TS	Radiation Emergency Assistance Center/Training Site
REACT	Radio Emergency Associates Communications Team
RERT	Radiological Emergency Response Team
RO	Radiological Officer
ROC	Regional Operations Center
SARA	Superfund Amendment Reauthorization Act
SBA	Small Business Administration
SCS	Soil Conservation Service
SFO	Senior Federal Officer
SMF&V	Service to Military Families and Veterans
SOP	Standing Operating Procedure
SSO	Shelter Systems Officer
TEU	(Army) Technical Escort Unit
TIME	Transaction Information for Management of Enforcement (law enforcement teletype system)
UC	Unified Command
UDSR	Uniform Disaster Situation Report
USA	United States Attorney
USDA	United States Department of Agriculture
USRT	Urban Search & Rescue Team
VA	Veterans Affairs
VMAT	Veterinary Medical Assistance Team
VTAE	Vocational, Technical, and Adult Education
WEM	Wisconsin Emergency Management
WFDA	Wisconsin Funeral Directors Association
WMD	Weapons of Mass Destruction
WSP	Wisconsin State Patrol

# **ANNEX A**

## **DIRECTION AND CONTROL**

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## **I. PURPOSE**

This annex describes how the county government will direct and control its personnel and resources during response to and recovery from a disaster.

## **II. CONCEPT OF OPERATIONS**

### ***A. Authority***

The authority for response and recovery in a disaster is set forth in the local laws and ordinances. The county's chief elected official or designee is the decision-maker in response and recovery operations in support of municipalities. The chief elected official or designee will stay in control of county resources during all phases of the disaster.

### ***B. County Communications/Emergency Management Coordination***

County Communications/Emergency Management will utilize all resources within their means for disaster response and recovery.

The Communication/County Emergency management (EM) Director will coordinate the response and recovery activities of mutual aid, county, local and volunteer agencies as well as the private sector through the EOC and/or the Incident Command Post (See Attachment 1, ICS?EOC Interface).

When necessary, the Communications/EM Director will work with the WEM to coordinate significant mutual aid requests and state and federal assistance.

### ***C. County Communications/Emergency Management Operation***

#### **Response**

#### **1. Notification**

- a. The county is responsible for continuous (i.e., 24-hour) operations. Initial notification is accomplished through the use of a 24-hour emergency number established through the 9-1-1 Center.

#### **2. Alert and Mobilize**

- a. The first responding agency will mobilize resources and establish command using the ICS and report assessments to the Comm/EM Director. The Comm/EM Director will assess the situation and begin the process of opening the Emergency Operations Center (EOC) as necessary.
- b. The Comm/EM Director will obtain the appropriate disaster assessment information from the first responding agency and based upon this information, the EM Director will determine if further alerting and mobilization is necessary and will do so when required.



- c. The Comm/EM Director will follow the Standing Operating Procedures (SOPs) to notify other municipal, county, state and/or volunteer agencies as the situation requires.
- d. The EOC will be the coordinating facility, will collect, record and disseminate information, will provide public information, will provide communications and will assist the Incident Commander with information, technical assistance, personnel and resources as necessary.
- e. Assess the incident using the *State of Wisconsin Guidelines for Assessing and Documenting Disaster Damage* and report it on the Uniform Disaster Situation Report (UDSR) within 24 hours. Update as needed.
- f. The Comm/EM Director will request state resources as appropriate. These resources may include:
  - 1. Governor's declaration of a State of emergency (ss.323.10).
  - 2. Mobile Command Center.
  - 3. WEM regional and field staff assistance.
  - 4. Supplementary federal assistance.

## **Recovery**

- 1. Interface with state and municipal units of government.**
  - a. Continue to coordinate with state and municipal governments through the chief elected official or designee.
  - b. Support continuing recovery operations (e.g., administrative, resources, technical) as necessary.
  - c. Collect, compile and analyze damage information to determine recovery priorities,
  - d. Compile damage assessment information for the state on the Uniform Disaster Situation Report (UDSR).
- 2. Mobilization and De-Mobilization**
  - a. Maintain the ICS command structure and resources as necessary.
  - b. Reconsider resource needs (e.g., field, EOC) and activate or deactivate as appropriate.

## **III. AGENCY RESPONSIBILITIES & TASKS**

### ***A. Chief County Elected Official***

#### **Response**

- 1. Designate a Line of Succession a Line of Succession (LOS). (See Attachment 2)
- 2. Monitor the situation and if necessary, dispatch a representative to the EOC.
- 3. Issue a county "Declaration of Emergency" proclamation.
- 4. Direct other county agencies as appropriate.
- 5. Request state assistance.

## **Recovery**

1. Monitor the implementation of disaster assistance programs.
2. Monitor the deactivation of county agencies and resources.

## ***B. County Communications/Emergency Management***

### **Response**

1. Receive and disseminate warnings and other initial reports of major emergencies.
2. Coordinate the support of the Incident Commander by utilizing county governmental, volunteer and private agencies.
3. Activate, manage and support EOC with assistance from appropriate agencies.
4. Ensure that disaster information is compiled, displayed and disseminated. Conduct regular EOC briefings.
5. Coordinate with appropriate agencies on issues such as debris removal, volunteer management and pass system.
6. Request mutual aid or state agency support for response, protective actions and public information activities.
7. Implement emergency protective actions in collaboration with other agencies.

### **Recovery**

1. Continue to manage the EOC and support the Incident Commander during recovery. Activate and deactivate resources and personnel as needed.
2. Continue to collect record and disseminate information as necessary.
3. Compile and update disaster assessment information for the state on the Uniform Disaster Situation Report (UDSR) is based upon information provided by local municipal disaster assessment teams.
4. Continue to coordinate among agencies, jurisdictions and other levels of government.
5. Coordinate with state and federal staff to conduct a Preliminary Damage Assessment (PDA).

## ***C County Sheriff's Office***

### **Response**

1. Provide a first response to assist local law enforcement with the assessment of nature, extent and effects of incident, resources on scene and estimate of resources needed.
2. Assist municipal law enforcement with controlling site access.
3. Provide communications in support of the disaster operations.
4. Provide a representative to the EOC.
5. Supply technical advice to the Incident Commander and EOC on security, crowd control, investigative and other issues within areas of expertise.
6. Coordinate law enforcement from mutual aid agencies.

**Recovery**

1. Continue to collect, record and disseminate information.
2. Provide personnel and resources for the safety and security of the disaster area as requested by the Incident Commander of the EOC.
3. Continue to coordinate law enforcement from mutual aid agencies.
4. Re-evaluate personnel and resource needs and activate or deactivate as directed by the Incident Commander or EOC.

***D. Fire Coordination*****Response**

1. Coordinate with the Incident Commander and EOC on fire, hazardous materials, EMS, search and rescue, extrication, wild-land fires and mutual aid
2. Provide communications in support of the disaster operations.
3. Provide for fire service representation at the EOC.

**Recovery**

1. Continue to coordinate with fire, EMS and hazardous materials resources from other agencies.
2. Re-evaluate personnel and resource needs and activate or deactivate as directed by the Incident Commander or EOC.

***E. County Public Works/Highway Department*****Response**

1. Provide a representative to the EOC.
2. Support the Incident Commander as appropriate.
3. Coordinate public works and engineering resources including those from mutual aid organizations as necessary.
4. Provide advice and resources to the Incident Commander and EOC on debris removal, electrical power, fuel, heavy equipment, extrication, damage assessment, structural integrity, vital services and other public works and engineering issues.
5. Coordinate with the Wisconsin Department of Natural Resources regarding proper debris disposal.

**Recovery**

1. Provide vital services during recovery until restoration.
2. Coordinate public works and engineering resources as necessary. Reassess resource needs and activate or deactivate as directed by the Incident Commander or EOC.

***F County Public Health Department***

**Response**

1. Provide a representative to the EOC.
2. Coordinate public and environmental health information activities and resources.
3. Provide advice to the Incident Commander and EOC on public health issues (e.g., toxic exposure, vector control, evacuation, sheltering and prophylaxis).

***G. Social Services Department***

**Response**

1. Provide a representative to the EOC.
2. Coordinate feeding, clothing and human services (e.g., Critical Incident Stress Management, sheltering) for victims and emergency workers.
3. Provide advice to the Incident Commander and EOC concerning human services issues.
4. Coordinate services for special needs population.
5. Coordinate services offered by volunteer agencies.

**Recovery**

1. Coordinate human services activities.
2. Coordinate technical advice to the Incident Commander and EOC as needed.
3. Provide services for special needs populations.
4. Coordinate volunteer agency activities.

***H. Public Information Officer***

**Response**

1. Provide staff and equipment at Emergency Operating Center to support:  
Incident assessment  
Resource management  
Damage assessment  
Information dissemination and display  
Other information management functions

**Recovery**

1. Disseminate official information and instructions to the public.
2. Conduct media briefings and handle media inquiries.
3. Obtain and report weather data relevant to incident.
4. Upon a change in the line of authority, the notifications of such will be made to the Emergency Management Director.

***I. All County Agencies***

**Response**

1. Refer to the Line of Succession contained in Individual Agency Plans (IAPs).
2. Execute IAPs during disaster operations.
3. Provide a representative to the EOC as needed.
4. Communicate all information to and coordinate actions with the County EOC.
5. Support the Incident Commander and provide resources as appropriate.
6. Keep accurate records of disaster-related expenditures.

#### **Recovery**

1. Assist the EOC and the Incident Commander in the coordination of response personnel and resources.
2. Provide support for disaster recovery as necessary.
3. Reconsider resource needs and activate or deactivate as ordered by the Incident commander or EOC.

### ***J. American Red Cross***

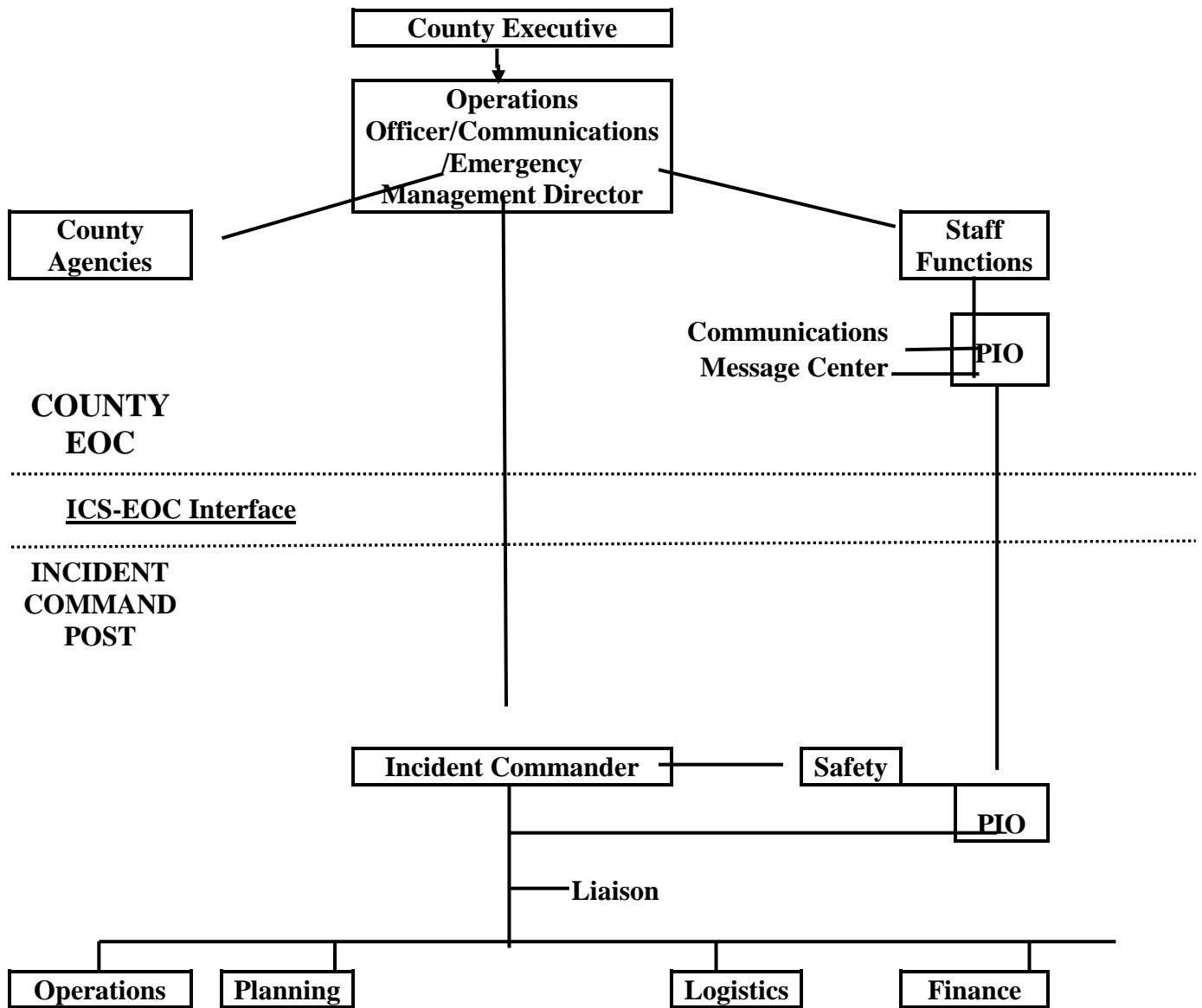
#### **Response**

1. Provide a representative to the EOC.
2. Support the County Public Health and Human Services Departments with meeting requests for health and human services.

#### **Recovery**

1. Support the County Public Health and Human Services Departments with meeting request for health and human services.

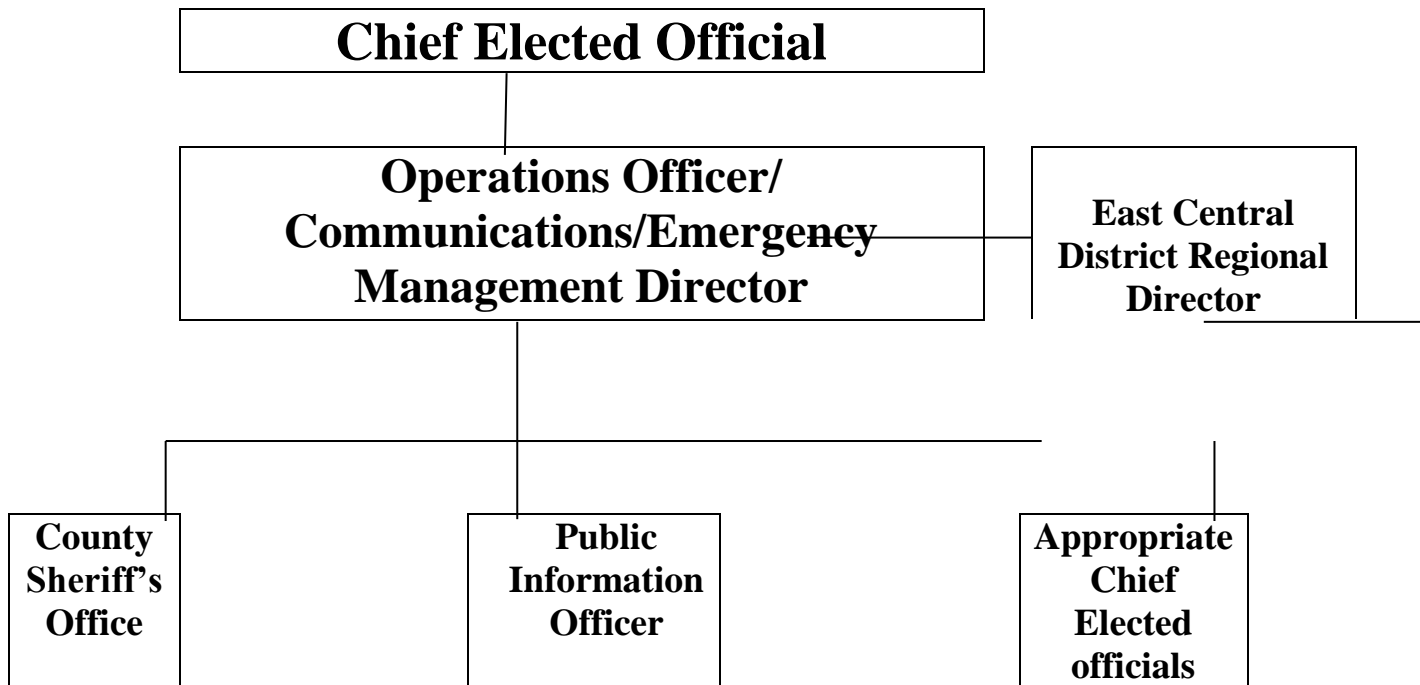
## ATTACHMENT 1 (ICS/EOC INTERFACE)



***EOC Personnel and Staff (core members):***

1. Collect, record, disseminate and assess information on incident nature, scope, effects and response actions.
2. Ensure all appropriate agencies and officials are notified.
3. Review adequacy of generic Direction and Control assignments for specific incident. Call additional agencies in to join EOC Personnel as appropriate.
4. Provide all appropriate support to field operations.
5. Anticipate developments and needs.
6. Frame policy issues and make recommendations to the Executive Group.
7. Provide support for field operations.
8. Help plan operations. Review Incident Command objectives and strategies and advise Executive Group.
9. Mobilize and allocate resources.
10. Coordinate town, municipal and county agency activities.
11. Monitor resources.
12. Coordinate with other agencies and levels of government.
13. Maintain communications with other agencies, levels of government and Incident Command Post.
14. Maintain Public Information operation as set forth in Public Information Annex.

**ATTACHMENT 2 (Line of Succession)**





***Executive Group:***

1. Continue during-incident procedures as appropriate.
2. Assess need for and seek relief funds as appropriate.
3. Authorize and order actions as necessary.
4. Delegate executive authority for recovery operations.
5. Restore normal command and control arrangements when appropriate.
6. Participate in post-incident evaluation and debriefing.

# **ANNEX B**

## **WARNING AND COMMUNICATIONS**

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## **I. PURPOSE**

This Annex identifies the procedures and resources used to provide interagency communications between responders. The Annex also identifies the county's procedures and resources used to provide warning to all county residents in the event of a disaster.

## **II. CONCEPT OF OPERATIONS**

The county will provide the appropriate communications and procedures.

During a large-scale incident (e.g. mass care, Weapons of Mass Destruction (WMD)), the overall Communications/Emergency Management communications and warning system would require a greatly enhanced capability. The enhancements would be:

- Identification of other agencies that would require communications.
- Identification of new gaps in communications capabilities.
- Deployment of interoperable communications equipment.
- Collect, review and disseminate threat information.

### **Response**

1. Fond du Lac County prepares procedures to activate warning and communication capabilities.
2. Systems to support these capabilities are:
  - a. Sirens to warn the public of tornados.
  - b. Telephone, radio, and paging communications to notify public officials, EOC staff and emergency personnel.
  - c. Local television, radio, and newspaper services to assist in the dissemination of warning.
  - d. Local Law Enforcement and Fire and Rescue Services.
  - e. Back-up Communication Center is located at the Fond du Lac County Fair Grounds, 601 Martin Avenue, Fond du Lac, (upper level of the Recreation Center) if activated.
  - f. ENS System non-related emergency messages. (HazCollect)
3. Fond du Lac County Communications/Emergency Management Office prepares SOPs to receive and disseminate warning information to the public and emergency management agencies, as appropriate.
4. City Watch – Phone system for mass notification.

### **Recovery**

1. The general public receives warning information by:
  - a. Broadcast/Print Media/phone.
2. Functional needs groups receive information by:
  - a. Door-to-door warnings for handicapped, visually and hearing impaired.
  - b. Foreign language media messages.
  - c. Closed caption television messages.
3. The Communications Center notifies the Communications/Emergency Management Director.
  - a. Initial appraisal of the emergency situation.
  - b. To activate Emergency Management alert list.
4. County Communications/Emergency Management Director notifies the County Executive/Executive Group
5. County Dispatch Center:

- a. Activates sirens, if needed.
- b. Activates Emergency Management alert list, as needed.
  - Communications/Emergency Management Director
  - County Executive
  - Director of Administration
  - Law Enforcement
  - Highway Commissioner
  - Ham Radio
  - Public Works
  - Department of Social Services
  - County Health Department
  - Volunteer Agencies as needed.
6. Communication/s Emergency Management Director activates EOC, if necessary.

### **III. RESPONSIBILITIES AND TASKS**

#### **A. County Communications/Emergency Management**

##### **Response**

1. Receive and disseminate 24-hour emergency warnings to the public and emergency response personnel via the established primary or secondary warning systems (e.g., sirens, local television and radio broadcasts, phone, door-to-door, mobile address systems) and procedures.
2. Disseminate initial warnings to alert special needs groups (e.g., mobility, visually or hearing impaired, non-English speaking) within the county.
3. Utilize, as necessary to support disaster operations, the communications equipment located in the County Emergency Operations Center (EOC), the 911 Center and any alternate EOCs to communicate with other appropriate response facilities (e.g., State EOC, field teams, reception centers, shelters).
4. Request communications and warning assistance from state and federal agencies as needed.
5. Utilize volunteer communications/amateur radio {i.e., Skywarn, Ham Radio, Networks, Citizens Band (REACT)} as necessary to support disaster operations..

##### **Resources**

1. County Emergency Operations Center  
See Annex C – Resource Coordination
2. Other Public and Private Communications Systems/Equipment/Capability
  - A. National Warning System (NAWAS)  
The National Warning System (see Attachment 2) is a dedicated, open-wire telephone system that links the Wisconsin State Patrol, Wisconsin Emergency Management state and regional offices, National Weather Service offices and twenty-eight county warning centers. Non-NAWAS Counties receive relay from NAWAS equipped counties or State Patrol Districts. The National Weather Service issues watches and warnings over NAWAS in addition to broadcasts over the NOAA Weather Radio Network.
  - B. NOAA Weather Radio Network  
NOAA Weather Radio is a 24-hour a day, 7 days a week continuous broadcast of weather information. Broadcasts originate from National Weather Service offices (see Attachment 3 for National Weather Service warning areas). Weather radio broadcasts provide current conditions, 5-day forecasts, and watches and warnings. Generally, each NOAA Weather Radio transmitter has a listening area of

approximately 40 miles from the transmitter site. See Attachment 4 for locations of transmitter sites. Reception of the signal varies depending on quality of the receiver, local terrain, and distance from the transmitter. Weather radios with SAME (Specific Area Message Encoding) technology can be programmed to receive watches and warnings for specific counties.

C. E-Sponder

State run web site that has the ability to alert people by phone or e-mail for emergencies.

D. National Weather Service.

Alerts can be forwarded to National Weather Service and then disseminated through their regular points.

E. Wisconsin Emergency Management (WEM)

WEM has some communications equipment that can be loaned. Contact the Regional Director for assistance.

- Mobile radio network (i.e., VHF repeaters, control stations, mobile and portable radios)
- Handheld radios {59 – 5 watt radios (22-State EOC, 18-Emergency Police Service Director, 5-each regional office. (25 total)}
- Portable repeaters {2-165 lb. GE Master II. Each has either the WEM statewide or the Mutual Aid Radio Channel (MARC) frequency pair. They can be used with WEM's portable tower or at pre-positioned WEM antenna sites in Seneca (Crawford County) or Wheeler (Dunn County )}
- Separate, trailer-mounted, thirty-foot tower that may be used with either of WEM's transportable repeaters to set up a localized communications center.
- 2-26.5 KW generators self-contained in a stand-alone trailer.
- Mobile Command Center
  1. Forty foot trailer towed by a pickup truck
  2. Mobile data terminal (no print, no computer)
  3. Radios (VHF and UHF)
  4. 2-Facsimile machines (Cellular and land line)
  5. Telephone service (Cellular and land line)
  6. Copy machine
  7. TV/VCR/Satellite Dish
  8. 10 KW generator
  9. Tripod halogen lighting device.
  10. Computers (desktop and laptop, with printer)

F. Amateur Radio

Licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Ham Radio membership in Fond du Lac County can be found in the Emergency Management shared drive.

## **B. Communications Center**

### **Response**

1. Receive notifications of events (e.g., hazardous materials, dam failure, and natural disasters) and disseminate to appropriate response agencies.
2. County Communications Management prepares and coordinates the countywide warning and communications system.
  - a. Warning capabilities:
    - 1) Identify warning resources and locations.
    - 2) Identify public and private agencies to enhance warning capabilities.
    - 3) Develop warning SOPs for:

- i) Activation of county warning system.
  - ii) Activation of alert and resource list.
- b. Communication capabilities:
  - 1) Identify and procure additional resources.
  - 2) Integrate county systems.
  - 3) Develop communications training.
  - 4) Develop SOPs for EOC Emergency Communication
    - i) Staffing lists to include shift changes.
    - ii) Message Control System.
  - 5) Coordinate communications systems with adjoining jurisdictions.

**Resources:**

- 1. County Communications Equipment
- 2. County communications towers are shown in Attachment 6

**C. Other County Agencies**

See Attachment 8 for agency radio frequencies.

**Recovery**

- 1. Coordinate and monitor countywide communications capabilities.
- 2. Report to EOC and activate Emergency Communications Center, if opened.
  - a) Provide direction and control over all communications activities.
  - b) Coordinate operational reports from on-site activities.
- 3. Provide communications maintenance support.

**D. County Sheriff's Office**

**Response**

- 1. Alert and apprise Communication/Emergency Management Director and other appropriate agencies on the status of the emergency.

**E. Public Information Officer**

- 1. Coordinate release of emergency public information. See Annex J (Public Information).
- 2. Staff EOC, if activated.

**IV. ORGANIZATION**

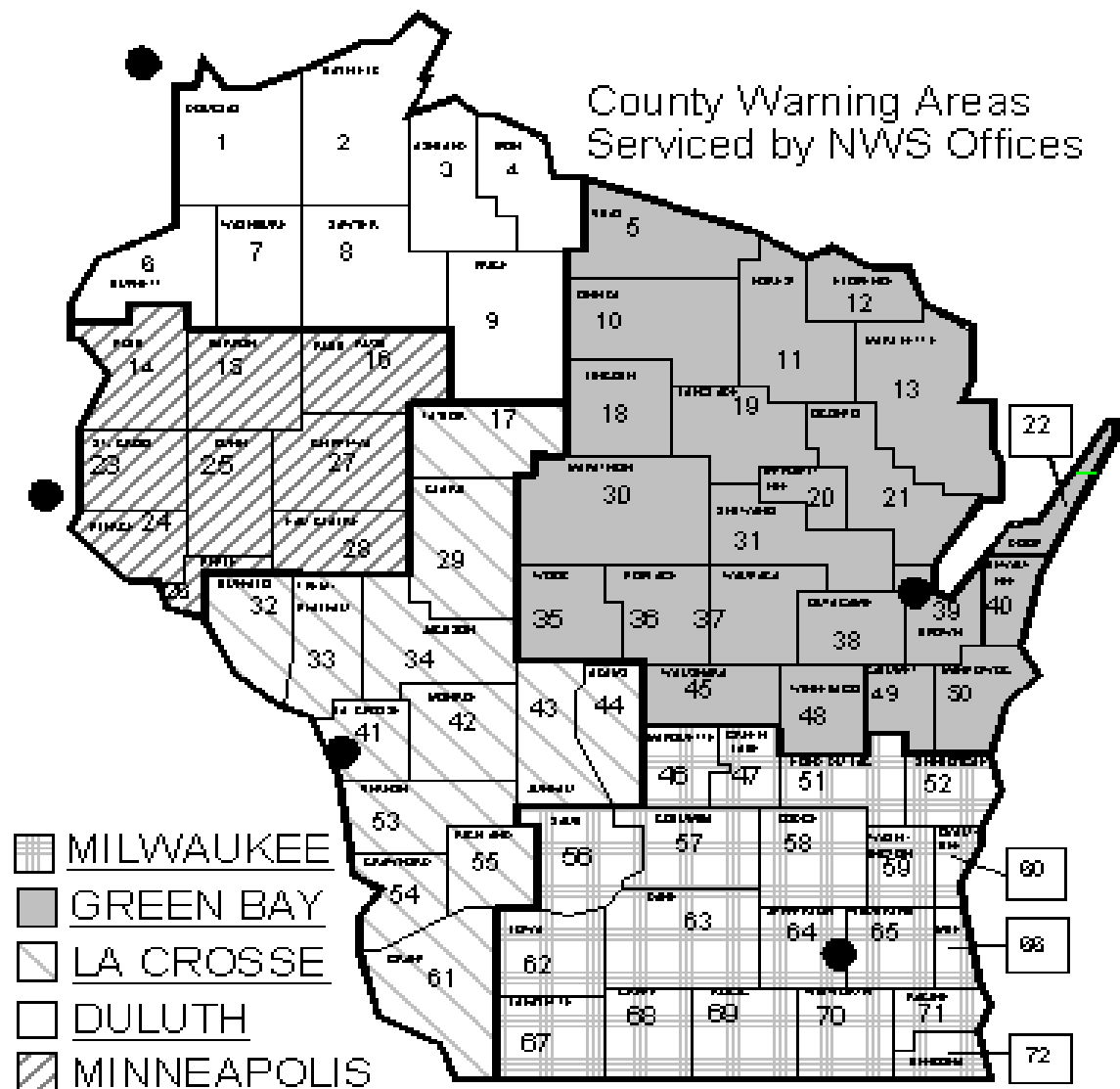
- A. The National Warning System (NAWAS) is a dedicated, open-wire telephone system that links the Wisconsin State Patrol, Regional Emergency Management Area Offices, State of Wisconsin Emergency Management Office, National Weather Service Stations, nuclear power plants and the county warning centers.
- B. Alerting can be activated by the county officials to disseminate emergency information and warning to the public.
- C. Law Enforcement Transaction of information for the Management of Enforcement TIME System Teletype.
- D. The Wisconsin State patrol is the State of Wisconsin's Warning Point for the National Warning System (NAWAS) and operates the Wisconsin portion of the NAWAS.
  - 1. Upon receipt of a NAWAS warning, NAWAS warning point at State Patrol office or NAWAS Relay County notifies the 911 Communications Center.
  - 2. In addition to this notification, all warnings are sent over the TIME to law enforcement agencies in the warning area.

3. The Fond du Lac County Communications Center receives warnings regarding severe weather, technological hazards, dam failures, widespread fires and other emergencies affecting the county.
- E. Fond du Lac County has a continuous 24-hour warning system to alert key officials.
1. The primary warning system in Fond du Lac County is the outdoor siren system used for tornado warnings.
    - a) Fond du Lac County Dispatch Center has the capability to activate 13 municipalities' sirens. Of those 13 municipalities 6 can sound their own sirens if needed. The Villages of Brandon, Rosendale, St. Cloud and the City of Ripon have chosen to be the only ones to sound their own sirens. The City of Ripon sounds the Town of Ripon Siren.
    - b) Warning sirens for Fond du Lac County follow the Federal Emergency Management Agency (FEMA) guidelines.
  2. Law Enforcement, Fire and Rescue Services, Emergency Medical Services and hospitals all have radio or pager systems, which are activated by the County Communications Center.
  3. Radio Broadcasts, door-to-door notification, emergency information packets and portable speaker systems may be used.
- F. During large-scale emergencies, communication personnel coordinate countywide communications capabilities.
1. Communications/Emergency Management Director, will activate the EOC Communications Center.
    - a) Coordinates response activities.
    - b) Provides staff for all shifts.
  2. Provides communication and repair capabilities to county agencies, if necessary.



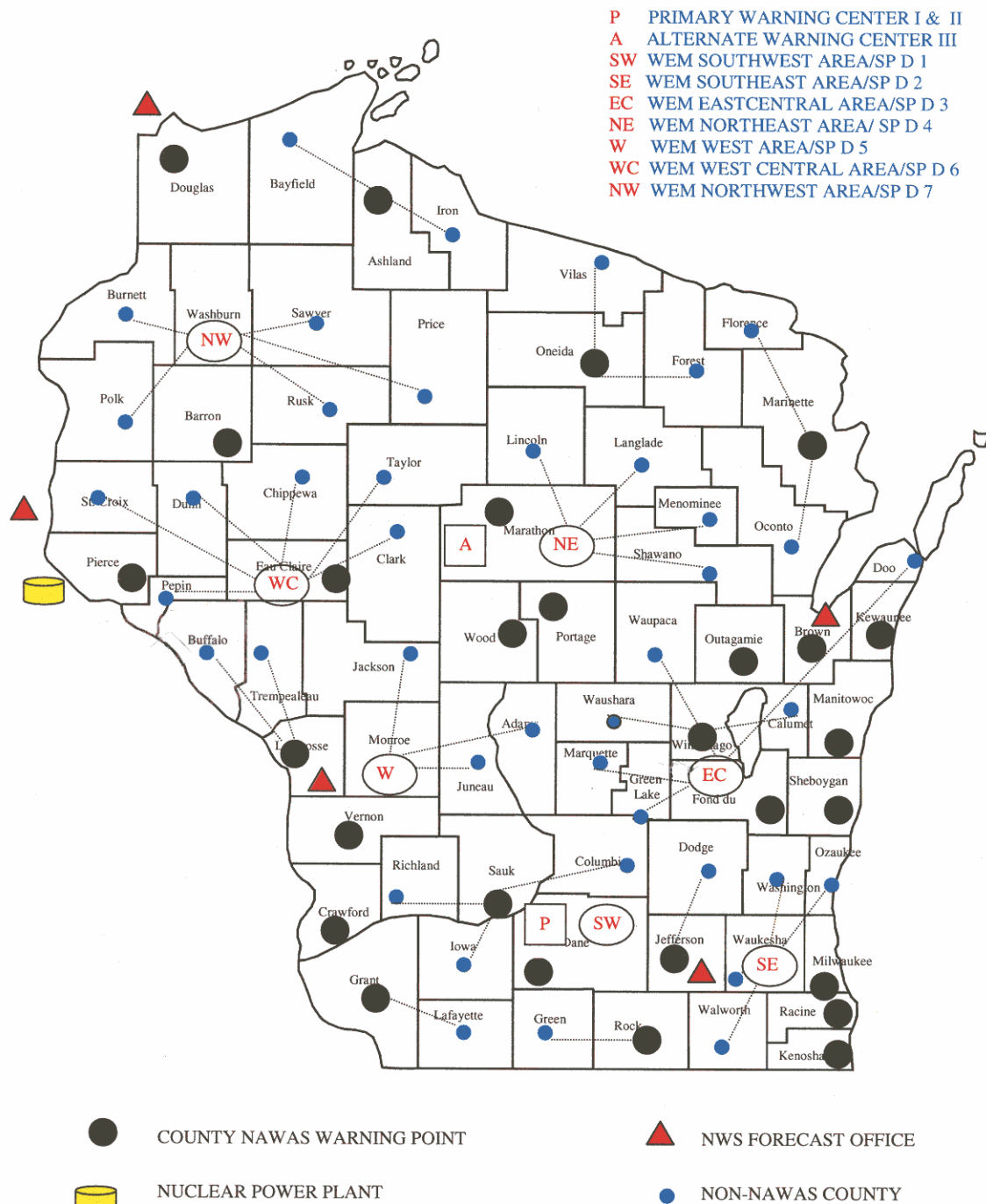
## TACHMENT 2 (WISCONSIN MAP)

# WISCONSIN

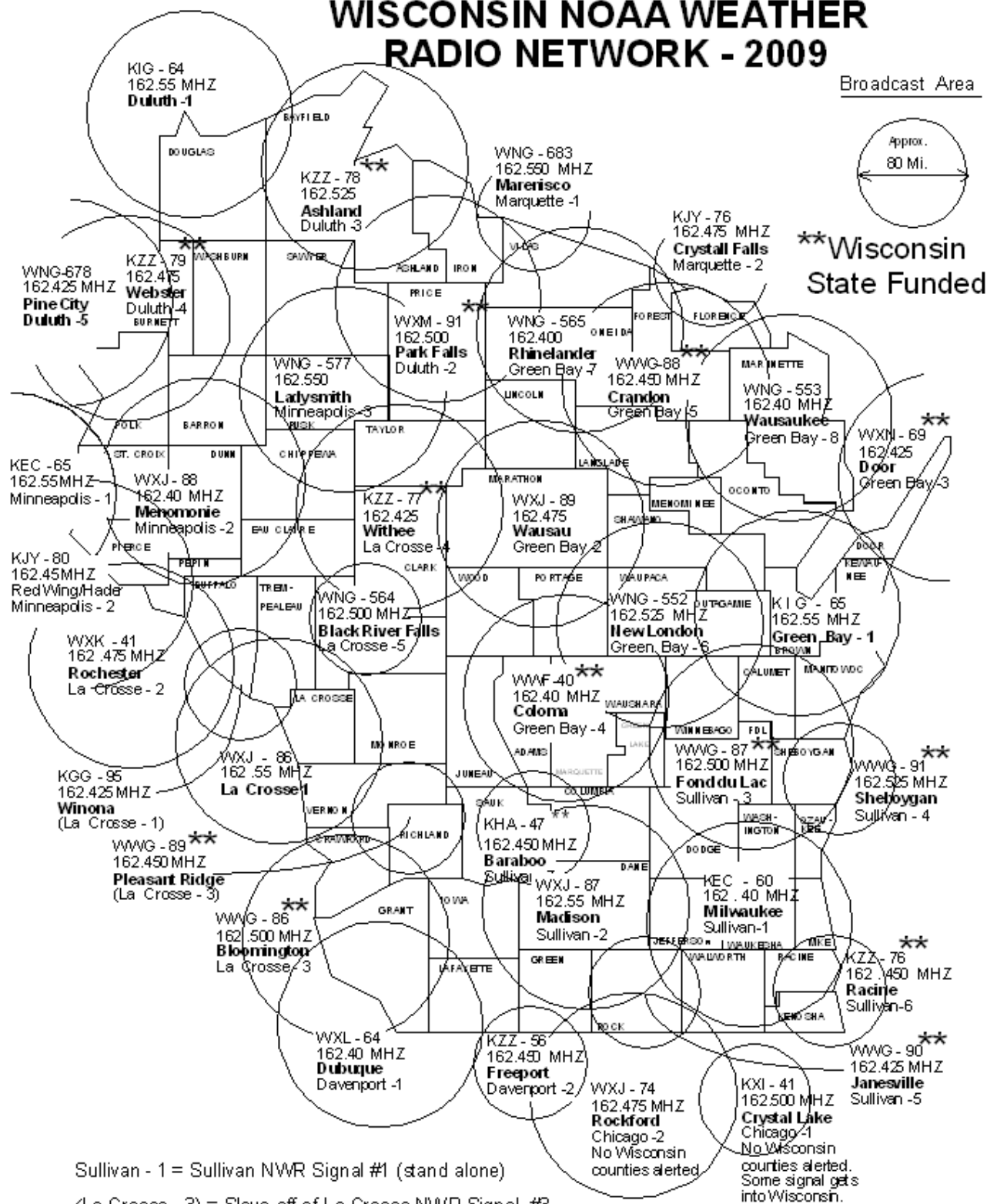


# ATTACHMENT 3 (NATIONAL WEATHER SERVICE NETWORK)

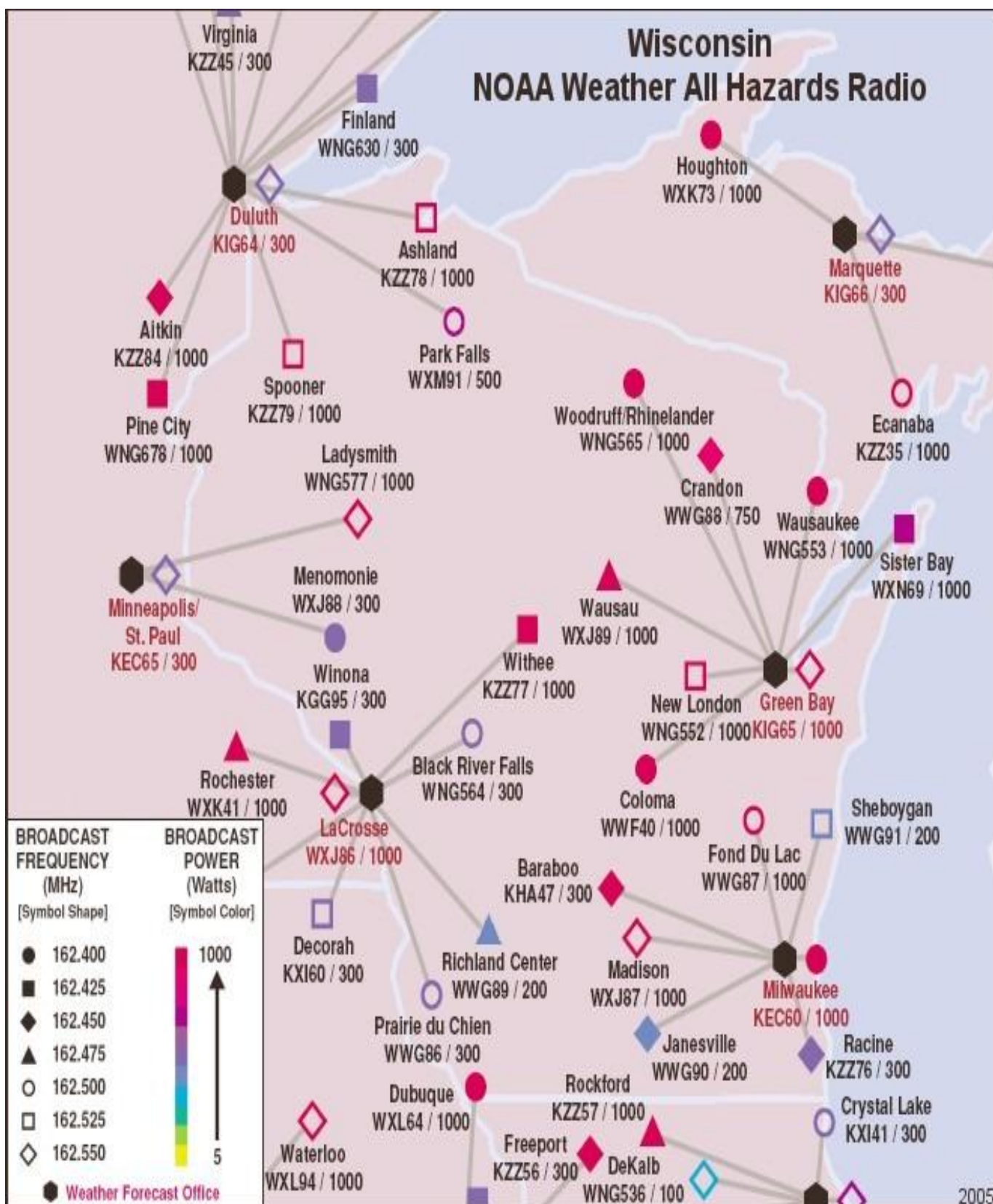
## WISCONSIN NAWAS NETWORK



## Broadcast Area



# Wisconsin NOAA Weather All Hazards Radio



## ATTACHMENT 5 (WARNING SIRENS & COMMUNICATIONS TOWERS MAP)

(Warning Sirens and Communications Locations)

	Location	Address
Alto, Town of	Next to Town Garage on new pole 8/07	W12765 Co AS Waupun WI 53963
Brandon, Village of	(1) At Village Hall (2) Community Park	115 N Center St Brandon Off of West St. Brandon
Calumet, Town of	(1) Marytown by St Mary's Church (2) Pipe on the Fire House 9/07	
Campbellsport, Village of	(1) On high school property (2) Well #3 (3) Columbus Park 9/07	114 W Sheboygan 224 Spring St 110 Columbus Parc Ct.
Eden, Village of	All on wooden posts West side of firehouse. Northwest corner. 8/07	302 W Main St. (Intersection of Hwy V & B) 104 S Pine St – West of Firehouse
Eldorado, Town of		
Fairwater, Village of	(1) Middle of Village, tied into phone line	305 Main St
Fond du Lac, City of	C01 C02 Well 21 C03 Well 18 C04 C05 C06 C07 C08 Well 13 C09 C10 C11 C12 C13	Evans Dr & McCarther Street N. Rolling Meadows Drive Willow Lawn & Hickory Martin Av & Reinhart Rd W4897 Reinze Rd Hwy 23 Old Water Tower Rd. E University & Campus Drive 650 N. Main St. 243 E 2 <sup>nd</sup> Street Thiesen School, Pioneer Rd W Pioneer Rd by the FdL River Stowe & Stein Seymour & Arndt
Lamartine, Town of	Fire House	N5269 Shaefer Dr.
Mt Calvary, Village of	(1) on pole (2) on pole	Corner of W and Evergreen Rd In St Peter on corner of 149 and QQ
N Fond du Lac, Village of	Northwest corner of village Middle of village at Humphrey Athletic Field Canadian National's building in rail yard Village Park 10/07	N7688 Van Dyne Road 1115 Thurke Ave W6361 Northwestern Ave 140 Winnebago St/
Oakfield, Village of	Stand alone power pole at Village Sewer Plant Stand alone power pole at Oakfield Middle School Stand alone power pole in Acorn Park 9/07	400 N Main Street 200 E White Street W Waupun Street
Ripon, City of	Top of City Hall On post. On post On post On post	100 E Jackson Corner of E Sullivan & Tiger Dr Corner of Union St. & Arcada Rd Corner of Vermont & Oshkosh Kiwanis Park by Water Tower
Ripon, Town of	9/07	S Koro Rd at Hwy 23
Rosendale, Village of	Fire Dept Bluemke Hardware	301 E Division Corner of 23 & 26=107 Main St.
St Cloud, Village of	Fire House Pole by village well house 07/11	1105 Main St 1414 StoneRidge Dr.
Taycheedah, Town of	9/07	N8798 Cty W at Agri-Land Coop W3727 Cty WH next to Steffes' Tavern N7425 Winnebago Drive Corner - Pump Plus
Van Dyne	Fire Station 9/07	N9515 Van Dyne Rd Van Dyne 54979

Waupun, City of	Power poles 50 hp radio controlled Hooked up with FdL Dispatch and can be activated locally. 9/07	(1) S Madison & Libby Street (2) N Madison & Nummerdor (3) W Pioneer & Pioneer Ave.
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# ACTIVATION OF TORNADO SIRENS GUIDANCE

## DURING TIMES OF NO DIRECT SUPERVISION

ACTIVATION OF THE TORNADO SIRENS MUST MEET THE  
FOLLOWING CRITERIA

By using the Tornado Question Checklist you will be able to determine if there is a credible threat.

When the caller states they are a Tornado Spotter (get their name) that works with Emergency Management for the county and confirms there is a Tornado, activate the sirens.

When the caller states that they do not have training (get their name) but tells you there is a funnel on the ground and is kicking up debris. Determine the location and ask the closest law enforcement officer to confirm. If it is going to take longer than 20 seconds to confirm and there are homes or buildings in its path, sound the sirens.

When the caller states that there is a funnel but is not on the ground and is not a trained spotter **hold off** until you get credible reports.

# **Tornado Question Checklist**

**USE DURING TORNADIC EVENTS**

- **LOCATION OF SIGHTING-** try to get the closest cross roads if possible.
- **ANY INJURIES-** be sure there are no injuries and continue. If there are injuries follow proper procedures to send help.
- **ARE YOU A TRAINED TORNADO SPOTTER-** if the answer to this question is no ask if there is any damage noted. If the answer is yes then continue with the next question.
- **DO YOU SEE ROTATION-** is there rotation in the clouds and/or funnel.
- **IS THERE A FUNNEL-** can you see debris in a vertical column.
- **IS THE FUNNEL ON THE GROUND-** can you see the funnel moving along the ground stirring up debris.
- **IS THERE ANY DAMAGE-** can you see that there is any damage done by the funnel cloud.
- **DIRECTION THE FUNNEL IS TRAVELING-** can you tell me which way the funnel cloud is traveling.



## **ATTACHMENT 7 (COUNTY RADIO FREQUENCIES AND EQUIPMENT)**

Information on file in Emergency Management Office – listed under Fond du Lac County Communications services Administrative Review Board, interoperability Report, September 7<sup>th</sup>, 2011.

## **ATTACHMENT 8 (COUNTY EOC COMMUNICATIONS EQUIPMENT)**

Information is on file in the Fond du Lac County Emergency Operations Center.

### **APPENDIX 1 (Enemy Attack) To Annex B (Warning and Communications)**

#### **I. PURPOSE:**

- A. Supplements Warning and Communications Annex providing procedures specific to enemy attack.
- B. Provides mitigation procedures for Electromagnetic Pulse (EMP) damages.

#### **II. CONCEPT OF OPERATIONS:**

##### **A. Notification and Warning**

- 1. See Section III of this Annex.
- 2. See Attachment 1 to this appendix for priority actions (Warning SOPs for unauthorized or accidental launch of a Nuclear Weapon).
- 3. See Attachment 2 to this appendix for (Nuclear Attack Procedures).
- 4. See Annex J (Public Information and Education), Appendix 1 (Enemy Attack) for attack warning SOPs.
  - a. Attachments 1 through 4 to Appendix 1 (Enemy Attack Procedures) to Annex J (Public Information and Education) are public advisory press releases for Enemy attack.
  - b. Attachment 5 to Appendix 1 (Enemy Attack Procedures) to Annex J (Public Information and Education) are nuclear preparedness resource lists.

##### **B. Electromagnetic Pulse (EMP) Protector**

- 1. See Attachment 3 (EMP Mitigation Procedures) to this appendix for EMP designation and mitigation procedures.
- 2. See Attachment 4 (EMP Protection) to this appendix for SOPs for EMP protection.

**ATTACHMENT 1 (Warning SOPs)**  
**to APPENDIX 1 (Enemy Attack)**  
**to ANNEX B (Warning and Communications)**

**WARNING SOPs FOR UNAUTHORIZED OR  
ACCIDENTAL LAUNCH OF A NUCLEAR WEAPON**

- A. This attachment establishes procedures for the Fond du Lac County Warning Point staff in case NAWAS warning is received of an accidental, unauthorized, or any other unexplained incident involving a possible detonation of a nuclear weapon anywhere in the United States. Procedures below are for an accidental missile launch, and will be modified as necessary for other emergencies involving a possible nuclear weapon detonation.
1. If NAWAS warning is received of an accidental missile launch (or any other unauthorized or unexplained incident involving possible detonation of a nuclear weapon) which **THREATENS** Fond du Lac County, the Fond du Lac County Communication Center will **IMMEDIATELY**:
    - a. Sound the Attack Warning signal and all fixed sirens and instruct police vehicles to augment fixed siren coverage.
    - b. Call Stations WFON/KFIZ-921-1071 -WCWC -688-2380—WMRH-921-1170—WMGV-923-1042—WFDL-929=7497 and instruct them to broadcast the emergency public instructions below **IMMEDIATELY**, repeating the message until instructed otherwise; also, **ASK THEM TO STANDBY FOR FURTHER INSTRUCTIONS**. The emergency public instructions are:  
**WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT AN ACCIDENTAL MISSILE LAUNCH THREATENS THIS AREA AT – (LOCAL)—TIME. A NUCLEAR EXPLOSION COULD OCCUR. TAKE COVER IMMEDIATELY BY LYING DOWN IN A BASEMENT, OR IN THE CENTRAL PART OF A BUILDING, OUT OF LINE OF FLYING GLASS.**  
(Note: The above emergency public instruction should also be pre-positioned with broadcast station(s) serving the area and should be kept at the local warning point.)
    - c. Alert key officials as follows:  
(A list of key officials including the Chief Executive, Communications/Emergency Management Director, Radiological Protection Officer, and EOC staff with day and night telephone numbers is maintained at the county Warning Point.)
  2. If NAWAS warning is received that an accidental missile launch or other incident threatens some part of the U.S. **NOT** in the Fond du Lac County area, **IMMEDIATELY**:
    - a. Call station WFON/KFIZ921-1071 -WCWC -688-2380—WMRH-921-1170—WMGV-923-1042—WFDL-929=7497 and instruct them to broadcast the emergency public instructions below; also, **STANDBY FOR FURTHER INSTRUCTIONS**. **WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT (CITY, STATE) IS THREATENED BY AN ACCIDENTAL MISSILE LAUNCH. YOU NEED NOT TAKE COVER OR TAKE OTHER PROTECTIVE ACTIONS AT THIS TIME. WE WILL GIVE YOU ADDITIONAL INFORMATION AND ADVICE AS SOON AS IT IS AVAILABLE. STAY TUNED TO THIS STATEION FOR FURTHER INSTRUCTIONS.**  
(Note: The public instruction should be pre-positioned with broadcast station(s), also kept at the warning point.)
    - b. Alert key official per page 16 – 1c.
  3. If NAWAS warning is received that a nuclear detonation has occurred and that fallout can be expected in the Fond du Lac County area **“WITHIN ONE HOUR”**.
    - a. Sound Attack Warning per page 16 -1a.

- b Instruct stations WFON/KFIZ 921-1071 –WCWC -688-2380—WMRH-921-1170—WMGV-923-1042—WFDL-929-7497 (telephone line should still be open) to broadcast the emergency public instructions below immediately, repeating the message until instructed otherwise; also, **STANDBY FOR FURTHER INSTRUCTIONS.**

WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT AN ACCIDENTALLY LAUNCHED NUCLEAR WEAPON EXPLODED IN (*CITY, STATE*) AT (*LOCAL TIME*), THE NUCLEAR EXPLOSION MAY HAVE PRODUCED DANGEROUS RADIOACTIVE FALLOUT.

FALLOUT MAY ARRIVE HERE BY (*LOCAL TIME*). IF FALLOUT DOES ARRIVE, YOU WILL NEED PROTECTION TO AVOID DEATH OR SERIOUS RADIATION SICKNESS. DO NOT USE THE TELEPHONE.

LISTEN CAREFULLY TO THE LIFE-SAVING INSTRUCTIONS WE WILL BROADCAST. WE WILL KEEP REPEATING THESE INSTRUCTIONS.

TAKE THE FOLLOWING ACTIONS IMMEDIATELY TO PROTECT YOUR SELF IN CASE FALLOUT ARRIVES HERE:

1. LOCATE THE BEST FALLOUT PROTECTION AVAILABLE THAT YOU CAN REACH IN 20 TO 30 MINUTES OR LESS.
2. IF YOU ARE AT HOME AND YOUR HOUSE HAS A BASEMENT, THE BASEMENT PROVIDES FAIR TO GOOD FALLOUT PROTECTION NOW. TAKE THESE ACTIONS TO MAKE THE PROTECTION BETTER:  
PUT A WORK BENCH OR LARGE, STURDY TABLE IN THE CORNER OF THE BASEMENT THAT IS FARTHEREST BELOW GROUND (AND FARTHEREST FROM AN EXPOSED OUTSIDE WALL OF THE BASEMENT, IF THERE IS ONE). THEN PUT BOXES OR DRESSER DRAWERS FILLED WITH EARTH ON TOP OF THE TABLE AND ON THE TWO EXPOSED SIDES. BRICKS OR OTHER HEAVY MATERIALS CAN ALSO BE USED. ON THE TABLE, PILE AS MUCH HEAVY MATERIALS AS IT WILL HOLD WITHOUT COLLAPSING. AROUND THE TABLE, PLACE AS MUCH SHIELDING MATERIAL AS POSSIBLE.
3. IF YOU ARE AT HOME AND YOUR HOUSE DOES NOT HAVE A BASEMENT, YOU HAVE THREE CHOICES.
  - (a) PREPARE TO GO TO A HEAVY LARGE BUILDING THAT HAS A BASEMENT (PREFERABLY ONE MARKED WITH THE YELLOW AND BLACK “FALLOUT SHELTER” SIGN)
  - (b) SEE IF YOU HAVE A NEIGHBOR WHOSE HOUSE HAS A BASEMENT WHO IS WILLING TO SHARE HIS BASEMENT WITH YOU AND YOUR FAMILY FOR ONE TO TWO WEEKS.
  - (c) PREPARE A FALLOUT SHELTER IN YOUR HOUSE.
4. IF YOU DO NOT HAVE A BASEMENT AND YOU DECIDE TO STAY AT HOME, IT IS ESSENTIAL TO PREPARE A FALLOUT SHELTER IN THE MIDDLE OF THE HOUSE. DO THIS BY SELECTING A PLACE IN THE CENTER OF THE HOUSE, AWAY FROM WINDOWS AND DOORS, AND PUTTING A LARGE STURDY TABLE THERE. THEN PUT BOXES OR DRESSER DRAWERS FILLED WITH EARTH (OR OTHER HEAVY RADIATION SHIELDING MATERIALS) ON TOP OF THE TABLE AND ON ALL FOUR SIDES AROUND IT. ON THE TABLE PILE AS MUCH HEAVY SHIELDING MATERIAL AS IT WILL HOLD WITHOUT COLLAPSING. AROUND THE TABLE PLACE AS MUCH SHIELDING MATERIALS AS POSSIBLE.

5. RAPIDLY GATHER SUPPLIES YOU WILL NEED TO STAY IN SHELTER FOR ONE TO TWO WEEKS. SUPPLIES SHOULD INCLUDE:
  - (a) AS MUCH DRINKABLE LIQUIDS (WATER, FRUIT OR VEGETABLE JUICES) AND READY-TO-EAT FOOD AS YOU CAN CARRY TO THE SHELTER AREA (AT HOME OR ELSEWHERE). WATER IS MORE IMPORTANT THAN FOOD.
  - (b) A BATTERY-POWERED RADIO, FLASHLIGHT, EXTRA BATTERIES FOR EACH, AND PAPER AND PENCIL FOR TAKING NOTES ON INFORMATION GIVEN OVER THE RADIO.
  - (c) SPECIAL MEDICINES OR FOOD REQUIRED BY MEMBERS OF YOUR FAMILY-SUCH AS INSULIN, HEART TABLETS, DIETETIC FOOD, OR BABY FOOD.
  - (d) A BLANKET FOR EACH FAMILY MEMBER.
  - (e) A METAL CONTAINER WITH A TIGHT-FITTING LID TO USE AS AN EMERGENCY TOILET; PLASTIC BAGS TO LINE THE TOILET CONTAINER;; TOILET PAPER; SOAP, WASH CLOTHS AND TOWELS; A PAIL OR BASIN; SANITARY NAPKINS.
6. REMEMBER THAT FALLOUT MAY ARRIVE HERE BY (*LOCAL TIME*). KEEP LISTENING TO THIS STATION FOR INFORMATION ON WHETHER FALLOUT HAS STARTED TO ARRIVE. TAKE ACTIONS FOR FALLOUT PROTECTION WITHOUT DELAY
7. IF FALLOUT DOES ARRIVE HERE, YOU MAY NEED TO STAY IN SHELTER FOR ONE TO TWO WEEKS. LISTEN TO THIS STATEION FRO CIVIL DEFENSE INSTRUCTIONS ON WHEN YOU CAN LEAVE SHELTER.

(NOTE: The public instruction should be pre-positioned with broadcast station(s), also kept at the warning point).

- c. Continue alerting key officials (not already reached) per page 16-c.
4. If NAWAS warning is received that a nuclear detonation has occurred, but fallout is NOT expected in the Fond du Lac County area "WITHIN" ONE HOUR".
    - a. Continue alerting key officials.
    - b. Instruct stations WFON/KFIZ 921-1071 -WCWC -688-2380-WMRH-921-1170-WMGV-923-1042-WFDL-929-7497 (telephone line should still be open) that they are to continue broadcasting the public instructions in 2a above (pg 17); also, STANDBY FOR FURTHER INSTRUCTIONS.

(NOTE: Depending on local circumstances—such as how much time is estimated to be needed to contact the Chief Executive, Communications/Emergency Management Director, or Radiological Protection Officer—it MAY be considered desirable to assign additional SOP-type duties to the local warning point operators. If so, the following is suggested as a point of departure for local warning point instructions.)

- c. If the NAWAS warning places the nuclear detonation within 500 miles of Fond du Lac County—AND IF the Chief Executive, Communications/Emergency Management Director DOES NOT INSTRUCT OTHERWISE WITHIN 30 MINUTES OF THE TIME OF THE NUCLEAR DETONATION—instruct stations WFON/KFIZ 921-1071 -WCWC -688-2380-WMRH-921-1170-WMGV-923-1042-WFDL-929-7497 (telephone line should still be open) to broadcast emergency public instructions in 3b above.

NOTE: The foregoing instructions for the warning point operator provide a “fail-safe” approach. If the operator is not instructed otherwise within half an hour of the time of the NUDET, instructions will broadcast to the public to start preparing for fallout protection. Obviously, this will alarm the public, and protection could be unnecessary in areas not threatened by fallout—or in all areas if the NUDET were later determined to be an air burst, with no fallout produced. Against this must be weighted the undesirability of not having instructed the public to start preparing for fallout protection, within half an hour of the burst, if the community did suffer fallout. It should be remembered that in the highly unlikely event that an accident launch—with a nuclear detonation—ever occurred, it would undoubtedly occur with no warning, and the Chief Executive, Communications/Emergency Management director, or Radiological Officer might be difficult to locate.

5. If a NAWAS message is received that the accidentally launched weapon has impacted WITHOUT causing a nuclear detonation:

- a. Instruct stations WFON/KFIZ 921-1071 –WCWC 688-2380—WMRH-921-1170—WMGV-923-1042—WFDL-929-7497 (telephone line should still be open) to broadcast the following immediately, IF THE IMPACT WAS IN THE FOND DU LAC COUNTY AREA.

THE ACCIDENTALLY LAUNCHED MISSILE HAS IMPACTED IN THIS AREA. A NUCLEAR EXPLOSION DID NOT—REPEAT—DID NOT OCCUR. HOWEVER, IT IS POSSIBLE THAT SOME DANGER MAY EXIST FROM MATERIALS INCLUDED IN A NUCLEAR WEAPON. THEREFORE YOU MUST REMAIN UNDER COVER UNTIL FURTHER NOTICE. THIS MAY BE FOR A NUMBER OF HOURS. KEEP LISTENING TO THIS STATION FOR FURTHER CIVIL DEFENSE INSTRUCTIONS.

- b. Instruct stations WFON/KFIZ 921-1071 –WCWC -688-2380—WMRH-921-1170—WMGV-923-1042—WFDL-929-7497 to broadcast the following immediately. IF THE IMPACT WAS NOT IN THE FOND DU LAC COUNTY AREA:

WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT THE ACCIDENTALLY LAUNCHED MISSILE IMPACTED IN (*CITY STATE*) AT (*LOCAL TIME*). A NUCLEAR EXPLOSION DID NOT—REPEAT—DID NOT OCCUR. YOU NEED NOT TAKE COVER OR TAKE OTHER PROTECTIVE ACTIONS. MORE INFORMATION WILL BE PROVIDED ON REGULAR NEWS BROADCASTS.

**ATTACHMENT 2      (Nuclear Attack Procedures)**  
**to APPENDIX 1      (Enemy Attack)**  
**to ANNEX B          (Warning and Communications)**

**CONCEPT OF OPERATIONS PROCEDURES**

NAWAS MESSAGE	JURISDICTIONS IN THREATENED AREA	JURISDICTIONS IN REST OF U.S.A.	
		WITHIN ABOUT 500 MILES OF THE THREATENED AREA	ELSEWHERE IN THE U.S.A.
1 <b>Initial Warning of Accidental Launch</b>	<ul style="list-style-type: none"> <li>Warn citizens to take cover IMMEDIATELY.</li> <li>Activate EOC and secure phone line(s) to broadcast station(s).</li> </ul>	All U.S.A. Jurisdictions: <ul style="list-style-type: none"> <li>Activate EOC and secure phone line(s) to broadcast stations(s).</li> <li>Advise citizens to take no protective actions but to stand by for further instructions.</li> </ul>	
2 <b>Nuclear detonation (NUDET) has occurred (minutes after initial warning)</b>	<ul style="list-style-type: none"> <li>Citizens remain under cover.</li> <li>Conduct emergency operations as feasible</li> </ul>	<ul style="list-style-type: none"> <li>Advise citizens to prepare promptly to protect themselves from fallout (if NUDET proves to be a surface burst)</li> <li>Mobilize RADEF system.</li> <li>Prepare to provide support for impact area if requested by State.</li> </ul>	<ul style="list-style-type: none"> <li>All areas provide Emergency Public Information (EPI).</li> <li>Access of possible low-level fallout threat mobilize RADEF system, and prepare to take countermeasures.</li> </ul>
3 <b>Impact occurred without NUDET (minutes after initial warning).</b>	<ul style="list-style-type: none"> <li>Advise citizens to remain under cover until further notice.</li> <li>Seek assistance through State to determine if a hazard exists from weapon material.</li> </ul>	<ul style="list-style-type: none"> <li>Advise citizens that fallout protection will not be required.</li> <li>Phase down EOC staffing as instructed by State.</li> </ul>	<ul style="list-style-type: none"> <li>Advise citizens that no NUDET occurred and that there will thus be no fallout threat anywhere.</li> <li>Phase down EOC staffing as instructed by State.</li> </ul>
4 <b>NUDET identified as air burst (no fallout resulted). (This information may be received from State or Region, one to several hours after initial warning.)</b>	<ul style="list-style-type: none"> <li>Citizens remain under cover.</li> <li>Conduct emergency operations as feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Advise citizens to suspend actions to protect themselves from fallout.</li> <li>Provide support for impact area, if requested by state.</li> </ul>	<ul style="list-style-type: none"> <li>Advise citizens there will be no fallout threat anywhere.</li> </ul>
<b>Priority Actions in Case of Unauthorized or Accidental Launch of a Nuclear Weapon</b>			

**ATTACHMENT 3      (EMP Mitigation Procedures)**  
**to APPENDIX 1      (Enemy Attack)**  
**to ANNEX B          (Warning and Communications)**

**A. Local Emergency Operations Center (EOC)**

The local EOC represents a key nerve center for emergency operations. As such, it must be in a position to communicate with others during and after a nuclear attack. The jurisdiction must concern itself with protection of its EOC against EMP effects.

It is easy to include Electromagnetic Pulse (EMP), protection in both the budget and constructions of the new EOCs, but it is both tedious and expensive to retrofit existing installations.

For the private individual or business, as well as for smaller EOCs, it is worthwhile to consider intuitively effective ideas. For example, a sensitive unit is much less vulnerable if the "power plug is pulled" and left a foot or so from the power source. Additional communication protection can be maintained by placing equipment in a shielded enclosure such as boxes, shielded racks, or by placing or wrapping/storing equipment in tin foil.

Operating procedures should provide for switching to emergency power at the maximum readiness condition or at attack warning rather than waiting until weapons detonate or power is lost.

The next step is to protect communication equipment against lead-in cables. Devices for this purpose, such as gas-gap shunting devices that react very rapidly, are now available commercially at low cost. At slightly higher costs, filters can be added to transient suppressors and will significantly increase the level of protection.

**B. EMP**

Generated by detonation of a nuclear weapon is an element of damaging consequences to communications. Special precautions should be implemented to protect communications facilities and equipment from this damaging effect. EMP protective measures and includes the following actions:

1. The best solution to EMP protection is the installation of a "Faraday Cage". This device is basically a small room constructed entire of conductive materials. All conductors of any type entering this room are by-passed to ground through an extensive radial system, which effectively shield the contents of the room from any electromagnetic waves generated outside of this room. A complete high frequency single sideband station, telephone, Teletype and VHF/UHF EBS radio links are contained therein and are immune to the effects of EMP.
2. All AC transmission and generation equipment located within the EOC is bypassed to ground with metal oxide varistors and other appropriate components.
3. All antenna feed lines terminating within the EOC all bypassed to ground with metal oxide varistors and other appropriate components.
  - a. Lightning has been guarded against by using standard lightning protective techniques during severe weather. The EMP techniques listed above are particularly effective for lighting protection.

- b. Wind and blast can damage antennas, but these can be quickly replaced. With sufficient warning, protective measures can be taken.

## **C. Communication Variability and Mitigation Procedures:**

### **1. Broadcast Radio:**

- a. EMP poses a potential threat to AM, FM, and TV broadcast transmitters.
- b. Transistors are especially susceptible to low-level energy pulses induced in connection circuits. Vacuum-tube transmitters are much less vulnerable.
- c. Local broadcast station operators should have access to the EMP protection publications.

### **2. Public Safety Radio**

- a. Police, fire, public works, and other local government radio nets typically perform a crucial role in disaster operations. To these systems can be added emergency amateur radio.
- b. Mobile units in these systems have battery power supplies and relatively short antennas. Mobile-to-mobile communications will be important as an alternative in the event of loss of a base station.

### **3. Telephone Systems**

- a. Some components of conventional telephone plants are very sensitive to the effects of EMP.
- b. The telephone system is the one system that cannot be disconnected in the way a radio transmitter can. Plan for maximum use of telephone service between temporarily immobilized field units and dispatchers so long as service continues, reserving the radio service until the main threat of EMP damage is past.

### **4. Electric Power**

- a. Power lines exposed to EMP will have induced in them currents and associated surges in much the same way that antennas collect radio signals.
- b. Standby electric generators could reduce the effects of EMP pulses on the commercial power system providing it can be disconnected before the first detonation. Because this must be done manually, personnel should make provisions to react promptly to attack warning.
- c. No reliance should be placed on the presumed availability of electric power during and immediately following a nuclear attack. Restoration of service may require hours or days, so provision for protected standby power is a must for facilities that must function soon after attack.



**ATTACHMENT 4      (EMP Protection)**  
**to APPENDIX 1      (Enemy Attack)**  
**to ANNEX B          (Warning and Communications)**

**SOP FOR EMP PROTECTION**

1. Maintain an extra supply of spare parts and standby components so that any EMP damage can be rectified as quickly as possible.
2. Shift to emergency power at the earliest possible time.
3. Rely on telephone contact during the threat period as long as it remains operational.
4. If radio communication is essential during the threat period, use only one system at a time. Disconnect all other systems from antennas, cables, and power (do not use low-voltage switches but pull the plug).
5. Disconnect radio base stations from antennas and power line when not in use.
6. Plan for mobile-to-mobile backup communications.

# **ANNEX C**

## **RESOURCE MANAGEMENT**

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## **I. PURPOSE**

This annex provides a guideline for the coordination of personnel, equipment and agencies needed in response and recovery from a disaster or other major incident.

## **II. CONCEPT OF OPERATIONS**

The county will assist affected municipalities with resource management. The county will also support the management of donated goods (i.e., receiving, sorting, warehousing, and distributing items.) The county will manage information, logistics, finances, administrative support and provide an inventory of resources available from government agencies, non-profit organizations and private contractors. Annex A (Direction and Control) outlines the process for coordinating local and county agencies' resources.

Specialized resources, especially those from federal agencies and other states, will be requested and coordinated through Wisconsin Emergency Management (WEM). In particular, the Weapons of Mass Destruction (WMD) Appendix to Annex D (Law Enforcement) describes the available state and federal assets as available in a WMD incident response.

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

### **A. Response**

1. Fond du Lac County prepares for the following resource management functions:
  - a. Activation information and procedures for most effective use.
  - b. Logistical support; e.g., transport, fuel, electrical power, lighting, water, personnel needs, etc.
  - c. Financial management and documentation.
  - d. Administrative support; i.e., staff, supplies, and equipment to process information during operations.
2. Fond du Lac County maintains an integrated inventory of resources available from government agencies, non-profit organizations, and private contractors. The inventory contains the following information, updated annually:
  - a. Brief description of the resource – equipment, supplies, facilities, and personnel (particularly with specialized skills) – that could contribute to a major incident response.
  - b. 24-hour call-up information for normal and back-up authorization, actual activation, and specialized personnel or operation of the resources. (Call-up for state and federal resources is through the State of Wisconsin Emergency Management, which maintains resource management information at these levels.)
  - c. Brief note of any special conditions or comments concerning use of the resources.
3. The Core Planning Team directs the compilation and maintenance of the integrated inventory.
  - a. With help from appropriate specialists, the Core Team designs procedures, forms, checklists, databases, and computer printout formats for collecting and computerizing the information into an integrated inventory.
  - b. In evaluating resources management, the Core Team considers:
    - i) The hazards and consequences which Fond du Lac County faces.

- ii) The resources needed for direct response, logistical support, and administrative support.
    - iii) Resource lists from other jurisdictions and checklists through the Federal Job Aid materials to ensure thoroughness of inventory and procedures.
  - c. The Fond du Lac County Communications/Emergency Management Office provides coordination and maintains the integrated inventory into a database on the Fond du Lac County Communications/Emergency Management computer system. The office circulates printouts annually to inform the various agencies and allow verification of in the information.
- 4. Every government agency in Fond du Lac County is responsible for conducting an internal inventory and providing the information pursuant to Core Team direction.
- 5. Government agencies having related functions to non-government organizations are responsible for coordinating the inventory of those organizations; e.g., public works coordinates with construction contractors.
- 6. The Communications/Emergency Management Director or Core Team members coordinate the inventory of any remaining non-government organizations.
- 7. The Core Team, in consultation with any coordinating government agency, develops proposed memorandums of understanding (MOU's) with contractors and neighboring jurisdictions. MOU's commit the organizations to provide assistance, set forth standard procedures for response, and deal with reimbursement. Proposed agreements go through legal counsel and governing bodies in the normal manner.
- 8. The Communications/Emergency Management Director obtains resource lists or information from neighboring counties.
- 9. With help from appropriate specialists, the Core Team develops procedures, forms, displays, and computer methods to record, track and display resource deployment and usage for the following purposes:
  - a. Provide information during operations to help officials and commanders assess operations and make decisions.
  - b. Document response and recovery operations for cost recovery.
  - c. Record operations for future re-planning and retraining.
- 10. Each agency or other organization having response, logistical or administrative resources for major incidents remains responsible for storing and maintaining such resources in a state of readiness for emergency response. Each agency or organization is responsible for planning and providing for emergency transport, field use, and/or sustained operations as appropriate, obtaining any advice and advance agreements for support from other agencies and organizations as necessary.
- 11. The Core Team reviews pre-positioning and readiness of resources; e.g., pre-positioning large transportable generators on trailers.

## **B. Recovery**

### **1. Overview**

Integrated resource management starts with initial dispatching and activation calls by the Fond du Lac County Dispatch Center. Communications/Emergency Management assists activation until the Emergency Operating Center/Resource Management Coordination Group takes over activation, monitoring and documentation. Incident Command assumes

resource management responsibility for units dispatched to the scene. Additional information follows:

**2. First Response Resources**

- a. The Communications Dispatch Center activates first response and county-wide mutual aid Law Enforcement, Fire and Rescue Services, and EMS resources.
- b. The Sheriff or jurisdictional Fire Chief may authorize call-ups of mutual aid from outside the county as appropriate.

**3. Call-ups of Public Works and Other Resources**

- a. The Highway Department or Communications/Emergency Management Office contacts the County Public Works Department's on call superintendent to initiate the call-up of public works resources.
- b. The Highway Department or Communications/Emergency Management Office initiates call-ups of additional resources as needed until the Fond du Lac County Emergency Operating Center is activated.
- c. When operational, the Resource Management Coordination Group assumes primary responsibility for call-ups according to the resource inventory information.

**4. Resources From Outside The County**

- a. The Communications/Emergency Management Office has primary responsibility for alerting and coordinating general resource information with neighboring jurisdictions and the State Emergency Management Office.
- b. The County Executive or designee makes official requests for resources from outside the county through the State Emergency Management Office.

**5. Monitoring Resources**

- a. The Communications/Emergency Management Office initially determines the resources activated or available and assists continuous monitoring by the Resource Management Coordination Group at the Emergency Operating Center.
- b. Incident Command monitors and controls resources allocated or deployed in the field.

**6. Staging Resources**

- a. Incident Command establishes staging areas as appropriate for rapid deployment (3 minute warning) and long-term hold, taking into consideration safety of staging areas and barriers to access.
- b. Incident Command advises traffic control which arriving resources are needed immediately at rapid deployment staging areas. Traffic Control directs arriving resources appropriately.
- c. Staging area managers' report resource status to Incident Command.

**7. Donated or Unsolicited Resources**

- a. The Resource Management Coordination Group selects a direct dial telephone number for receipt of unsolicited telephone offers of resources and assistance. Offers called into other lines are referred to this number. The Public Information Officer disseminates this number to the media.
- b. The Resource Management Coordination Group designates a staging area for reception of unsolicited resources. Traffic control officials direct all arriving unsolicited resources to the staging area. A staging area manager catalogs resources and reports the information into the Emergency Operating Center.
- c. Any requests by an agency for donations are channeled through the Resource Management Coordination Group which provides instructions for donors. The Resource Management Coordination Group may designate specific procedures for donation or combine this with staging procedures for unsolicited resources.

**8. Logistical Support**

- a. Public Works provides logistical support during operations including field fueling and repairs to motorized equipment, electrical power and lighting, special transport, drinking water, toilet, etc. See Annex G (Public Works/Engineering).
  - i) Overall direction is by the Fond du Lac County Highway Commissioner.
  - ii) Public Works officials serving as the Logistics Chief or Public Works branch director to Incident Command to provide field direction.
- b. The Human Services group provides logistical support for field personnel. This includes food, clothing, shelter, damage assessment, and critical incident stress counseling. See Annex H (Human Services).

**9. Financial Management**

- a. The Fond du Lac County Finance Department, operating at the Emergency Operating Center, has lead responsibility for providing financial management and monitoring of operations.
- b. The County Finance Department works in coordination with fiscal counterparts in municipalities and towns.

**10. Administrative Support**

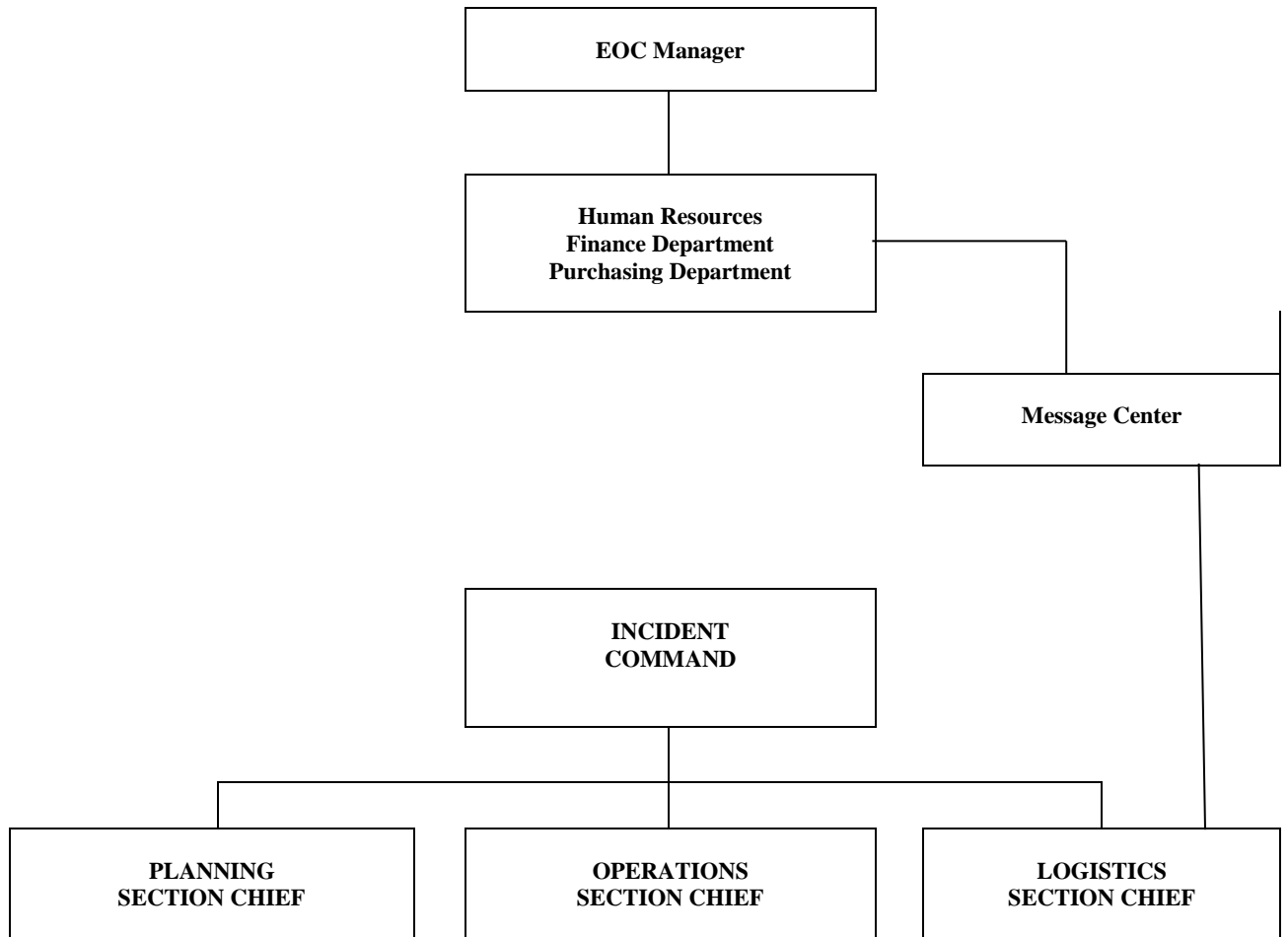
- a. The Fond du Lac County Communications/Emergency Management Office has lead responsibility for general administrative support; drawing resources from other agencies (see Section V below).
- b. The Fond du Lac County Department of Social Services provides computer support for all resource management activities.

**C. Post Incident**

- 1. During incident procedures are maintained as needed.
- 2. Incident Command and the Resource Management Coordination Group plan and implement:
  - a. Release and demobilization of resources.
  - b. Reduction of resource management support activities and/or transfer of the function back to Communications/Emergency Management.
- 3. Agencies complete documentation of resource usage for use by the Communications/Emergency Management Office and Finance Department for handling claims and relief applications.
- 4. Agencies conduct after action reviews of, re-plan, and retrain on resource management.



### III. ORGANIZATION



#### **■IV. RESPONSIBILITIES AND TASKS**

##### **A. County Communications/Emergency Management**

###### **Response**

1. Request resources from county, state and mutual aid agencies; non-profit and volunteer (VOAD) organizations and private contractors.
2. Implement a system to record, direct and track all resources (including hours donated by volunteer laborers) being activated and all associated costs.
3. Prioritize requests for resources to meet basic needs (e.g., potable water, food, emergency power.)
4. Prioritize the distribution of resources to the areas of highest need.
5. Designate a county agency to request and coordinate volunteer activities.
6. Identify secure facilities and the necessary infrastructure and support from which resource coordination and distribution activities are conducted. Identify shortfalls or gaps in the local ability to support such activities and request additional resources to fill gaps.
7. Identify the types of personal protective equipment (PPE) required for volunteers. If PPE is needed, ensure that it is acquired, issued and users are trained on proper usage before they respond to the field. Document activities.
8. Identify and obligate transportation resources for goods and people. Factor requirements for functional needs populations into requests.
9. Identify and obligate contractors for site remediation.
10. Support local efforts to coordinate (i.e., receive, sort, warehouse, distribute) donated goods.
11. Enact a system to register volunteers and to coordinate and document their activities (e.g., training, responsibilities, injuries, equipment.) This ensures that volunteers are covered under State Statute 323 for workers' compensation.
12. Coordinate with county board and agencies to activate Continuity of Operations/Continuity of Government plans as needed.
13. Work with appropriate agencies to coordinate debris removal.

###### **Recovery**

1. Activate resources until Resource Management Coordination Group is operational.
2. Determine and monitor resources activated, deployed and available until Resource Management Coordination Group is operational.
3. Coordinate resource information with neighboring jurisdictions and State Division of Emergency Management.
4. Assume lead role in obtaining and managing general administrative support for operations.
5. Conduct periodic briefings in the Emergency Operating Center including information on resources allocated, anticipated operational objectives and needs and available resources.
6. Reconsider resource interventions and reassign or dismiss as needed. Rehabilitate or restock resources to a state of readiness.
7. Review contracts for goods and services with staff (e.g., legal counsel, WEM, FEMA) to ensure quality.
8. Issue media releases with guidance to help protect the public from inappropriate business practices through the PIO.

9. Work with appropriate agencies to coordinate debris removal.

### **Post-Incident**

1. Make recommendations to Resource Management Coordination Group concerning long-term recovery resources needed, demobilization and other post-incident resource management issues.
2. As Resource Management Coordination Group phases out, assumes its resource management functions.
3. Ensure receipt of all needed resource management documentation.
4. Set up a lost/found equipment registry and otherwise coordinate tracing of lost/found equipment for return to correct agency.

## **B. Core Planning Team**

### **Response**

County Communications/Emergency Management Director  
County Sheriff  
Fire Chief of effected municipality  
County Highway Commissioner  
County Public Health Director  
Police Chief of effected municipality  
County Social Services Director

1. Design procedures, forms, checklists, databases, and print-out formats for collection and fast retrieval of resource inventory information.
2. Develop Memorandums of Understanding with neighboring jurisdictions, contractors, and non-profit agencies.
3. Design resource monitoring procedures to record, track, and display deployment and usage.
4. Plan pre-positioning of resources in specialized cases.

### **Post Incident**

1. Ensure thorough after-action reviews and re-planning of resource management functions and procedures.

## **C. County Information Systems (IS) Department**

### **Response**

1. Assist Core Team in designing computerized methods to collect, input, retrieve, and disseminate resource information including inventory and usage.

### **Recovery**

1. Support Communications/Emergency Management Office, Resource Management Coordination Group and Finance Department in their information management and computer needs.

## **D. County Finance Office**

## **Response**

1. In coordination with the Core Team and IS Department, prepare forms, procedures and software applications for financial monitoring and documentation of resources and operations to support:
  - a. Analysis, summaries and advice on cost and other financial matters during operations.
  - b. Post-incident financial adjustments such as budget amendments, reimbursements, liability claims, personnel matters, and disaster relief programs.

## **Recovery**

1. Serve as lead agency in financial monitoring and management for operations.
2. Provide cost analysis and financial summaries to County Executive or Resource Management Coordination Group as needed.
3. Ensure adequate documentation of resources and operations to support financial adjustments such as budgets, reimbursements, liability claims, personnel matters and disability relief programs.

## **Post Incident**

1. Plan and implement financial management arrangements for long-term recovery resource usage.
2. Collect all needed financial information.
3. Assist Communications/Emergency Management Office. Draft applications for relief programs providing financial documentation and analysis as needed.
4. Review and process claims related to the operation.
5. Prepares financial report on operations to assist after-action review process.

### **E. County Corporation Counsel**

#### **Response**

1. Review Memorandums of Understanding with outside parties.

### **F. County Executive**

#### **Response**

1. Direct cooperation by county agencies in resource management planning.
2. Approve Memorandums of Understanding with outside parties.

### **G. County Sheriff's Office**

#### **Response**

1. Maintain list of staff contacts & equipment.

#### **Recovery**

1. Through Dispatch Center, activate: first response and county-wide mutual aid Law Enforcement. Sheriff activates Law Enforcement resources from outside the county as needed.
2. Support the Communications/Emergency Management office and Resource Management Coordination Group as needed.

3. Provide support staff for the Emergency Operating Center and field command post.

#### **H. Volunteer Agencies**

##### **Response**

1. Coordinate activities with County Emergency Management or designee.
2. Provide services as requested.

##### **Recovery**

1. Maintain documentation of resource usage.
2. Report status of resources to the appropriate point in the integrated command and coordination system once operational; e.g.:
  - a. In staging areas: report to staging area manager.
  - b. On scene: Incident Command or subordinate functional commanders.
  - c. Home-base or otherwise remote: Emergency Operating Center.

#### **I. Other Supporting Agencies**

##### **Response**

1. Mobilize resources dispatched to the affected area and track their disposition.
2. Utilize resources to conduct operations in support of local response.
3. Record and report to County Emergency Management the costs of utilizing the resources for disaster or emergency operations.

##### **Recovery**

1. Maintain documentation of resource usage.
2. Report status of resources to the appropriate point in the integrated command and coordination system once operational; e.g.:
  - a. In staging areas: report to staging area manager.
  - b. On scene: Incident Command or subordinate functional commanders.
  - c. Home-base or otherwise remote: Emergency Operating Center.

#### **J. All Agencies**

##### **Post Incident**

1. Continue during incident resource management tasks as needed.
2. Phase out coordination with Incident Command or Resource Management Coordination Group as appropriate.
3. Complete internal resource management documentation. Report this and all other requested information to County Communications/Emergency Management Office.
4. Participate in inter-agency and internal after-action reviews and re-planning of resource management function and procedures.

#### **K. Resource Management Coordination Group (Initial composition)**

## **Recovery**

County Communications/Emergency Management Director	
Sheriff's Office	Fond du Lac Police Department
County Highway Department	Fond du Lac Fire Department
County Public Health Dept.	Red Cross
County Social Services Dept.	Information Systems Department

1. Assume responsibility for determining and monitoring resources activated, deployed, and available.
2. Make and implement ordinary decisions to activate and allocate resources.
3. Anticipate resource needs. Make preparations or activate as appropriate.
4. Assess composition of agencies assisting in resource management function. Call in other as needed.
5. Frame issues for Executive Group involving significant resource policy matters or extraordinary resource commitments.
6. Coordinate with Incident Command; provide resources requested.
7. Establish telephone line, staging area, and incident-specific instructions for handling unsolicited donations. Disseminate information to public and traffic control.
8. Approve request from agencies for donated resources. Establish staging area and incident-specific instructions for handling. Disseminate to public and traffic control.

## **Post Incident**

1. Coordinate planning and implementation of transition to long-term recovery resource usage.
2. Develop or coordinate plans for demobilizing resources.
3. Develop plans for phasing out Resource Management Coordination Group and transferring resource management to Emergency Management Office.

## **L. Executive Group** (Initial composition)

### **Recovery**

County Executive	County Communications/Emergency Management Director
Sheriff	County Finance Department
Chief Elected Official	Corporation Counsel
County Treasurer	

1. Authorize resources as necessary.
2. Authorize special resource requests to other jurisdictions and non-government organizations as necessary.
3. Make decisions on significant resource policy issues or extraordinary resource commitments.

## **M. Incident Command** (See Annex A – Direction and Control)

### **Recovery**

1. Determine and monitor resources on-scene and deployed, or delegate this task as appropriate.
2. Assess resource needs – immediate and anticipated – and authorize requests for additional resources.
3. Establish staging areas for rapid deployment and long-term hold, appointing a staging area manager for each.
4. Provide instructions to traffic control and staging area managers for arriving resources.

#### **Post Incident**

1. Plan and implement transition to long-term recovery resource usage.
2. Plan and implement release of resources.
3. Plan and implement down-sizing, restructuring, or phasing out resource management support to Incident Command.

### **N. Planning Section Chief (Reporting to Incident Command):**

#### **Recovery**

1. Monitor and display for Incident Command the status of tactical resources allocated, arrived, or deployed.
2. Focus on anticipating operations and recommending resource requests to support the incident action plan.
3. Designate Recovery Staff Group.

#### **Post Incident**

1. Develop recommended plans for long-term recovery resource usage.
2. Develop recommended plans for releasing resources.
3. Develop recommended plans for reorganizing or phasing out resource management support to Incident Command.
4. Collect and organize all resource management information and report to Incident Command.

### **O. Area Manager**

#### **Recovery**

1. Collect and control response personnel and other resources, deploying or releasing only as instructed by Incident Command or Operations Chief.
2. Maintain records of response personnel including name, agency, role or special skills, nature and time of deployments and injuries.
3. Maintain records of all other resources involved in the incident including the source organization, type of resource, identification of specific unit, special capabilities, nature and time of deployments and damage.
4. Brief response personnel on the incident, known hazards, radio procedures, who they report to, equipment needed and rotation/relief procedures.
5. Debrief returning personnel and provide further instructions as appropriate.
6. Keep Incident Command informed of resource status and intelligence gathered from returning personnel.

#### **Post Incident**

1. Implement direction from Incident Command relating to long-term recovery resources arriving.
2. Release resources at the direction of Incident Command.
3. Complete all needed resource management documentation and provide all information to Incident Command.

**P. Logistics Section Chief (Responding to Incident Command)**

1. Provide on-scene management of logistical support (delegating as necessary) including:
  - a. Ground support including fuel and maintenance, transport, generators, light, other support equipment, support vehicles, etc.
  - b. Food and other personnel support.
  - c. Communications.
  - d. Supplies, including tools, protective equipment, administrative support, etc.
2. Determine current on-scene logistics support capabilities.
3. Anticipate additional logistical support and services needed in light of overall incident plan. Formulate logistics plan to support anticipated operations.
4. Recommend to Incident Command requests to the Emergency Operating Center for additional logistical resources. (Or, by Incident Command delegation, make such requests.)
5. Maintain records of logistical resource usage.

**Post Incident**

1. Develop recommended plans for logistical support of long-term recovery operations.
2. Develop recommended plans for releasing logistical resources.
3. Complete all needed resource management documentation and provide it to Incident Command.

**Q. County Highway Department**

**Recovery**

1. Provide logistical support for operations; e.g., field fueling and maintenance to motorized equipment; electrical power and lighting, special transport, loading and unloading; drinking water, toilets, etc. See Annex G (Public Works and Engineering).
2. Department director or designee: Serve as overall county-wide logistics coordinator for operations, drawing resources from public works agencies in Fond du Lac County, contractors, non-profit organizations, and other jurisdictions.
3. Arrange appropriate public works staff to serve Incident Command in the field including the roles of Logistics Section Chief and/or Public Works Branch Director.

**R. County Social Services Department**

**Recovery**

1. Serve as lead agency in coordinating support for response personnel; e.g., food, clothing, shelter, damage assessment, and critical incident stress counseling. See Annex F (Human Services).



## **Post Incident**

1. Assist Communications/Emergency Management Office and Finance Department in preparing relief applications.

### **S. County Treasurer's Office**

1. Provide support (personnel, supplies, equipment and facilities) to assist Finance Department in financial monitoring and management as needed.

### **T. County Personnel Department**

#### **Recovery**

1. Assist Finance Department in financial monitoring and management by maintaining records on time, injuries, and any other personnel matters of response personnel.

### **U. County Clerk's Office**

#### **Recovery**

1. Provide administrative support (personnel, supplies, equipment and facilities) to Emergency Operating Center under the direction of the Communications/Emergency Management Office as needed.

### **V. County Clerk of Courts Office**

1. Provide administrative support (personnel, supplies, equipment and facilities) to Emergency Operating Center under the direction of the Communications/Emergency Management Office as needed.

### **W. Plan Development and Maintenance**

- A. The Resource Management Annex Team is composed of agencies in the Core Planning Team and Resource Management Coordination Group representatives. These agencies are responsible for developing and maintaining this annex.
- B. This annex team meets upon request of a CORE member or when necessary at the County Emergency Operating Center, unless other arrangements are made. The team reviews incidents, changes, and new information; makes revisions in plans; and/or makes recommendations to other annex teams as appropriate.
- C. This annex team also conducts after-action reviews of all exercises and major incidents.

# **ANNEX D**

## **LAW ENFORCEMENT**

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## **I. PURPOSE**

This annex describes how the county will ensure the protection of life and property during emergency situations. Appendix 1 of this plan describes operations during a Weapons of Mass Destruction (WMD) event.

## **II. CONCEPT OF OPERATIONS**

### **A. Authority**

The general welfare and protection of citizens during emergencies, both natural and man-made is the responsibility of the town, municipal and county law enforcement agencies as set forth in the local laws.

The Sheriff is the chief law enforcement officer in the county and has authority over resources in the law enforcement service during a major emergency. The Sheriff provides the law enforcement resources needed. If the incident is within the jurisdiction of a police chief, constable or marshal, the Sheriff and the municipal law enforcement official shall coordinate the law enforcement response.

### **B. Coordination**

Prepare town, municipal and county law enforcement agencies and coordinate procedures, equipment and facilities. If county law enforcement resources are exhausted, the Sheriff coordinates mutual aid with the Emergency Police Services Area Director.

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

### **C. Response**

1. Town, municipal and county law enforcement agencies prepare and coordinate procedures, equipment and facilities to perform the tasks stated in Section IV (Tasks and Responsibilities) of this annex. Inter-agency planning includes coordination with State law enforcement units operating within the county.
2. The Sheriff coordinates procedures for mutual aid from or to agencies outside the county with the area Emergency Police Services director.
3. Key elements to support law enforcement objectives are:
  - a. Incident Command System.
  - b. Mobile command post to support on-scene command and coordination.
  - c. Communications system and equipment to support sustained field operations.
  - d. Emergency Operations Center to support a system of command and coordination at the seat of government. See Annex B (Direction and Control) Attachment 1

### **D. Recovery**

The Law Enforcement service builds functionally from the first responder on up.

1. Law enforcement personnel initiate Incident Command System. See Annex A (Direction and Control).
  - a. First response agency reports assessment mobilizes resources and takes control of site.
  - b. First-in supervisor assesses reports and establishes a command post.
  - c. Generally, the senior on-scene law enforcement commander with ordinary jurisdiction assumes command of the law enforcement branch.

- d. If the law enforcement service has lead responsibility for the incident, e.g., sniper, civil disturbance or by agreement, the senior on-scene law enforcement commander assumes or joins Incident Command.
  - e. The Sheriff is the chief law enforcement officer in the county and has ultimate authority over resources in the law enforcement service during a major emergency. The Sheriff provides the law enforcement resources needed by Incident Command. If the incident is within the jurisdiction of a police chief, the sheriff and police chief cooperate to the extent feasible.
  - f. If the law enforcement branch exhausts resources within the county, the Sheriff coordinates mutual aid from outside the county with the state Emergency Police Services area director.
- 2. Law enforcement branch objectives:
  - a. Establish and maintain access-control and security of sites, roads, buildings and other locations.
  - b. Take lead role in implementing warnings, evacuation and in-place sheltering.
  - c. Provide support to other emergency functions.
  - d. Maintain law and order and provide other law enforcement services.

## **E. Post-incident**

- 1. Continue during-incident procedures as needed.
- 2. Participate in after-action critique and revise annex as necessary.

## **III ORGANIZATION:**

- A. The organization chart for the integrated Fond du Lac County Law Enforcement branch is Attachment 2 to this Annex.
- B. A law enforcement commander who assumes Incident Command arranges law enforcement branch command to fit the incident. Illustrative options:
  - 1. Retain direct command of the law enforcement branch.
  - 2. Appoint a separate branch commander for tactical direction of law enforcement (in larger incidents requiring extensive inter-service coordination).
  - 3. Appoint an operations section chief, who appoints branch commanders as necessary (in major incidents involving activation of planning and logistics sections in the field). See Annex A (Direction and Control).
- C. The law enforcement branch commander appoints subordinate commanders for specific functions, e.g., perimeter and site security, traffic control, evacuation, etc., or geographical sectors, as needed.
- D. The senior on-scene law enforcement commander, and ultimately the Sheriff, has command of all law enforcement resources provided as mutual aid.
- E. To the extent feasible, the law enforcement branch will reserve the integrity of mutual aid agencies and will implement directives through the respective mutual aid agency's on-scene command structure.

## **IV. RESPONSIBILITIES AND TASKS**

### **A. County Sheriff's Office**

#### **Response**

- 1. Coordinate with the Incident Commander and local law enforcement agencies to provide requested services.
- 2. Coordinate with local law enforcement to maintain perimeters, limit access (e.g., pass system, checkpoints), control traffic and crowds, prevent looting, maintain law and order, provide investigative services and preserve security.
- 3. Coordinate with local law enforcement to conduct warning, evacuation and sheltering operations as needed.

4. Support special operations (e.g., search and rescue, bomb squad, WMD, radiological) as requested.
5. Coordinate the implementation of the Weapons of Mass Destruction Plan as needed. (Appendix 1)
6. Refer to Emergency Support Function 13 (ESF) of the State Emergency Response Plan (ERP) for additional law enforcement support.

#### **Recovery**

1. Coordinate re-entry activities with local law enforcement.
2. Demobilize and return resources to a state of readiness.
3. Coordinate with local law enforcement to conduct post-incident reviews of response actions.

#### **Post-incident**

1. All law enforcement agencies continue during-incident tasks as appropriate.
2. All law enforcement agencies conduct inter-agency after-action review and revise plans in light of incident experience.

### ***B. County Communications/Emergency Management***

#### **Response**

1. Support the Sheriff with coordinating resources and mutual aid.
2. Coordinate with the Sheriff to assess the incident and resource needs.

#### **Recovery**

1. Coordinate with the Sheriff to conduct post-incident reviews of response actions
2. **.V. RESOURCE MANAGEMENT:**

#### **A. Response**

1. Town, municipal and county law enforcement agencies establish and maintain a county-wide inventory of law enforcement resources for major emergencies.
  - a. Include personnel, equipment, supplies, facilities, specialized skills and capabilities.
  - b. Include resources from outside agencies, private contractors or other sources.
  - c. Arrange inventory for fast retrieval by type of resource.
2. Law enforcement agencies prepare resource management procedures for:
  - a. Call-up or activation of resources.
  - b. Logistical support of equipment and facilities, e.g., transport, batteries and electrical power, fuel and supplies.
  - c. Logistical support of personnel, e.g., food, water, rest area, restrooms, medical monitoring and specialized clothing.
  - d. Tracking and monitoring deployment, consumption and expenses of resources to inform commanders during operations, enable resource recovery and create records for cost recovery.
3. Law enforcement agencies mark equipment with agency identifier and record serial numbers to assist resource recovery.

#### **B. Recovery**

1. Law enforcement agencies initiate activation and monitoring procedures.
2. Once the staging area is established, arriving law enforcement resources report there and check in.

3. Law enforcement branch appoints a resource coordinator to monitor law enforcement resources available and law enforcement resources deployed.
4. Branch resource coordinator ensures appropriate records are kept to enable resource recovery and cost recovery.
5. Branch commander estimates needed law enforcement resources and requests them through Operations section chief, if any, or Incident Command. Incident Command authorizes resources and works with Sheriff to arrange for their deployment.
6. **Law Enforcement Agencies** maintain internal logistical support:
  - a. Back-up electrical generation capacity at their permanent facilities.
  - b. Back-up batteries for their field equipment.
  - c. In addition to squad cars, the Fond du Lac County Sheriff's Office has accessibility to a prisoner van.
  - d. Specialized clothing needed for special operations.
7. **The Public Works & Engineering Group**, Annex G, (lead agency- Fond du Lac County Highway Department) provides support resources for law enforcement, e.g.:
  - a. Portable barricades and fencing.
  - b. Portable power generation.
  - c. Portable lighting.
  - d. Field refueling.
  - e. Truck transport and towing.
  - f. Portable restrooms.
8. **The Human Services Group**, Annex H, provides field support for personnel, e.g.:
  - a. Food and water.
  - b. Rest area supplies.
  - c. Critical Incident Stress Debriefing.

**C. Post Incident**

1. Continue during-incident procedures as appropriate.
2. Recover equipment and supplies.
3. Ensure documentation of resources expended and expenditures for cost recovery.

**VI. Plan Development and Maintenance:**

- A. The Fond du Lac County Sheriff, the Fond du Lac County Law Enforcement Executives Association and/or their designees constitute the Law Enforcement planning team. These agencies are responsible for developing and maintaining this annex.
- B. This annex team meets as needed at the County Emergency Operating Center, unless other arrangements are made. The team reviews incidents, changes and new information, makes revisions in plans and/or makes recommendations to other annex teams as appropriate.
- C. This annex team also conducts after-action reviews of all exercises and major incidents.

**ATTACHMENT 3** (Emergency Police Mutual Aid Agreements)  
to **ANNEX D** (Law Enforcement)

**EMERGENCY POLICE MUTUAL AID**

The Wisconsin Emergency Police Services Program is divided into seven (7) coordinating areas for emergency police mutual aid. Each area has a Sheriff as a Director and two (2) alternates who arrange for police assistance.

**EAST CENTRAL AREA:** consisting of all the police agencies in the following counties:

Brown	Green Lake	Outagamie
Calumet	Kewaunee	Sheboygan
Door	Manitowoc	Waushara
Fond du Lac	Marquette	Waupaca
		Winnebago

Director: Sheriff Dennis Kocken  
Brown County, Green Bay  
(920) 448-4222  
(920) 448-7688 (Dispatch)

Alternate: Sheriff John Gossage  
Brown County  
920-448-4222

Sheriff Terry Vogel  
Door County  
920-746-2400



# **ANNEX E**

## **EVACUATION AND SHELTERING**

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## **PURPOSE**

This annex describes how the county agencies will support municipal evacuation and sheltering operations during a disaster.

### **I. CONCEPT OF OPERATIONS**

The county is responsible for developing a capability to provide sheltering services for its citizens in a disaster and should be prepared to care for people evacuated from the impacted area. This is done in coordination with municipal, volunteer and private agencies.

#### *A. Authority to Recommend Evacuation*

##### **1. Local**

In the event of an escalating emergency outside city or village limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents (s.59). Within incorporated jurisdictional limits, the mayor or village president has statutory authority to order an evacuation (s.66.325). In certain limited situations involving a small area, a fire chief has the authority to evacuate residents. (s.213.095).

##### **2. State**

During a state of emergency, the Governor can issue such orders as he or she deems necessary for the security of persons or property (ss.323.12(4) (b)).

#### *B. Coordination*

The county will assist municipal agencies with administering evacuation and sheltering activities and coordinating with state, volunteer, and private agencies.

### **II. RESPONSIBILITIES AND TASKS**

#### *A. Chief Elected Official or Designee*

##### **Response**

- 1. The Executive Group and/or Communications/Emergency Management Director responsible for issuing declaration of evacuation orders.**
  - a. The Incident Commander may initiate on-site evacuation orders when necessary.
  - b. The Governor orders evacuation if there is an enemy attack.
- 2. When ordering an evacuation, the following considerations should be considered:**
  - a. Weather and highway conditions.
  - b. Evacuation routes, their capacities, and susceptibilities to hazards.
  - c. The availability and readiness of shelters for evacuees.
  - d. Modes of transportation for evacuees and for those unable to provide their own.
  - e. Functional needs groups.

##### **Post Incident**

- 1. Issue re-entry orders after consultation with the appropriate response agencies.**
- 2. When ordering re-entry, the following considerations are addressed.**
  - a. Insure that the threat is over.

- b. Insure homes have been inspected and are safe to return to.
- c. If homes have been damaged, determine any long-term housing needs.
- d. Determine number of persons in shelter who will need transportation to return to their homes.
- e. Inform public of proper re-entry procedures and remaining hazards.
- f. Coordinate traffic control and movement back to the area.
- g. Issue proper cleanup instructions.

#### *B. Incident Commander*

##### *Response*

- 1. Coordinate with the appropriate agencies to recommend evacuation on shelter-in-place.
- 2. Coordinates evacuation process through the local Law Enforcement Agencies.
- 3. Keeps the County Director and Executive Group apprised of the emergency situation.
- 4. Notifies residential and health care facilities in affected jurisdictions if immediate danger exists.

#### *C. County Communication/Emergency Management*

##### *Response*

- 1. Coordinate with the appropriate agencies to recommend evacuation or shelter-in-place.
- 2. Coordinate the collection and dissemination of information concerning evacuation and sheltering to the public. (See Annex J) and emergency response personnel. (See Annex B)
- 3. Coordinate the opening of reception centers and shelters. Refer to the telephone list for the contacts that open and equip the facilities.
- 4. Assist local efforts to address pet issues as requested.

##### *Recovery*

- 1. Support municipal jurisdictions with developing and implementing a re-entry plan.
- 2. Coordinate the dissemination of public information concerning sheltering and re-entry procedures.

#### *D. Public Information Officer*

##### *Response*

- 1. Develop evacuation and shelter information releases to be disseminated to the media.
- 2. Disseminate emergency information immediately, advising the public of what evacuation and/or shelter actions to take.
- 3. Insure that evacuation and/or shelter information is disseminated to the media on a timely basis throughout the emergency.
- 4. See Annex j (Public Information)

##### *Recovery*

- 1. Coordinate and disseminate public information on evacuation and sheltering with the County Director, Incident Command Officer, EOC staff, and other response agencies.
  - a. Release information on the availability of congregate care facilities and/or fallout shelters. See Annex J (Public Information).
  - b. Disseminate and continue to update sheltering information to the public.

#### *E. Human Services*

##### *Response*

1. Organize and work with local and private sector, non-profit and public service/volunteer organizations regarding shelter operations.
2. Identify and request special resources needed for evacuation and sheltering operations.
3. Coordinate the requirements of short and long-term sheltering.
4. Work with other agencies to coordinate and administer food distribution programs as needed.

#### Recovery

1. Prioritize the use of personnel and equipment or provide for continuity of services.
2. Provide necessary outreach and counseling services to citizens affected by the disaster.
3. Brief County Communications/Emergency Management Director on recovery status.
4. Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.
5. Address long-term housing needs.

#### *F. Public Health Department*

##### Response

1. Coordinate with appropriate agencies evacuations and sheltering for all affected people including those with special needs.
2. Provide health care services (e.g. vaccinations, first aid) for evacuees and emergency workers as requested.
3. Coordinate transportation and medical care for patients being evacuated from hospitals and other health care facilities.

##### Recovery

1. Assist with the coordination of re-entry activities for people including those with functional needs.
2. Assist Human Services with identifying the need for and provide crisis counseling to emergency workers and disaster victims.
3. Inform the public about appropriate health/medical related protective actions (e.g. protection against contaminated food/water, disposal of garbage/debris).

#### *G. Law Enforcement Agencies*

##### Response

1. Establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.
2. Initiate and monitor evacuation activities (e.g. traffic control, establishing staging areas, and public warning/route alerting).
3. Assist with the warning of the public.
4. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.
5. Provide security in highway rest areas, reception centers and shelters.

#### *H. Fire and Rescue Services*

##### Response

1. Provide advice on evacuation decisions as a result of fires and/or hazardous materials.
2. Responsible for fire security, on-scene control, evacuated areas, and reception centers and shelters.
3. Assist with public warning/route alerting and establish staging areas.

##### Recovery

1. Assist and monitor re-entry activities.
2. Restore all equipment to a state of readiness.

#### *I. Emergency Medical services*

##### **Response**

1. Provide emergency medical services to all people involved in the evacuation or response to the disaster.
2. Coordinate shelter planning with Emergency Medical Services, Human Services, and Public & Environmental Health.
3. Identify and locate people with special needs and provide advice to the Public Health Department regarding evacuation decisions.

##### **Recovery**

1. Assist with the re-entry activities of medical patients and people with functional needs.
2. Restore all equipment to a state of readiness.

#### *J. Public Works/Highway Department*

##### **Response**

1. Provide all necessary traffic control devices (e.g., signs, barricades).
2. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.

##### **Recovery**

1. Restore all equipment and facilities to a state of readiness.

#### *K. American Red Cross*

##### **Response**

1. The American Red Cross will be expected to work within the framework of the Incident Command system. In coordination with the Incident Commander and the EOC, the ARC will open shelters and conduct support services in accordance with ARC guidelines. This includes registering evacuees. The shelter lists may be available to local, state and/or federal emergency management agencies under specific criteria. At the request of emergency management, secondary client optional lists can be produced and shared.
2. Handle disaster welfare inquiry calls regarding victims according to ARC protocols and criteria.
3. Provide individual family assistance (Client Assistance Cards) to meet the basic needs of victims, as determined by Red Cross guidelines.
4. In coordination with County Human Services and according to ARC policies, distribute items needed by victims (e.g., toiletry kits, clean-up kits).
5. Provide disaster mental health service to victims and to the extent possible to responders.

##### **Recovery**

1. Assist victims to return to living as a family unit.
2. Work with other agencies to provide for additional needs of victims during disaster recovery (e.g., food, household items, more permanent lodging).

#### *L. Other Volunteer Agencies-Long Term Recovery Committee (VOAD)*

##### **Response**

1. Convene at the request of the Chief Elected Official, their designee or County Emergency Management Director.
2. In coordination with the County Emergency Management Director, assess community needs in an emergency.
3. Mobilize/coordinate member agency's response efforts.
4. Assist with providing family assistance programs for clothing, food and other items to meet the basic needs of victims as directed by Human Services.
5. Assist with the distribution of items needed by victims (e.g., toiletry kits, clean-up kits.) as directed by Human Services.
6. Local funeral homes provide vehicles for transportation of functional needs population

#### Recovery

1. Provide coordinated management of the long-term recovery to emergency/disaster with County Emergency Management.
2. Coordinate recovery efforts amongst volunteer agencies to avoid duplication of service.
3. Provide case management to support long term recovery.
4. Assist in the management/coordination of volunteers.
5. Provide fiscal management for the allocation of funds.
6. Assist evacuees with relocating with friends, relatives or other people offering space.
7. Work with other agencies to coordinate and administer food distribution programs as needed.

#### *M. Private Business and Agencies*

##### Response

1. Utility companies shall monitor their own systems and:
  - a. Advise Emergency Management of any outages.
  - b. Restore power, gas and telephone services.
  - c. Inspect all equipment and its operation before re=entry.
2. Local bus, transportation companies and medical facilities shall provide their vehicles and resources for the evacuation and re=entry process taking into consideration those people with special needs.

##### Recovery

1. Assist with the clean-up efforts by providing equipment and personnel as requested.
2. Compile and maintain records of disaster related expenditures.






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**ATTACHMENT 2 (Assembly, Reception and Congregate Area)**  
**ANNEX E**

**ASSEMBLY, RECEPTION AND CONGREGATE SHELTERS:**

Each shelter within Fond du Lac County will serve a three-fold purpose -- Assembly, Reception and/or Congregate areas. A map of each village and city located in Fond du Lac County has been provided and each shelter located within the village or city has been identified on the map as well as on the accompanying sheet giving the name, address, telephone number, and the number of persons the shelter could accommodate.

Hospitals are identified with a  Nursing Homes with a square  Schools are identified with a triangle  on the maps.

**Procedure for Opening of Shelters**

1. In coordination with County Emergency Management shelter officer and American Red Cross will determine which shelter will be activated to begin the assembly and reception process.
  - a. Consideration should be given to shelters most conveniently located to evacuate area.
  - b. Consideration should be given as to why area was evacuated when determining which shelter to open.
2. Police and Fire officials will be notified as to the location of the shelter opened to allow them to direct persons to proper location.
  - a. Public Information Officer will keep local media sources updated on shelter information.
3. Shelter Officer and ARC will begin processing evacuees using ARC forms and procedures.
  - a. Shelter Officer and ARC will be responsible for alerting staff and other personnel to man shelters as they are opened.
  - b. Evacuees may be housed at the initial shelter or additional shelters may be opened as needed.
  - c. There is a computer list of additional Reception and Care facilities on file in the Emergency Management Office. This list should be used when additional shelters are needed.

*ASSEMBLY, RECEPTION AND CONGREGATE AREAS,*  
ALONG WITH MAPS ON THE FOLLOWING PAGES 18-44

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City of Waupun	Page 25
Fond du Lac & Dodge	Page 25 & 26
Township of Alto	Page 27
Township of Auburn	Page 28
Village of Brandon	Page 29
Village of Campbellsport	Page 30
Village of Eden	Page 31
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Village of Fairwater	Page 33
Malone	Page 34 & 35
Village of Mt. Calvary	Page 36 & 37
Village of North Fond du Lac	Page 38 & 39
Village of Oakfield	Page 40
Township of Rosendale	Page 41
Village of Rosendale	Page 42
Village of St. Cloud	Page 43
Township of Taycheedah	Page 44

#### *ATTACHMENT 4 (Transportation Resources)*

##### I. County Ambulance Service

Ambulances are available through the Emergency Medical Services, funeral home directors and hospitals.

<u>Business/Service Contact Name</u>	<u>Work/Home Telephone</u>	<u>24 hour</u>
Lifestar Ambulance Waupun	911	262-335-2911
Mt. Calvary Ambulance	911	929-3391
Campbellsport Ambulance	911	929-3391
North Fond du Lac Ambulance	911	929-3391
Fond du Lac Ambulance	911	322-3800
Ripon Ambulance (Guardian)	911	748-7444
Twohig Funeral Home	921-0960	921-6382
Butzen-Marchant Funeral Home	748-2623	748-2623
Mach Funeral Home	921-4420	921-0942
Huss Funeral Home	999-2291	999-2291
Kohl's Funeral Home	324-5547	324-5547
Uecker-Witt Funeral Home	922-5110	922-4084
Wachholz Funeral Home	748-3853	748-3853
Werner – Harmsen Funeral Home	324-3071	324-3071
Zacherl Funeral Home	922-6860	922-6860

##### II. Buses

Buses operated by the various school systems and other bus services in the area are available during emergencies.

<u>School/Private Contact Name</u>	<u>Work/Home Telephone</u>	<u># of Buses</u>	<u># of Drivers</u>	<u>Radio Frequency</u>
FdL Area Transit	929-2935	6	11	453.75
County-Sr.Svcs.	929-3110	18	30	160.050
Johnson Bus Serv.	921-3003	24	25	47.66

*ATTACHMENT 5 (Special Needs List)*

- I. Due to the constant change of persons who have special needs and the request for confidentiality of the lists, the following procedure will be used when evacuations and shelters are activated.
- a. There are agencies within Fond du Lac County who keep updated special needs lists and provide services to these individuals.
  - b. The listed agencies should be contacted for assistance in notifying special needs individuals and to determine their locations.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1. Caregivers Home Health	770 S. Main Street	922-8098
2. St. Agnes Home Care	239 Trowbridge Drive	923-7950
3. FDL County Nurse (Lao/Hmong)	160 S. Macy Street	929-3506 929-3095
4. Peer Counsel Office Visually Impaired Fond du Lac Sr. Ctr.	151 E. First Street	929-3369 929-2507 929-2940
5. Arthritis Support Group		929-3490
6. Alliant Energy (WP & L)	883 W. Scott Street (Steve Smith)	332-6622 948-2043
7. ADVOCAP (Disabled Client List	19 W. 1st Street	922-7760
8. ARC of Fond du Lac	500 N. Park Avenue	923-3810
9. FDL Area Apartment Assoc.		922-9565 921-2193

## *ATTACHMENT 6 (Mass Care)*

### I. MASS CARE:

- A. The American Red Cross has specific regulations and procedures for disaster-related services. The Fond du Lac County Red Cross Chapter's mass care plan complies with these regulations. Both Fond du Lac County Human Services and the Fond du Lac County Communications/Emergency Management Office have a copy of the ARC Mass Care – Sheltering and Mass Care – Feeding Handbooks.
- B. Shelter Management. The American Red Cross trains shelter managers to select, organize, open, operate and close Red Cross shelters in times of disaster. Red Cross shelter managers are responsible to the Chapter Disaster Chairperson. The functions within the shelter include food service, emergency assistance, counseling, health services, sleeping accommodations and recreation services (refer to ARC Mass Care – Sheltering Handbook).
- C. Mass Feeding. The Fond du Lac County Red Cross Chapter has a Mass Care Feeding Supervisor, who will be in charge of this activity (refer to Mass Care – Feeding Handbook).
- D. Disaster Welfare Inquiry. The ARC Welfare Inquiry Supervisor on the disaster operation will direct this program.

Detailed regulations and procedures for locating individuals during a disaster are provided by the American Red Cross (refer to ARC Welfare Inquiry Handbook).

- E. Emergency Assistance. The American Red Cross has the responsibility for meeting the emergency disaster-caused needs of individuals and families affected by a disaster.
  - 1. Client Casework activities are overseen by the Client Casework Supervisor, per regulations detailed in the Individual Client Services – Client Casework Handbook.
  - 2. Local Red Cross Family Services: Rick Parks 922-3450
- 1. Long-term disaster assistance is also available through Fond du Lac County Human Services, Fond du Lac County Public Health Services, and Mental Health Agency. Information and referral services will be ongoing between public and private service agencies.

### II. COMMUNITY MULTI-HAZARD SHELTER OPERATIONS:

- A. Red Cross staff will be provided at the direction of civil authorities. The county shelter plan should include the following considerations:
1. Facilities: Current inventory of facilities that can be used to meet multi-hazard shelter requirements including public multi-hazard shelters and post disaster temporary housing units maintained by Human Services, Emergency Management, Red Cross and the Emergency Dispatch Center. (Inventory of shelter facilities should be identified in Attachment 3 or this annex.)
  2. Emergency Services: The Fond du Lac County Red Cross Chapter has a Disaster Action Team Coordinator who assists local emergency services in developing procedures to support shelter plans. Contact DAT Coordinator at 922-3450.
  3. Sheltering Supervisor: A trained Red Cross Sheltering Supervisor is responsible for developing a list of approved shelters to be used for evacuation or post-impact sheltering in Fond du Lac County. Each potential shelter has been inspected and a shelter agreement signed. The shelter list, which includes schools, churches and other public buildings, is updated yearly and shared with federal, state and local emergency management agencies. In the event of a disaster, trained Red Cross personnel would conduct a pre-occupation inspection of every facility to be used for shelters and obtain signed consent for occupancy from the key holder. Contact Sheltering Supervisor at 922-3450
  4. Shelter Managers and Workers: Volunteers from the Fond du Lac County Red Cross are trained to serve as shelter managers and workers for 24-hour operations. In addition to Red Cross volunteers, church members and individuals from other agencies are being trained to serve as shelter managers and workers. Contact DAT Coordinator at 922-3450.
  5. Additional Shelter Managers and Workers: In the event of a disaster, spontaneous local volunteers would be provided with Red Cross training to serve as shelter managers and workers. In the event of a large scale disaster, additional trained Red Cross volunteers and staff from nearby chapters, the state, ARC Area 3 and even national volunteers would be recruited to serve in capacities for which they have been trained.
  6. Signage for Shelter Identification and Notification of the Public When a facility has been inspected and the occupancy agreement signed, Red

Cross signage will be affixed to designate the building as a Red Cross shelter and all available media outlets or other means, including emergency personnel, will be used to announce the availability of the shelter to the public.

7. **Crisis Stocking Plan** Fond du Lac County does not plan to stock shelters. The American Red Cross is charged with assisting victims of disasters and would be prepared to supply lodging, cots, blankets, snacks, hydration, meals and toiletry items to individuals in need of these. However, citizens should prepare to have emergency supplies of medication and other immediately required items that would not be readily available after a disaster. Guidelines for supplies to have on hand for sheltering in place and items to be included in an evacuation go-kit are available through Red Cross, FEMA and other emergency agencies.
8. **Shelter Management Guidance** Shelter management guidance is outlined in the Red Cross Mass Care – Sheltering Handbook, a copy of which is stored in the Fond du Lac County Emergency Management Office for rapid dissemination in a crisis.



## **APPENDIX 1 (Enemy Attack)**

### *I. PURPOSE:*

Supplements Evacuation and Shelter Annex providing evacuation and shelter procedures specific

### *II. SITUATION AND ASSUMPTIONS:*

[See Wisconsin Allocation Summary]

### *III. CONCEPT OF OPERATIONS:*

#### **A. Pre-incident:**

##### **1. Executive Group:**

- a. Monitor evacuation and shelter planning
  - (1) Coordinate with other counties.
- b. Continuity of government SOPs are developed.
  - (1) Chain of command.
  - (2) Alternate seat of government.
  - (3) Protection of records.
  - (4) SOPs for moving seat of government.

##### **2. County Director:**

- a. Coordinate evacuation and shelter planning for enemy attack based on the Wisconsin Allocation Summary.
- b. Risk and host areas based on the Wisconsin Allocation Summary are identified in Attachment 1 (Maps) of this Appendix.

##### **3. Shelter Officer:**

- a. Coordinate shelter planning with County Director and respective agencies, see Attachments 1-5.
- b. Prepare crisis buildup shelter SOPs and training.
  - (1) Expedient shelter information is located in Annex I (Radiological Protection).
  - (2) Shelter upgrading, marking and stocking SOPs.
- c. Fallout shelter information is provided in Attachment 2 or this Appendix.

#### **B. During incident:**

- 1. Only the Governor can issue evacuation and shelter orders for enemy attack.
  - a. The State of Wisconsin Emergency Management (WEM) receives notice.
  - b. State WEM Administrator notified counties.
  - c. See Annex C (Warning and Communications) for description of warning phases.
- 2. In place shelter may be used.

- a. Expedient shelter information is disseminated.
  - b. Affected jurisdiction prepares for worst-case scenario.
  - c. Implement expedient shelter activities as needed.
- 3. Attack warning and movement to shelters:
  - a. Under the direction of the County Director, Law Enforcement initiates evacuation procedures. Refer to Section III of this annex and Annex D (Law Enforcement).
  - b. Assist and control movement of people to staging areas, reception centers, congregate care facilities and fallout shelters.
  - c. See Annex J (Public Information and Education for PIO messages).
- 4. Reception and lodging:
  - a. Under the direction of the county director, the Shelter Officer should establish reception centers and designate congregate care and fallout shelters.
    - (1) Implement shelter SOPs as tasked.
    - (2) Provide evacuation and fallout information to county PIO to disseminate immediately.
    - (3) Upgrade, mark and stock fallout shelters.
  - b. See Attachment 6 to this annex for information on mass care.

C. Post-incident:

- 1. Follow SOPs developed for re-entry as described in Section III of this annex and Annex I.
- 2. If victims cannot return to their homes, develop long-range plans for shelter and care.
- 3. Participate in after-action critique.

Information supplied in the Wisconsin Allocation Summary indicates that Fond du Lac County falls in a medium risk area for potential fallout (Attachment 2, 3, 4 and 5). In-place sheltering is required for areas within the equal to or greater than 2.0 psi but less than 5.0 psi for potential fall-out boundaries, which includes Fond du Lac County. (Appendix 1 - NAPB-90 III.B.2.C, page 10)

The listed assembly, reception and congregate areas listed in Attachment 2 of Annex E (Evacuation and Shelter) and the computer printout of Reception and Care Facilities will be used to shelter those persons who may not have in-place sheltering and those persons using Fond du Lac County as a host area.

**ATTACHMENT 7 DISASTER RESPONSE FACILITY LIST  
APPENDIX I**

**DISASTER**

**FIELD OFFICES:** OFO' and PAC' will be identified during the response and Disaster Assistance Center recovery stages of the disaster. Their I.D. will depend on impact and location of disasters.

**STAGING AREA:** Staging Area will be determined by incident commander  
Fond du Lac City Parks  
Fond du Lac County Fairgrounds  
Any municipal park located in county

**AIRPORTS:** Fond du Lac Sky Port  
N6308 Rolling Meadows Drive  
Fond du Lac, WI 54935

Wittman Field  
525 W. 20th Avenue  
Oshkosh, WI 54901

**WAREHOUSES:** Ozburn-Hessey Logistics  
122 Kohlman Road  
Fond du Lac, WI 54935  
Telephone: 923-8297

The identification of those sites only potential providing the impact of disaster does not negatively affect the site.

# **ANNEX F**

## **HUMAN SERVICES**

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## **I. PURPOSE**

This annex describes how the county will support municipal efforts with delivering human services in a disaster situation.

## **II. CONCEPT OF OPERATIONS**

The county supports municipal government with meeting human service needs (e.g., congregate care, food coupons, monetary grants, crisis counseling) by providing staff and administering assistance programs. These services are directed towards re-establishing the lifestyles of residents affected by a disaster at the earliest practical time.

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

## **III. RESPONSIBILITIES AND TASKS**

### **A. Department of Social Services**

#### **Response**

1. Assess and implement emergency human services relief programs in coordination with volunteer agencies.
2. Implement appropriate programs (e.g., crisis counseling, post-incident stress debriefings, Critical Incident Stress Management) that are made available through the county, state or federal governments.
3. Coordinate the resource management of municipal, private and volunteer organizations during disaster operations.
4. Coordinate with volunteer agencies regarding evacuation and sheltering (See Annex E) and donations management (see Annex C.)
5. Provide assistance for people with functional needs.
6. Conduct a needs assessment in coordination with volunteer organizations for short-term, long-term and unmet needs.

#### **Recovery**

1. Assess the extent of damage and recovery activities necessary to return to normal operations.
2. Provide outreach services to citizens in a disaster.
3. Communicate with Wisconsin Department of Health and Family Services and request assistance if needed.
4. Assist with identifying and implementing appropriate protective actions and studies to address the long-term health effects.
- 5.

### **B. County Emergency Management**

#### **Response**

1. Work with municipal government to assess damage to the private sector and to determine its impact. Based on the assessment, determine how to meet the needs of those affected.
2. Coordinate response with Department of Social Services.

### **C. American Red Cross**

#### **Response**

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

2. Provide blood and blood products as needed.
3. Handle disaster welfare inquiry calls regarding victims according to American Red Cross procedures.
4. Provide disaster mental health services (e.g., crisis intervention, coping skills and appropriate referral services) to victims and others upon request and as resources allow.
5. Distribute items needed by victims (e.g., toiletry kits, clean-up kits.)
6. Register victims and families during shelter operations and make lists available whenever possible and per ARC policy.

**D. Other Volunteer Agencies**

**Response**

1. Provide assistance to families (i.e., vouchers, clothing) to meet the basic needs of victims.

**IV. RESOURCE MANAGEMENT:**

**A. Department of Social Services (DSS):**

1. DSS is the primary county agency responsible for development and execution of this plan in emergencies requiring human services for:
  - a. Individual & Family Grants
  - b. Food, Congregate Care, Clothing
  - c. Registration and inquiries
  - d. Food Coupons
  - e. Clerical & Administrative Support
  - f. Pass issuance
  - g. Volunteer Match Needs and Resources
2. These services are to be provided in accordance with their individual Agency Plan and Standing Operating Procedures.

**B. Community Services Agency (CSA):**

1. The CSA provides for emergency and crisis counseling on a 24-hour outreach basis to those individuals impacted by the disaster.
2. These services are to be provided in accordance with their Individual Agency Plan and Standing Operating Procedures.

**C. Local School Systems:**

1. Food commodities are made available through local school systems in conjunction with the American Red Cross.

**D. Wisconsin Emergency Management Agency:**

1. Wisconsin Emergency Management, Department of Military Affairs operates a 24-hour response line, using duty officers and a phone center at State Patrol Headquarters during non-standard work hours.

**E. American Red Cross:**

1. The American Red Cross (ARC) operates under a Congressional Charter that designates the ARC as a nationwide voluntary agency to provide relief for victims of a disaster.
2. The ARC performs its responsibilities in coordination with local, state and federal governments.
3. The ARC has provisions for providing emergency human services to disaster victims and workers as a part of their total response efforts.
4. The ARC response is coordinated through their local chapter, state, area and national offices.

**F. Other Volunteer Organizations Active in Disasters (VOAD):**

1. Coordinates case management with member agencies including DSS.
2. Provides fiscal management of funds for non-profit agencies.



## **V. PLAN DEVELOPMENT AND MAINTENANCE:**

- A. Annex development and maintenance will be the responsibility of the County Department of Social Services and the DCP Services Agency (if separate) in conjunction with the County Emergency Government Office, and the American Red Cross.
- B. The primary audience for the plan is local level agencies and individuals involved in coordination and provision of emergency human services planning and response operations.
- C. This annex team meets as needed. The team reviews incidents, changes and new information, makes revisions in plans and/or makes recommendations to other annex teams as appropriate.
- D. This annex team also conducts after-action reviews of all exercises and major incidents.

## **VI. ACTION CHECKLISTS:**

### **A. FUNCTION: MENTAL HEALTH: CRISIS COUNSELING**

- 1. **TITLE:** Crisis Counseling (or other title as defined by local community services agency)
- 2. **PURPOSE:** Provide mental health services and on-site intervention to disaster victims and their families. Services include individual, group and family counseling.
- 3. **TASKS REQUIRED FULFILLING FUNCTION ON-SCENE:**
  - a. Advise Incident Command of the presence of mental health case workers.
  - b. Establish base of operations in coordination with disaster relief services (i.e. -- American Red Cross, Salvation Army, clergy, etc.) And advise Incident Command of the location.
  - c. Establish a check-in function for responding mental health case workers. (For establishing on-scene staffing, congregate/service center staffing and staffing at hospitals and morgues)
  - d. In coordination with CISD, verify the credentials of all psycho-social support personnel responding to the scene.
  - e. Function as adviser to Incident Command on matters related to the psycho-social needs and reactions of the victims, survivors, family members and the community.
  - f. Assign members of the mental health disaster response team to provide:
    - 1) Crisis intervention and mediate impact of stressful event
    - 2) Assist other disaster response personnel in dealing with individuals directly involved or affected by the disaster.
  - g. Provide victims/survivors with specific information as to where they can receive follow-up mental health services.
  - h. Assure that confidential records are kept of those receiving or in need of services to provide for referral or follow-up as necessary.
  - i. Provide progress reports and details regarding long term needs to appropriate local community services agency representatives.
  - j. Since members of mental health teams working directly with victims are responders just as EMS and fire personnel, they should not be part of the debriefing team conducting the CISD process but rather they should undergo the CISD process along with other providers.
- 4. **DESIGNATED BY:** Local Mental Health Community Services Agency emergency operations plan (EOP).
- 5. **REPORTS TO:** Incident Command
- 6. **COORDINATE WITH:** American Red Cross  
Clergy  
Social Service Agency (if separate Agency)  
Aging Agency (if separate Agency)

### **B. FUNCTION: MENTAL HEALTH; CRITICAL INCIDENT STRESS DEBRIEFING (CISD)**

- 1. **TITLE:** CSD - CISD
- 2. **PURPOSE:** Responsible for the delivery of debriefing and other psychological support services,

primarily to responders, to ameliorate/minimize acute stress reactions as the result of involvement in a traumatic incident.

3. **TASKS REQUIRED FULFILLING FUNCTION ON-SCENE:**

- a. Advise Incident Command of the presence of the CISD Team.
- b. Establish an unobtrusive base of operations accessible to the command post and advise Incident Command of the location.
- c. Establish a check-in function for all responding team members.
- d. Verify credentials of all psycho-social support staff who arrive at the scene.
- e. Assign members of the CISD Team to work in the following areas or types of crises according to the need at the scene:
  - 1) Assessment of the psychological status of emergency personnel.
  - 2) Brief individual emergency counseling to anyone who may need it.
  - 3) Brief group counseling and/or defusing where necessary.
  - 4) Liaison with Red Cross and other agencies to assure providers receive adequate rest and nourishment.
  - 5) Provide other psycho-social services that may be needed by emergency personnel at the scene.
- f. Assure that appropriate referrals are provided for follow-up services.
- g. Advise Incident Command of the psycho-social needs and reactions of emergency responders and make recommendations concerning the need to remove personnel from service or to limit the involvement of personnel.
- h. Maintain confidentiality of all CISD activities.
- i. Provide follow-up debriefing sessions, as appropriate.

4. **DESIGNATED BY:** Protocol of existing CISD teams.

5. **REPORTS TO:** Incident Control

6. **COORDINATE WITH:** Police Agencies  
Fire Agencies  
EMS Agencies  
Social Service Agencies  
American Red Cross  
Clergy

# ANNEX G

## PUBLIC WORKS AND ENGINEERING

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## **I. PURPOSE**

This Annex describes how the county will assist the municipalities with providing public works services; assessing the damage to infrastructure and buildings, restoring and maintaining essential services and providing technical assistance through specialized personnel, equipment and supplies.

## **II. CONCEPT OF OPERATIONS**

The county will support the municipalities by ensuring that the infrastructure and buildings in the community are safe for use after a disaster or creating, through demolitions or repairs, a safe condition.

Public works and engineering personnel should identify mitigation opportunities to reduce future disaster damages and make recommendations as appropriate.

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

## **III. RESPONSIBILITIES AND TASKS**

### **A. *County Highway/Public Works Department***

#### **Response**

1. Survey damages to infrastructure, buildings and equipment in disaster areas. Develop and make recommendations to alleviate problems.
2. Clear or barricade roads, repair water and sewer systems and provide portable water supply as needed.
3. Assist with search and rescue operations as directed.
4. Coordinate with the Wisconsin Department of Natural Resources (DNR) for debris removal and disposal.
5. Assist utility companies with emergency service shut-off.
6. Coordinate the restoration and maintenance of essential services (i.e., electricity, fuel water, gas, sewage disposal) to the affected area.
7. Coordinate mutual aid and private contractors with the county public works department, the Incident Commander and the EOC.
8. Coordinate with law enforcement to maintain evacuation routes, identify potential problems and ensure safety along those routes.
9. Assess damages and coordinate with the health department on decontamination of water and water testing.
10. Oversee flood control activities in coordination with the EOC.
11. Maintain contact and coordinate operations with public and private utility representatives.

#### **Recovery**

1. Continue to maintain, clear and repair the infrastructure system until normal operations are restored.
2. Reassess the situation and reassign or dismiss resources as necessary.

3. Maintain sewer, debris and garbage operations.
4. Compile and document disaster damages and report them to County Emergency Management.
5. Assist with the Preliminary Damage Assessment (PDA) and disaster declaration process as requested.

#### Resources

1. See Annex C (Resource Management)

### *B. County Emergency Management*

#### Response

1. Maintain contact and coordinate operations with public and private utility representatives.
2. Establish priorities for the restoration of essential services.

#### Recovery

1. Compile and document disaster damages and report them to WEM.
2. Assist with the Preliminary Damage Assessment (PDA) and disaster declaration process as requested.

*Information re: Town, Village, and City Officials found in EOP Resource List. Pages 6-11*

# **ANNEX H**

## **HEALTH AND MEDICAL**

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## **I. PURPOSE**

This annex describes how the county will provide health, medical and mortuary services in a disaster. Appendix 1 of this plan describes operations in support of an animal disease emergency.

## **II. CONCEPT OF OPERATIONS**

The county shall support municipal government with providing and coordinating health, medical and mortuary services to all people during disaster situations. The county will also support municipal operations to the extent possible during an animal disease outbreak.

Health and medical concerns following an incident range from decontamination of victims to arresting the spread of infectious diseases to the long-term effects on first responders and the population.

Health and medical issues may include:

- Reducing risk to first responders
- Early identification of agent(s)
- Decontamination of victims
- Containing the spread of disease
- Dealing with contaminated mass fatalities
- Reducing long-term health problems

If the Governor declares a state of emergency related to public health and designates the Department of Health and Family Services (DHFS) as the lead state agency to respond to that emergency, DHFS shall act as the public health authority during the period of the state of emergency. During the period of the state of emergency, the secretary may designate a local health department as an agent of the department and confer upon the local health department, acting under that agency, the powers and duties of the public health authority.

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

## **III. RESPONSIBILITIES AND TASKS**

### **A. County Communications/Emergency Management Director:**

#### **Pre Incident:**

1. All emergency medical service providers in Fond du Lac County, in conjunction with Fond du Lac County Communications/Emergency Management, develop an ongoing capability to operate an effective EMS system in response to major emergencies.
  - a. Emergency medical services providers in the county, in conjunction with the County Communications/Emergency Management Director, designate County EMS Coordinator and an alternate to manage EMS response in emergency situations.

- b. The County Emergency EMS Coordinator is responsible for development, revision and updating of the Emergency Medical Services Annex in conjunction with county EMS services.
2. The Fond du Lac County Communications/Emergency Management Director assists the County EMS Coordinator, in conjunction with county EMS providers, to develop and maintain a system for accessing resources for supplies, equipment and personnel.
3. The Fond du Lac County Communications/Emergency Management Director, in conjunction with the County EMS Coordinator, works with the County Fire and Rescue agencies and EMS Associations to establish a protocol for EMS command as it relates to overall Incident Command.
4. The Fond du Lac County Communications/Emergency Management Director, in conjunction with surrounding counties, volunteer organizations and/or state and federal agencies, establishes cooperative relationships and agreements for the provision of necessary assistance to county and local EMS systems in major emergencies.
  - a. These agreements will include mutual aid agreements among individual EMS providers within the county,
  - b. Agreements between such providers and EMS providers in surrounding counties.
5. The Fond du Lac County Communications/Emergency Management Director, to the extent of its available resources, cooperates with and coordinates the activities:
  - a. County and local EMS systems,
  - b. Local health care facilities and volunteer organizations in planning and exercising the EMS component of emergency response capabilities.
6. The Fond du Lac County Communications/Emergency Management Director may provide or coordinate direct assistance to local EMS systems and providers involved in emergency management incidents in situations for which a state of emergency is not declared and the Fond du Lac County Emergency Operating Center is not activated. This assistance may involve any of the services, organizations or agencies noted in the "during-incident" phase below.
7. The Fond du Lac County Communications/Emergency Management Director, in conjunction with the County EMS Coordinator, establishes a system for designating the Disaster Medical Control Hospital.
  - a. May be pre-designated or at the time of the incident.
  - b. Coordinates area-wide patient transportation and hospital resources.

## Response

1. Activates local EOC.
2. Coordinates personnel, material, supplies, transportation, hazard mitigation, security, communications, public information, and other resources and support as necessary.
3. **Alert Level.** Monitor and assess developing situation.
  - a. County Communication/Emergency Management Director receives notification that an incident may require activation of the County Emergency Medical Services Annex is occurring or may occur.
  - b. County Communications/Emergency Management Director alerts County EMS Coordinator
  - c. County EMS Coordinator establishes contact with Department of Health and Social Services (DHSS) and/or other agencies and organizations in anticipation of need to access additional resources.

- 1) Contact with DSS may be made directly or through the 24-hour Office of Emergency Management Hotline.
  - 2) County Communications/Emergency Management staff and EMS Coordinator assist, as requested, in assessment of situation and review response plans in anticipation of full mobilization.
4. **Limited Assistance.** The County Communications/Emergency Management Director and EMS Coordinator take action to activate the selected portions of the EMS system required to cope with situation and assist with specific needs.
  - a. The County Communications/Emergency Management Director or EMS Coordinator seeks, as needed, assistance and information from the Department of Health and Social Services required to guide EMS providers on toxic substance protective actions, health effects and patient care.
  - b. The County EMS Coordinator, upon request, provides or arranges for assistance to local EMS systems in accessing resources exhausted or unavailable in the local area (e.g., ambulances, rescue vehicles, hospital beds, supplies, personnel, etc.).
  - c. The County EMS Coordinator, as needed, establishes contact with other agencies and organizations, within and outside of the county.
    - 1) Assures access to and availability of needed resources.
    - 2) Prepares for coordination of activities should the situation escalate.
5. **Full Mobilization.**
  - a. The County EMS Coordinator, or his/her designee, executes his or her responsibilities either from the County Emergency Operating Center or the Incident Command Post.
    - 1) If at the Incident Command Post, arrangements are to be made to have a contact person available at the County Emergency Operating Center for any necessary communications.
    - 2) If the EMS Coordinator remains at the County Emergency Operating Center, the coordinator will designate an on scene person to coordinate activities.
    - 3) All requests for assistance and program implementation are channeled through the County EMS Coordinator.
    - 4) The County EMS Coordinator is integrated into the Incident Command structure in the manner described in Annex A (Direction and Control).
  - b. The primary duty of the EMS Coordinator is to coordinate EMS activities with other response units, agencies and organizations having similar responsibilities to assure that implementation of tasks is accomplished in a coordinated fashion.
  - c. The County EMS Coordinator or designee in the EOC keeps other services and agencies, as well as the County Communications/Emergency Management Director, informed of developments during any emergency management incident.
  - d. The County EMS Coordinator, in conjunction with established Incident Command, requests mutual aid support from surrounding counties' EMS systems, as needed.
  - e. The County EMS Coordinator maintains communications with the Department of Health and Social Services EMS Coordinator in the State EOC and the EMS Coordinators in surrounding counties to keep those individuals informed of relevant developments and seek needed advice and assistance.

## **Recovery**

1. The County Communications/Emergency Management Director and EMS Coordinator assist local EMS systems in assessment of damage to those systems and in recovery activities to return the systems to normal.
2. The County Communications/Emergency Management Director, in conjunction with the EMS Coordinator and EMS providers, conducts a review of EMS system operations in the emergency response and participates in interagency reviews of the integrated emergency response, followed by efforts to enhance response capabilities and correct weaknesses.

**B. Emergency Medical Services:**

**Response**

1. Report to or send a representative to the EOC.
2. Assess the health, medical and mortuary needs of the situation; mobilize and coordinate resources as necessary.
3. Maintain communications with the ICS, EOC, EMS, hospitals and other health care facilities to provide for and/or seek support and assistance.
4. Provide pertinent information to the EOC or PIO.
5. Maintain a patient casualty tracking system.
6. Coordinate the location, procurement, screening and allocation of health and medical supplies and resources.
7. Perform triage and appropriate on-scene medical care to victims and responding personnel.
8. Assist with evacuation efforts as directed by the ICS or EOC.
9. Provide transportation of patients as designated by the ICS or the EOC.
10. Assist hospitals with transfer of patients under the Regional Hospital Bioterrorism Plan.

**C. Department of Public Health:**

**Response**

1. Report to or send a representative to the EOC, if activated.
2. Inspect food, water, drugs and other consumables that were exposed to the hazard for purity, usability and quality.
3. Support the activities of laboratory services, immunization programs and quarantine procedures.
4. Ensure that adequate sanitary facilities are provided in emergency shelters and for response personnel.
5. Provide public health nurse(s) to assist with medical care at shelters, as requested.
6. Request environmental agencies to monitor and evaluate the risks and hazards associated with the incident as needed.
7. Provide services to people with functional needs.
8. Analyze and conduct investigations to determine cause, origin and scope of epidemics and other suspicious illnesses.
9. Coordinate the notification, investigation and response to public health emergencies with the Wisconsin Department of Health and Family Services (WI DHFS), U.S. Dept. of Health & Human Services, Center for Disease Control and Prevention, local hospitals and clinics, and county responders.
10. Seek mutual aid assistance from the regional public health consortium as needed.
11. Coordinate with WI DHFS to request and distribute medical supplies from the Strategic National Stockpile, if utilized.

12. Utilize state and federal experts who can provide detailed information about specific agents, their short-and long-term effects and protective actions that can be taken to reduce the risk of injury or illness.
13. Coordinate with County Communications/Emergency Management to include the following plans (when completed) into appropriate Individual Agency Plans: Strategic National Stockpile (SNS); Regional Hospital Bio-Terrorism; Public Health Consortium and Smallpox Plans.
14. Provide technical health-related information to responders. Distribute health-related information to the general public through the County Public Information Officer.

#### **Recovery**

1. Ensure that appropriate mental health services are available to disaster victims, survivors, bystanders, responders and their families and other community caregivers.
2. Coordinate the location, collection, and disposal of dead animals and contaminated food items with Agricultural Extension Agent and WI Department of Natural Resources.
3. Ensure the quality and safety of septic systems and well water.
4. Coordinate a re-entry plan for evacuees with the Emergency Operations Center.
5. Provide emergency information on health issues to victims through the County Public Information Officer.
6. Identify and implement appropriate protective actions and studies to address the long-term health effects.

#### **D. Medical Examiner's Office:**

##### **Response**

1. Provide for the collection, identification and care of human remains, including conducting autopsy's, collecting personal effects and locating and notifying the next of kin.
2. Establish and maintain a comprehensive record keeping system.
3. Maintain close liaison with the on-site command post and the County EOC.
4. Request security support from law enforcement for the protection of facilities and property.
5. Coordinate with funeral home directors for mortuary services as necessary.
6. Establish temporary morgue as may be needed.

#### **E. Ambulance Services Providers:**

1. Responsible for triage and appropriate on-scene treatment
2. Transports casualties to the designated medical facilities.

#### **F. Fire Services:**

1. Suppresses fires and contains and stabilizes hazardous incidents.
2. Establishes Incident Command Post when appropriate.
3. Removes victims from hazardous areas.
4. In conjunction with the EMS, extricates trapped victims.

#### **G. Law Enforcement:**

1. Maintains law and order through traffic and crowd control.
2. Provides security for vital facilities and supplies.
3. Controls access to operating scenes and vacated areas.
4. Notifies emergency response agencies of evacuating danger areas, where appropriate.
5. Assists in creating landing zones for air ambulance services.

## **H. Agriculture Extension:**

### **Response**

1. Coordinate with veterinarians, animal hospitals, WI Department of Agriculture, Trade and Consumer Protection and WI Department of Natural Resources as necessary to provide for the needs of companion animals, livestock and wildlife.
2. Coordinate with the WI Department of Natural Resources and Public Health Department regarding location, collection and disposal of deceased animals.

## **I. American Red Cross:**

### **Response**

1. Provide food for emergency medical workers, volunteers and patients in coordination with other volunteers when requested and as appropriate.
2. Provide follow-up services to the injured or relatives of the deceased after the proper authorities make initial notification.
3. Provide emergency first aid and health services to supplement local emergency medical and health services through coordination with local health authorities.
4. Provide a 24-hour telephone number for disaster welfare inquiries.
5. Provide emergency and preventive health services to disaster victims at emergency aid stations and mass care sites (e.g., reception center, shelter.)

### **Recovery**

1. Provide support to people with disaster related or disaster-related health needs and assist people with finding resources to meet health-related financial obligations.
2. Obtain and distribute blood and blood products.
3. Create a list of health resources when time and situation allows.
4. Coordinate with local mental health agencies to provide community services.

## **J. Hospitals and Medical Facilities:**

### **Response**

1. Advise the EOC of the facility's condition, available resources and number and type of beds available.
2. Establish and maintain communications with the EOC, ICS and field EMS personnel.
3. Provide advice and medical guidance to Emergency Medical Services.
4. Coordinate with appropriate agencies and on-scene personnel to ensure that casualties are transported to the correct medical facility.
5. Coordinate with emergency responders to isolate and decontaminate incoming patients if needed.
6. Activate facility disaster plans to manage victims, concerned individuals and the media.
7. Work with hospital bioterrorism planning region to utilize regional resources most effectively.
8. Maintain contact with regional public health consortium to coordinate the management of casualties.
9. Organize public information efforts with the EOC or Joint Public Information Center, if established.

## **IV. RESOURCE MANAGEMENT:**

A. In responding to a need for EMS response, the County EMS Coordinator may mobilize or seek assistance from any or all of the following entities within and outside the county:

**1. Fond du Lac City Ambulance Service:**

- a. Three ambulances, plus two reserve ambulance, 33 full-time paid employees trained to the EMT-Paramedic level; 27 additional EMT certified employees and rescue vehicle with extrication equipment.
- b. Trained in hazardous materials response and equipped with personal protective gear Class B.

**2. County Ambulance Services:**

- a. 100 EMT's, 6 ambulances, 1 private ambulance service (7 ambulances, 30 EMTs Brooks)

**3. St. Agnes Hospital:**

- a. 161 patient beds; Emergency department; Cardiac Care unit.
- b. Poison Information Center for Consultation on toxic exposures.

**4. Ripon/Waupun Hospital Service:**

- a. Ripon: Emergency department; 25 patient beds, Surgery Unit
- b. Waupun: Emergency department; 25 patient beds, Surgery Unit.

**5. Medical Helicopter Services:**

- a. Theda Clark Regional Medical Center (Neenah)
- b. Flight for Life (Milwaukee & Fond du Lac)
- c. Med-Flight (Madison)

**6. First Responders:**

- a. Approximately 116 volunteers trained as First Responders.

**7. Department of Health and Social Services (DHSS):**

- a. Guidance for field EMS providers on protective actions and patient care in toxic exposures
- b. Guidance for hospitals and physicians in definitive care and follow-up of toxic exposure patients.
- c. Access to databases on the health effects of toxic exposures.
- d. Promulgation of public health advisories related to toxic releases and exposures.
- e. Nurses and Emergency Medical Technicians to provide staffing assistance to hospitals, care centers and ambulance services.
- f. Patient beds and patient care resources at various care facilities.

**8. Department of Military Affairs:**

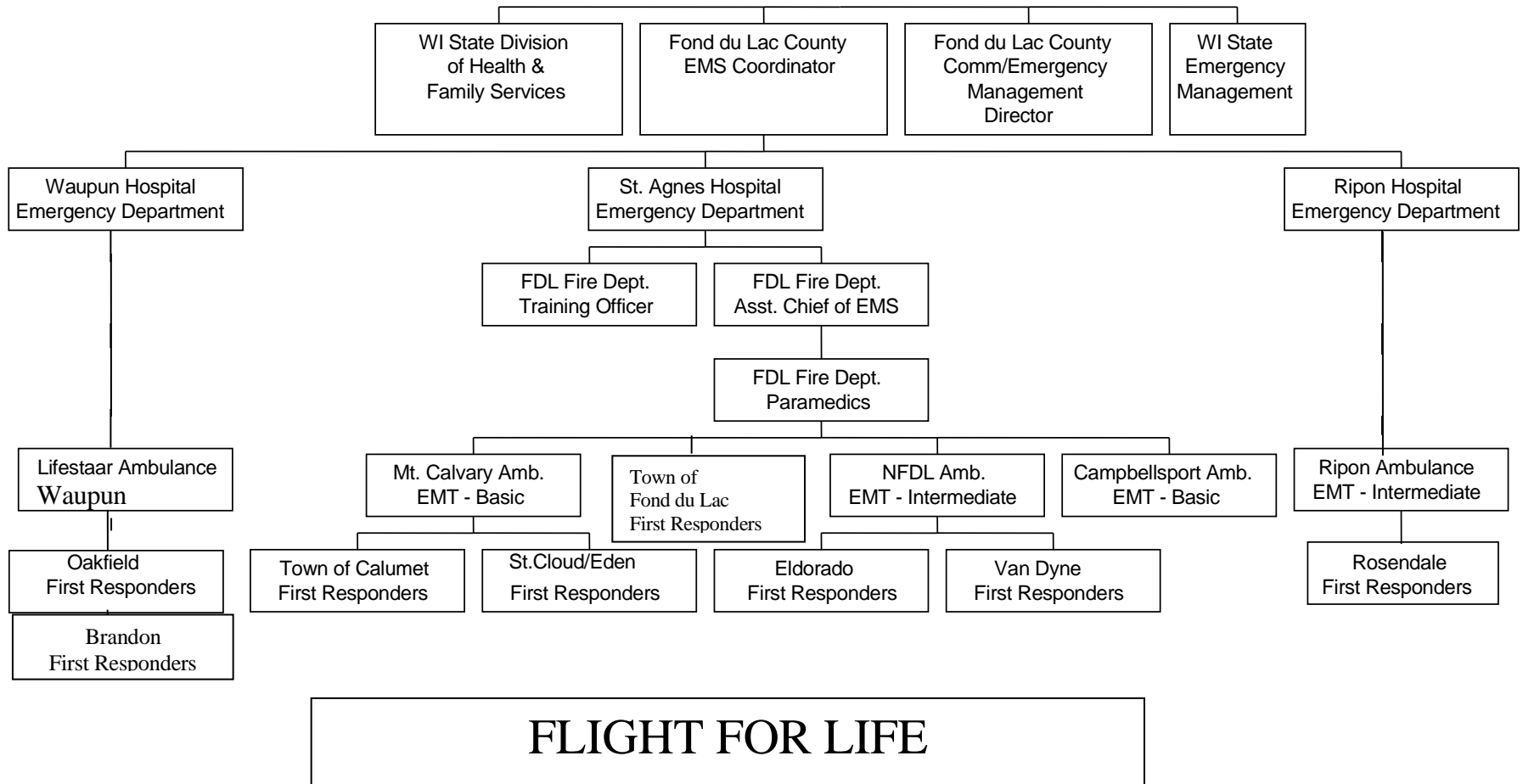
- a. Personnel and equipment from medical evacuation and hospital units.
- b. Helicopters and crews for use in evacuation of casualties or transport of supplemental personnel and supplies.

**9. American Red Cross:**

- a. Disaster nursing personnel to supplement local resources.
- b. Authorizes first-aid trained individuals to supplement local resources.
- c. Access to emergency blood supplies.



## V. EMERGENCY MEDICAL SERVICES ORGANIZATIONAL CHART



**FLIGHT FOR LIFE**

## **ATTACHMENT 2 MASS CASUALTY RESPONSE PLAN**

### **I. Activation**

Activation of the county mass casualty response plan will be determined by the amount of casualties at the incident. Fond du Lac County and Ripon dispatch centers have the protocol for this tiered level response.

- A. Ambulance service requests a Level 1, Level 2, or Level 3 response to the scene through dispatch center.
- B. Dispatch center follows the required response, alerting those indicated in the appropriate level.
- C. Additional ambulances may be requested due to location or availability of those in the plan.

### **II. Establishment of Incident Command**

An EMS Officer will be established on scene. The EMS Officer is responsible for the following:

- A. Follows the EMS Office Assignment Sheet for duties.
- B. Works with the Incident Commander of the Fire department of Jurisdiction and Law Enforcement at a Mass Casualty Incident (MCI).
- C. Establish a Triage Officer. Triage officer will follow duties and protocol indicated on assignment sheet.
- D. Establish a Transportation Officer. Transportation Officer will follow duties and protocol on assignment sheet.

### **III. Radio Frequency**

- A. MARC II will be the radio frequency of choice unless otherwise advised.

### **IV. Additional considerations**

- A. Requesting additional equipment from Moraine Park Technical College staff should be considered.
- B. Clean up and restocking of the ambulances will be done at the National Avenue and 4<sup>th</sup> Street Fire Station in the city of Fond du Lac. Notification should be made to the City of Fond du Lac Fire Department Assistant Chief on duty at 322-3803 if this resource is utilized.

**CONTACT NUMBERS**  
**MASS CASUALTY RESPONSE PLAN**

<b>Fond du Lac Co. Communications/Emergency Management Director</b>	929-3288 (Work) Contact Dispatch
<b>Fond du Lac Co. EMS Coordinator</b>	<b>322-3802</b>
<b>Peter O’Leary Chief – Fond du Lac Fire Dept</b>	<b>322-3802 (Work)</b>
<b>Fond du Lac County Dispatch (non-emergency)</b>	<b>929-3390</b>
<b>MPTC Staff (Bruce Furman)</b>	<b>Contact MPTC</b>
<b>Dodge County Dispatch</b>	<b>386-3726</b>
<b>Assistant Chief – Fond du Lac City Fire Department</b>	<b>322-3803</b>

**AREA HOSPITALS**

<b>CITY</b>	<b>HOSPITAL</b>	<b>EMERGENCY DEPT. PHONE NUMBER</b>
<b>Appleton</b>	<b>Appleton Medical Center</b>	<b>(920) 738-6447</b>
	<b>St. Elizabeth Hosp.</b>	<b>(920) 738-2100</b>
<b>Beaver Dam</b>	<b>Beaver Dam Community Hosp.</b>	<b>(920) 887-6606</b>
<b>Berlin</b>	<b>Berlin Memorial Hosp</b>	<b>(920) 361-5525</b>
<b>Chilton</b>	<b>Calumet Medical Center</b>	<b>(920) 849-7555</b>
<b>Fond du Lac</b>	<b>St. Agnes</b>	<b>(920) 926-4600</b>
<b>Plymouth</b>	<b>Valley View Medical Center</b>	<b>(920) 893-4725</b>
<b>Oshkosh</b>	<b>Mercy Medical Center</b>	<b>(920) 223-0300</b>
<b>Oshkosh</b>	<b>Aurora Hospital</b>	<b>(920)-456-6000</b>
<b>Neenah</b>	<b>Theda Clark</b>	<b>(920) 729-2063</b>
<b>Ripon</b>	<b>Ripon Memorial</b>	<b>(920) 748-9126</b>
<b>Sheboygan</b>	<b>Aurora Sheboygan Memorial</b>	<b>(920) 451-5553</b>
	<b>St. Nicholas</b>	<b>(920) 459-4630</b>
<b>Waupun</b>	<b>Waupun Memorial</b>	<b>(920) 324-5581</b>
<b>West Bend</b>	<b>St. Joseph’s</b>	<b>(262) 334-8257</b>

**WESTERN FOND DU LAC COUNTY**  
**EMS MASS CASUALTY RESPONSE PLAN (LEVEL 1 – 2 – 3)**

Ambulance Services	Level of Care	Level 1 (< 10 Injured)	Level 2 (10 to 25 Injured)	Level 3 (>25 Injured)
Campbellsport (2)	Basic	1	1	1
Mt. Calvary (1)	Basic	1	1	1
Fond du Lac City Paramedic (4)	Paramedic	2	3	3
North Fond du Lac (1)	Intermediate	1	1	1
Lifestar (Waupun) (2)	Paramedics	1	2	4
Ripon (2)	Intermediate	1	1	2
Local First Responder Group		X	X	X
Local Fire Department		X	X	X
Notify EM Director & EMS Coordinator				X
Notify Battalion Chief @ 322-3803 of need to utilize National Ave. Station for clean-up and restocking				X
<b>OUT OF COUNTY</b>				
Helicopter – any	ALS	1	2	2 or 3
Theresa (1) – Notify Dodge Co. Dispatch	Basic		1	1
Mayville (3) – Notify Dodge Co. Dispatch	Basic		1	1
Gold Cross	Paramedic		1	1
<b>TOTALS</b>				
Basic			2 Basic	4 Basic
Intermediate		3 Intermediates	4 Intermediates	7 Intermediates
Paramedic		2 Paramedic	3 Paramedic	4 Paramedic
Helicopter – ALS		1 Helicopter	2 Helicopter	2 or 3 Helicopter

**\*\* For extreme Western Fond du Lac County – consider having Berlin Ambulance, Princeton Ambulance, or Markesan Ambulances respond to the scene.**

## **CENTRAL FOND DU LAC COUNTY** **EMS MASS CASUALTY RESPONSE PLAN (LEVEL 1 – 2 – 3)**

<b>Ambulance Services</b>	<b>Level of Care</b>	<b>Level 1 (&lt; 10 Injured)</b>	<b>Level 2 (10 to 25 Injured)</b>	<b>Level 3 (&gt;25 Injured)</b>
Fond du Lac City Paramedic (4)	Paramedic	3	3	4
North Fond du Lac (1)	Intermediate	1	1	1
Mt. Calvary (1)	Basic	1	1	1
Campbellsport (2)	Basic	1	1	1
Lifestar (Waupun) (2)	Paramedics	1	2	4
Ripon (2)	Intermediate	1	1	2
Battalion chief		X	X	X
Engine Company (City)		2	2	2
Town of FDL First Responders			X	X
Notify Battalion Chief @ 322-3803 of need to utilize National Ave. Station for clean-up and restocking				X
Notify Assistant Chief of EMS		X	X	X
Notify EM Director & EMS Coordinator			X	X
<b>OUT OF COUNTY</b>				
Helicopter	ALS	Check Availability	1	2 or 3
Theresa (1) – Notify Dodge Co. Dispatch	Basic			1
Mayville (3) – Notify Dodge Co. Dispatch	Basic			Move to Station 1
Plymouth (2)	Intermediate			1
Oshkosh Fire Dept.	Paramedic			1 Amb. to Station 1
<b>TOTALS</b>				
Basic			1 Basic	3 Basic
Intermediate		1 Intermediate	3 Intermediate	5 Intermediate
Paramedic		3 Paramedic	3 Paramedic	4 Paramedic
Helicopter – ALS		Check Availability	1 Helicopter	2 or 3 Helicopter

**EASTERN FOND DU LAC COUNTY**  
**EMS MASS CASUALTY RESPONSE PLAN (LEVEL 1 – 2 – 3)**

<b>Ambulance Services</b>	<b>Level of Care</b>	<b>Level 1 ( &lt; 10 Injured )</b>	<b>Level 2 ( 10 to 25 Injured )</b>	<b>Level 3 ( &gt;25 Injured )</b>
Campbellsport (2)	Basic	1	1	1
Mt. Calvary (1)	Basic	1	1	1
Fond du Lac City Paramedic (4)	Paramedic	2	3	3
North Fond du Lac (1)	Intermediate	1	1	1
Lifestar (Waupun)	Intermediate	1	2	4
Ripon (2)	Intermediate	1	1	2
Local First Responder Group		X	X	X
Local Fire Department		X	X	X
Notify Assistant Chief @ 322-3803 of need to utilize National Ave. Station for clean-up and restocking				X
Notify EM Director & EMS Coordinator			X	X
<b>OUT OF COUNTY</b>				
Helicopter	ALS	1	2	2 or 3
Theresa (1) – Notify Dodge Co. Dispatch	Basic		1	1
Mayville (3) – Notify Dodge Co. Dispatch	Basic			1
Plymouth (2)	Intermediate	1	1	1
Kiel (2)	Intermediate		1	2
Calumet Medical Center (2)	Paramedic		1	1
Kewaskum (1)	Basic			1
<b>TOTALS</b>				
Basic		2 Basic	3 Basic	5 Basic
Intermediate		1 Intermediate	2 Intermediate	6 Intermediate
Paramedic		2 Paramedic	4 Paramedic	4 Paramedic
Helicopter – ALS		1 Helicopter	2 Helicopter	2 or 3 Helicopter

## EMS OFFICER ASSIGNMENT SHEET (INCIDENT COMMAND)

DUTIES	COMPLETED
Designate a <b>TRIAGE OFFICER</b> (Make sure they wear a vest)	
Designate a <b>TRANSPORT OFFICER</b> (Make sure they wear a vest)	
<b>Notify Dispatch:</b> <b>MCI LEVEL</b> <b>LEVEL 1 = &lt; 10 victims</b> <b>LEVEL 2 = 10-25 victims</b> <b>LEVEL 3 = &gt; 25 victims</b> <ul style="list-style-type: none"> <li>○ Give a brief SCENE OVERVIEW</li> <li>▪ Request MCI LEVEL RESPONSE, if necessary</li> <li>▪ Designate exact location of <b>COMMAND POST (CP)</b></li> <li>▪ Request <b>FREQUENCY</b> assignment to communicate with responding units</li> </ul>	
<b>Position EMS Command at Command Post location</b>	
<b>Put on blue EMS Vest</b>	
<b>Work with TRANSPORTATION OFFICER to select:</b> <b>Patient Collection Area (Triage &amp; Treatment Area)</b> <b>Equipment Stockpile Area</b> <b>Vehicle Approach &amp; Staging Area</b>	
<b>Advise Dispatch:</b> “Approach Route / STAGING AREA for incoming EMS Units is ” “Have EMS Personnel Report to the EMS OFFICER”	
<b>Get an ASSISTANT to help you</b>	
<b>Determine:</b> Accurate VICTIM COUNT (from TRIAGE Officer) Report count to TRANSPORTATION Officer Need for more personnel at Triage Area Need for more supplies or resources (Buses; Helicopters; ALS supplies; batteries; blankets; Red Cross...)	
<b>Is a SAFETY OFFICER in use?</b>	
<b>Is a REHAB OFFICER / REHAB AREA needed?</b>	
<b>Need for CISM?</b>	

**STAY CALM.....KEEP GOING.....YOU’RE IN CONTROL**

## TRANSPORTATION OFFICER ASSIGNMENT SHEET

DUTIES	COMPLETED
Put on <b>GREEN TRANSPORT VEST</b>	
<b>WORK WITH EMS OFFICER TO SELECT:  VEHICLE APPROACH AND STAGING AREA</b> (Closest area for Patient Retrieval) ▪ <b>PATIENT COLLECTION AREAS</b> (Near Vehicle Staging Area) ▪ <b>EQUIPMENT STOCKPILE AREA</b> (Adjacent to Patient Collection Areas)	
<b>Obtain, and set-up, COLLECTION AREA Tarps/Signs NOT TOO CLOSE TOGETHER!!</b>	
<b>Utilize Traffic Cones to form a “Cattle Chute” into Collection Areas (if available)</b>	
<b>Get an assistant to help you complete Patient Status Sheets</b>	
<b>Assign someone to organize the EQUIPMENT Stockpile Area</b>	
<b>Request School/City bus for low priority patients,</b>	
<b>Notify hospital(s) of your location and situation</b>	
<b>Consider helicopters, landing zones? (LZ coordinator?)</b>	
<b>Assign victims (Highest Priorities First) to EMS Units and tell them their destination hospital.</b>	



<b>Select patients to leave on a priority basis</b> I. Move them to “ON-DECK” Ready Areas	
<b>Complete Triage Tag</b>	
<b>Consider distributing patients among hospitals in area</b>	
<b>Have <u>ALL</u> patients charted on <u>Patient Status Sheets</u></b>	
<b>Keep a running tally of the # of pts. sent to each hospital</b>	

**STAY CALM....KEEP GOING....YOU'RE IN CONTROL**

## PATIENT STATUS SHEET

### TRANSPORTATION SECTOR

INCIDENT LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

VEHICLE STAGING INSTRUCTIONS: \_\_\_\_\_

#### EMS UNITS ASSIGNED TO THE INCIDENT


#### # OF VICTIMS BY TRIAGE PRIORITY

Red	Yellow	Green	Black	TOTAL

HOSPITALS					
CAN ACCEPT					
# SENT					

TAG#	AGE/SEX	PRIORITY	INJURIES	EMS UNIT	TIME	HOSPITAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

### MULTIPLE PERSON – REFUSAL OF CARE AND TRANSPORTATION

By virtue of my signature on this documentation sheet, I verify that I have been afforded the opportunity to receive emergency medical care and/or transportation to a hospital facility but have elected to refuse any additional treatment or transportation to a hospital facility.

LAST NAME FIRST NAME	AGE/ SEX	INJURIES	B/P	PULSE	RESP	ADDRESS	PHONE #	SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

### **ATTACHMENT 3 RESOURCE LIST for Annex H**

- **Hospitals in Fond du Lac County**
- **Hospitals in Neighboring Counties**
- **Nursing Homes**
- **Area Ambulance Services**
- **Ambulance Services from Surrounding Counties**
- **Air Ambulance Services**
- **First Responders**
- **First Responder Services**
- **EMS Services**
- **Schools**

**Above listings can be found on the following pages**

**HOSPITALS  
IN FOND DU LAC COUNTY**

<b>FACILITY</b>	<b>STREET</b>	<b>CITY/STATE</b>	<b>TELEPHONE</b>
St Agnes Hospital	430 E Division St	Fond du Lac WI 54935	(920) 929-2300 (920) 926-4600 ER
Ripon Medical Center	933 Newbury	Ripon WI 54971	748-3101
Waupun Memorial Hospital	620 W Brown St	Waupun WI 53963	324-5581

**HOSPITALS  
IN NEIGHBORING COUNTIES**

<b>FACILITY</b>	<b>STREET</b>	<b>CITY/STATE</b>	<b>TELEPHONE</b>
Appleton Medical Center	1818 N Moede St	Appleton WI 54911	(920) 731-4101
Beaver Dam Community Hospital	707 S University Ave	Beaver Dam WI 53919	(920) 887-7181
Berlin Memorial Hospital	225 Memorial Dr	Berlin WI 54923	(920) 361-1313
Calumet Medical Center	614 Memorial Dr	Chilton WI 53014	(920) 849-2386
Mercy Medical Center	500 S Oakwood Rd	Oshkosh WI 54901	(920) 223-2000
Aurora Medical Center	855 N Westhaven Dr	Oshkosh WI 54904	(920)-456-6000
St Elizabeth Hospital	1506 S Oneida St	Appleton WI 54915	(920) 738-2000
St Joseph's Community Hospital	551 S Silverbrook Dr	West Bend WI 53095	(920) 334-8257
St Nicholas Hospital	3100 Superior Ave	Sheboygan WI 53081	(920) 459-8300
Sheboygan Memorial Medical Center	2629 N Seventh St	Sheboygan WI 53081	(920) 451-5000
Theda Clark Medical Center	130 Second St	Neenah WI 54956	(800) 236-3122
Valley View Medical Center	901 Reed St	Plymouth WI 53073	(920) 893-1771

<b>FACILITY</b>	<b>ADDRESS</b>	<b>CITY, STATE, ZIP</b>	<b>PHONE</b>
AGNESIAN HEALTH CARE/TRANSITIONAL CARE	430 DIVISION ST	FOND DU LAC, WI 54935	920-926-4700
ALL ABOUT LIFE REHABILITATION	115 E. ARNDT ST.	FOND DU LAC, WI 54935	920-923-7040
CHRISTIAN HOME	331 BLY ST.	WAUPUN, WI 53963	920-324-9051
FDL COUNTY HEALTH CARE CENTER (HARBOR HAVEN HOME)	459 E. 1 <sup>ST</sup> ST.	FOND DU LAC, WI 54935	920-929-3522
FDL LUTHERAN HOME	244 N. MACY ST.	FOND DU LAC, WI 54935	920-921-9520
GRANCARE NURSING & REHAB CENTER	517 E. DIVISION ST.	FOND DU LAC, WI 54935	920-921-6800
FOUNTAIN VIEW CARE CENTER	50 WOLVERTON AVE.	RIPON, WI 54971	920-748-5638
HARBOR HAVEN NURSING HOME/FDL CTY HEALTH CARE CENTER	459 E 1 <sup>ST</sup> ST	FOND DU LAC WI 54935	920-929-3500
HOPE HEALTH & REHAB. CENTER	428 ASHFORD	LOMIRA, WI 53048	920-269-4386
MANORCARE	265 S. NATIONAL AVE.	FOND DU LAC, WI 54935	920-922-7342
MARSHFIELD MANOR	RT. 1, BOX 320	BROWNSVILLE, WI 53006	920-583-4477
SHELTERED VILLAGE OF RIPON	1002 EUREKA STREET	RIPON, WI 54971	920-748-6252
ST. FRANCES NURSING HOME	33 EVERETT STREET	FOND DU LAC, WI 54935	920-923-7980
ST. JOSEPH CONVENT NURSING & RETIREMENT HOME	526 MILL ST.	CAMPBELLSPORT, WI 53010	920-533-8351
VILLA LORETTO NURSING HOME	N8114 CALVARY ST.	MT. CALVARY, WI 53057	920-753-3211

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## **I. PURPOSE**

This annex identifies resources and responsibilities for agencies that will respond to accidents involving radioactive materials. Because of the county's inclusion in the 50-mile ingestion pathway zone of the (Point Beach Nuclear Power Plant), details of the special activities required in the recovery phase have been included.

## **II. CONCEPT OF OPERATIONS**

Radioactive hazardous materials are commonly used in a variety of settings (e.g., medical facilities, building and infrastructure construction and inspection, nuclear power plants.) The materials needed for these applications are transported via special and common carrier on the road, air, rail and water. If released into the environment, these materials require special consideration regarding their safe handling and disposal.

The on-scene Incident Commander has responsibility for this operation. The County Communications/Emergency Management Director will act as the liaison between the on-scene responders and additional resources. Statutory authority for oversight regarding the remediation of radiological materials incidents rests with the State of Wisconsin.

## **III. RESPONSIBILITIES AND TASKS**

### **A. Planning, Training and Exercising**

1. Participate in exercises and drills as scheduled by Wisconsin Emergency Management (WEM) and FEMA in accordance with the six-year exercise cycle. Implement any corrective actions identified in the exercise or drill.

### **Response**

1. Use the Incident or Unified Command System to organize the response and to request and manage additional resources as necessary.
2. Notify the WEM on-call Duty Officer (DO) and the Department of Health and Family Services – Radiation Protection Section (DHFS-RPS).
3. Set up a perimeter around the facility or spill and enact an access control system.
4. Document all personnel who might have been exposed to radiation or radioactive contamination.
5. Provide for staff to address media inquiries and public information regarding the event. In the event of a nuclear power plant incident, supply a Public Information Officer (PIO) to the Joint Public Information Center (JPIC) to coordinate the release of public information with all involved parties.
6. Ensure staff and equipment are not returned to service until qualified personnel have monitored both for radioactive contamination.

### **Recovery**

1. Support continuing operations as needed.



## B. Fire Department

### Response

1. Notify the County Communications/Emergency Management Director of the radiological release.
2. Use appropriate guidance {e.g., US DOT Hazardous Materials Guidebook, shipping papers, Materials Safety Data Sheet (MSDS)} for recommendations regarding:
  - Extinguishing or controlling fires
  - Appropriate personal protective equipment (PPE) for responders
  - First aid recommendations for those exposed to the substance.
3. Contact the shipper or facility representative for more information regarding the hazardous material and to notify them of the incident.
4. Recommend protective actions as necessary (ss. 213.095).

## C. Communications/Emergency Management Director

### Response

1. Coordinate with the WEM DO to have other appropriate state and federal response agencies work with the first responders. These agencies may include:
  - Wisconsin Department of Natural Resources (DNR)
  - Regional Hazardous Materials Team
  - U.S. Department of Energy – Radiological Assistance Program (DOE-RAP) Team
2. Activate the County Emergency Operations Center (EOC) and utilize the county Emergency Operations Plan (EOP), as necessary.

### Recovery

1. Make available maps that show the agricultural land use data for the portion of the county in the 50-mile Emergency Planning Zone (EPZ).
2. Work with the DHFS-RPS, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and others to assist with collecting agricultural samples to be monitored for contamination. The State of Wisconsin accepts primary responsibility for supplying staff, equipment, training and maintenance for these teams. The state has agreements in place with laboratories to complete the monitoring of the collected samples.
3. Work with WEM to ensure the dissemination of the Radiological Emergency Information for Wisconsin Farmers, Food Processors and Distributors Near the Nuclear Power Plants in and Surrounding the State of Wisconsin (Rev. 9/2000) booklet to food producers and handlers within the 50-mile EPZ.
4. Work with WEM to implement the recommended protective actions in the 50-mile EPZ.
5. Coordinate local law enforcement and other staff who can assist with enforcing any embargo or hold of agricultural products that has been ordered by the state or federal officials empowered to do so.

## D. Emergency Medical Services

### Response

1. Provide emergency, lifesaving care to victim(s).
2. Notify the hospital as soon as possible of the victim's potential exposure to radioactive materials so that hospital personnel may prepare the receiving area.

## E. Law Enforcement

### Response

1. Upon request, assist with establishing a perimeter and controlling access.
2. Assist with the notification and implementation of any protective actions that have been ordered. In the event of an escalating emergency outside of a city or village limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents.
3. Provide escort for emergency response personnel and equipment dispatched to the emergency site, when requested.

#### **Recovery**

1. Assist with the enforcement of agricultural hold or embargo zones as requested.

#### **F. Chief Elected Official**

##### **Response**

1. Within incorporated jurisdictional limits, order protective actions as necessary.
2. If response activities exceed local capabilities, declare a local state of emergency and request state aid.

#### **G. Public Works**

##### **Response**

1. Provide equipment and staff to augment operations, upon request.
- 7.
3. Assist law enforcement with traffic control activities as needed.

# **ANNEX I**

## **RADIOLOGICAL**

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This annex identifies resources and responsibilities for agencies that will respond to accidents involving radioactive materials. Because of the county's inclusion in the 50-mile ingestion pathway zone of the (Point Beach Nuclear Power Plant), details of the special activities required in the recovery phase have been included.

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Radioactive hazardous materials are commonly used in a variety of settings (e.g., medical facilities, building and infrastructure construction and inspection, nuclear power plants.) The materials needed for these applications are transported via special and common carrier on the road, air, rail and water. If released into the environment, these materials require special consideration regarding their safe handling and disposal.

The on-scene Incident Commander has responsibility for this operation. The County Communications/Emergency Management Director will act as the liaison between the on-scene responders and additional resources. Statutory authority for oversight regarding the remediation of radiological materials incidents rests with the State of Wisconsin.

## **III. RESPONSIBILITIES AND TASKS**

### **C. Planning, Training and Exercising**

1. Participate in exercises and drills as scheduled by Wisconsin Emergency Management (WEM) and FEMA in accordance with the six-year exercise cycle. Implement any corrective actions identified in the exercise or drill.

#### **Response**

1. Use the Incident or Unified Command System to organize the response and to request and manage additional resources as necessary.
2. Notify the WEM on-call Duty Officer (DO) and the Department of Health and Family Services – Radiation Protection Section (DHFS-RPS).
3. Set up a perimeter around the facility or spill and enact an access control system.
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5. Provide for staff to address media inquiries and public information regarding the event. In the event of a nuclear power plant incident, supply a Public Information Officer (PIO) to the Joint Public Information Center (JPIC) to coordinate the release of public information with all involved parties.
6. Ensure staff and equipment are not returned to service until qualified personnel have monitored both for radioactive contamination.

#### **Recovery**

1. Support continuing operations as needed.

#### D. Fire Department

##### Response

1. Notify the County Communications/Emergency Management Director of the radiological release.
2. Use appropriate guidance {e.g., US DOT Hazardous Materials Guidebook, shipping papers, Materials Safety Data Sheet (MSDS)} for recommendations regarding:
  - Extinguishing or controlling fires
  - Appropriate personal protective equipment (PPE) for responders
  - First aid recommendations for those exposed to the substance.
3. Contact the shipper or facility representative for more information regarding the hazardous material and to notify them of the incident.
4. Recommend protective actions as necessary (ss. 213.095).

#### C. Communications/Emergency Management Director

##### Response

1. Coordinate with the WEM DO to have other appropriate state and federal response agencies work with the first responders. These agencies may include:
  - Wisconsin Department of Natural Resources (DNR)
  - Regional Hazardous Materials Team
  - U.S. Department of Energy – Radiological Assistance Program (DOE-RAP) Team
2. Activate the County Emergency Operations Center (EOC) and utilize the county Emergency Operations Plan (EOP), as necessary.

##### Recovery

6. Make available maps that show the agricultural land use data for the portion of the county in the 50-mile Emergency Planning Zone (EPZ).
7. Work with the DHFS-RPS, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and others to assist with collecting agricultural samples to be monitored for contamination. The State of Wisconsin accepts primary responsibility for supplying staff, equipment, training and maintenance for these teams. The state has agreements in place with laboratories to complete the monitoring of the collected samples.
8. Work with WEM to ensure the dissemination of the Radiological Emergency Information for Wisconsin Farmers, Food Processors and Distributors Near the Nuclear Power Plants in and Surrounding the State of Wisconsin (Rev. 9/2000) booklet to food producers and handlers within the 50-mile EPZ.
9. Work with WEM to implement the recommended protective actions in the 50-mile EPZ.
10. Coordinate local law enforcement and other staff who can assist with enforcing any embargo or hold of agricultural products that has been ordered by the state or federal officials empowered to do so.

#### D. Emergency Medical Services

##### Response

1. Provide emergency, lifesaving care to victim(s).
2. Notify the hospital as soon as possible of the victim's potential exposure to radioactive materials so that hospital personnel may prepare the receiving area.

#### E. Law Enforcement

##### Response

1. Upon request, assist with establishing a perimeter and controlling access.
2. Assist with the notification and implementation of any protective actions that have been ordered. In the event of an escalating emergency outside of a city or village limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents.
3. Provide escort for emergency response personnel and equipment dispatched to the emergency site, when requested.

**Recovery**

1. Assist with the enforcement of agricultural hold or embargo zones as requested.

**F. Chief Elected Official**

**Response**

1. Within incorporated jurisdictional limits, order protective actions as necessary.
2. If response activities exceed local capabilities, declare a local state of emergency and request state aid.

**G. Public Works**

**Response**

1. Provide equipment and staff to augment operations, upon request.
2. Assist law enforcement with traffic control activities as needed.

# ANNEX J

## PUBLIC INFORMATION



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## **I. PURPOSE**

The purpose of this annex is to provide an overview of public information procedures in the event of a disaster.

## **II. CONCEPT OF OPERATIONS**

The county assists the municipal governments with the release of public information regarding their response to an event. A Joint Public Information Center (JPIC) is activated depending on the severity and/or duration of the incident. A JPIC is a central location for involved agencies to coordinate public information activities and a forum for news media representatives to receive disaster information. The state supports local efforts by coordinating the release of information with federal, county, volunteer and private entities.

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

## **III. RESPONSIBILITIES AND TASKS**

### ***County Communications/Emergency Management***

#### **II. Response**

1. Assist in the coordination of information to the public with the Public Information Officer (PIO).
2. Assess the public affairs implications of the incident. Support the County Chairperson/Executive's office with disseminating emergency public information.
3. Assist the affected municipality with the release of public information.
4. Request the assistance of WEM or State EOC to activate the JPIC as necessary.

### ***Public Information***

#### **III. Response**

1. Establish and maintain contact with the EOC and/or command post.
2. Assist the affected municipality with obtaining information and when authorized, releasing information to the news media thru the proper channels (e.g., local media, EAS, newspapers.)
3. Brief and consult with the County Chairperson/Executive, County Communications/Emergency Management Director and the EOC about information received and disseminated.
4. Coordinate and prepare official emergency information statements with other participating agencies as needed.
5. Disseminate instructions to the public regarding protective action recommendations.

6. Establish and maintain a joint public information center to ensure coordinated public information during emergency operations.
7. Provide maps, charts, status boards, schematics or other displays that clearly depict the disaster situation in support of news conferences and/or briefings.
8. Monitor media for rumors and address as necessary.
9. Participate in news conferences and briefings.
10. Provide consumer protection information to the public.

### ***Other Local Agencies***

#### **Response**

1. Coordinate with the PIO, EOC and CEM Director regarding the release of information to public sources. Response agencies should not disseminate any information to the public without prior approval.
2. Send a representative to the EOC or JPIC as requested.

### ***Volunteer Organizations***

1. Work with all volunteer organizations to coordinate release of damage assessment information with County Public Information Officer.
2. Seek all possible opportunities to create team-based releases when appropriate.
3. Explore opportunities to coordinate effective public outreach.

**ATTACHMENT 2 (Alert List)  
to ANNEX J (Public Information)**

**I. OFFICIAL SPOKESPERSON:**

- |    |  |                                   |
|----|--|-----------------------------------|
| 1. | County Executive:                                | Allen J. Buechel<br>Bus: 929-3155 |
| 2. | County Board Chair:                              | Martin Farrell                    |
| 3. | Communications/Emergency:<br>Management Director | James Mc Nabb<br>Bus: 929-3288    |
| 4. | Public Information Officer:                      | Allen J. Buechel<br>Bus: 929-3155 |
| 5. | Deputy PIO                                       | Erin Gerred<br>Bus: 920-929-3156  |
| 6. | Fond du Lac City Manager:                        | <br>Bus: 322-3407                 |

**II. EOC STAFF AND ALERTING LIST:**

PIO:	Allen Buechel	
Bus:	929-3155	Cell = 920-960-3626
Director:	James McNabb	920-929-3288
Asst. Director	Tony Zelhofer	920-929-3288

**III. EOC SOP's:**

1. When alerted by the Communications/Emergency Management Office, the County PIO or the Deputy PIO shall:
  - a. Report to the EOC.
  - b. Activate PIO staff as applicable.
  - c. Review and update emergency plans and SOP's regarding public information.
  - d. Coordinate and prepare program materials for local EAS airing.
  - e. Issue emergency information to the public as applicable.
  - f. Brief the Communications/Emergency Management Director on actions taken to provide public information.
  - g. Arrange for news conference and prepare official statements for the local chief official.

### ATTACHMENT 3 (News Media Resources)

Mutual Aid Agreements: Include all local medias' addresses and telephone numbers.

#### A. RADIO

1. **KFIZ AM / KFIZ FM**  
254 Winnebago Drive  
  
Fond du Lac  
Reg. Tel: 921-1071  
Emg. Tel: 922-0263  
960-1809  
948-8251  
[wbates@kfiz.com](mailto:wbates@kfiz.com)  
[bnelson@kfiz.com](mailto:bnelson@kfiz.com)
2. **WFDL,**  
Greg Stensland  
210 S. Main St.  
Fond du Lac  
Reg. Tel: 922-7787  
921-9210 ext. 115  
Pager: 251-3931  
[news@wfdl.com](mailto:news@wfdl.com)  
[wmrh1170@yahoo.com](mailto:wmrh1170@yahoo.com)
3. **WRPN-16**  
112 Watson St.  
Ripon  
General Manager, Jason Mansmith  
Reg. Tel: (920) 748-5111  
E=904-3014  
[wrpn@wrpn.com](mailto:wrpn@wrpn.com)
4. **WMRH AM 1170**  
609 Home Avenue  
Waupun  
General Manager, Terry Davis  
Reg. Tel: (920) 748-5111  
Reg. Tel: 324-4441  
1-800-557-1170  
  
Reg. Tel: 921-9210  
Ext. 103  
[wmrh1170@yahoo.com](mailto:wmrh1170@yahoo.com)

#### B. NEWSPAPER

1. **Fond du Lac Reporter**  
N6637 Rolling Meadows Dr  
Fond du Lac  
Reg. Tel: 922-4606  
948-8317  
FAX: (920) 922-5388  
[pbreister@fdlreporter.com](mailto:pbreister@fdlreporter.com)  
[astern@fdlreporter.com](mailto:astern@fdlreporter.com)
2. **Action Advertiser**  
N6637 Rolling Meadows Drive  
Fond du Lac  
Reg. Tel: 922-8640  
Emg. Tel: 907-7819  
[scottw@actionprinting.com](mailto:scottw@actionprinting.com)  
[bcarew@actionprinting.com](mailto:bcarew@actionprinting.com)
3. **The Campbellsport News**  
101 Fond du Lac Avenue  
Campbellsport  
Reg. Tel: 533-8338  
Emg. Tel: 979-2005  
[cnnnews@charterinternet.com](mailto:cnnnews@charterinternet.com)  
[campbellsportnews@charterinternet.com](mailto:campbellsportnews@charterinternet.com)  
Managing Editor Andrea Hansen Abler  
Reg. Tel: 533-8338

4. **The Ripon Commonwealth**  
Ripon  
Reg. Tel: (920) 748-3017  
Emg. Tel.: 748-3017  
[rians@riponprinters.com](mailto:rians@riponprinters.com)
5. **Neighbors & Daily Citizen**  
PO Box 111 Waupun, WI 53963  
Reg. Tel: (920) 324-5555  
324-3141  
[hsnyder@capitalnewspapers.com](mailto:hsnyder@capitalnewspapers.com)  
[dc-news@capitalnewspapers.com](mailto:dc-news@capitalnewspapers.com)

**C. CABLE TELEVISION**

1. **Charter Communication**  
279 Trowbridge Dr  
Fond du Lac  
Reg. Tel: 924-4426  
[jladd@chartercom.com](mailto:jladd@chartercom.com)

**D. TELEVISION STATIONS**

1. **WTMJ TV-4**  
720 E. Capitol Drive  
Milwaukee  
Reg. Tel: (414) 967-5318  
[sorgi@620WTMJ.com](mailto:sorgi@620WTMJ.com)  
[news@touchtmj4.com](mailto:news@touchtmj4.com)
2. **WISN TV-12**  
759 North 19th Street  
Milwaukee  
Reg. Tel: (414) 937-3331  
[wisntvnews@hearst.com](mailto:wisntvnews@hearst.com)
3. **WITI TV-6**  
9001 North Green Bay Road  
Milwaukee  
Reg. Tel: (414) 586-2166  
414-355-6214  
[fox6news@milwaukeeewiti.com](mailto:fox6news@milwaukeeewiti.com)
4. **WBAY TV-2**  
115 South Jefferson Street  
Green Bay  
Reg. Tel: (920) 437-2222  
24 hr. (920) 438-3264  
[wbay@wbay.com](mailto:wbay@wbay.com)
5. **WFRV TV-5**  
1181 E. Mason Street  
Green Bay  
Reg. Tel: (920) 430-3609  
(920) 437-5555  
[tips@wfrv.com](mailto:tips@wfrv.com)
6. **WLUK TV-11**  
4321 W College  
Green Bay  
Reg. Tel: (920) 490-1407  
[evan.perrault@wluk.com](mailto:evan.perrault@wluk.com)  
[fox11news@wluk.com](mailto:fox11news@wluk.com)
7. **WKIT TV-26**  
P.O. Box 19099  
Green Bay  
Reg. Tel: (920) 490-2651  
[agee@journalbroadcastgroup.com](mailto:agee@journalbroadcastgroup.com)  
[news@nbc26.com](mailto:news@nbc26.com)

## **APPENDIX 1 (Enemy Attack Procedures)**

### **ATTACK WARNING SOP**

- A. When an Attack Warning is received, the Public Information Officer or Deputy PIO should:
  - 1. If not at the EOC, report there immediately.
  - 2. Coordinate and disseminate information to the public as appropriate. This should include, but not be limited to:
    - a. Information, advice, or instructions related to evacuation and shelters.
    - b. Fallout information.
    - c. Weather conditions.
    - d. Estimated length of sheltering.
- B. During State-wide Crisis Evacuation or local movement/evacuation:
  - 1. The Public Information Officer provides accurate information and instructions to the public:
    - a. During the relocation period.
    - b. Until evacuees have returned to normal post relocation status.
  - 2. Operations Procedures:
    - a. Report to the EOC immediately.
    - b. Review and update SOP information for evacuation and sheltering.
    - c. Prepare to disseminate information during the movement phase as necessary.
    - d. Maintain communication with the EOC operations staff, County Director, Executive Group, and other agency service directors as to readiness of congregate care facilities.
  - 3. Evacuation Time Period:
    - a. Staff the EOC on a 24-hour basis.
    - b. Activate plans to disseminate information per the County EAS plan and SOP's.
    - c. Coordinate with the Communications/Emergency Management Director to provide the most current relocation and sheltering information.
  - 4. Disaster Period:
    - a. Consult with EOC operations Manager Group/Communications/Emergency Management Director and keep the public informed of local situations.
    - b. Monitor radio broadcasts.
    - c. Issue information to the public as appropriate.
      - 1) Instruction for evacuees:
        - a) What to bring
        - b) Where shelters are located
        - c) Where animal shelters are located.
      - 2) Fallout information

- 3) Weather conditions
- 4) Operations of RADEF equipment
- 5) Length of time before initial emergency from shelter/congregate care facilities can take place.
- 6) Decontamination procedures as necessary.

**ATTACHMENT 1 (Public Awareness Release)**  
**to APPENDIX 1 (Enemy Attack Procedures)**  
**to ANNEX J (Public Information)**

**FOR IMMEDIATE RELEASE**

**NEWS RELEASE NUMBER: \_\_\_\_\_**

**DATE / TIME: \_\_\_\_\_**

**SUBJECT: \_\_\_\_\_**

- **Do You Know What To Do In The Event Of An Enemy Attack?**
- **Would You Know Where To Go?**
- **Do You Know What The Effects Of A Nuclear Explosion Are?**
- **Do You Know The Location Of Your Nearest Fallout Shelter?**
- **Do You Know How To Build A Shelter In Your Home?**
- **Do You Know What Supplies You Would Need?**

\_\_\_\_\_, Director of the Fond du Lac Office of Communications/Emergency Management, says, "You can survive a nuclear attack and protect yourself from radiation, if you know what to do ahead of time. No one likes to think about the prospect of an enemy attack, but it makes sense to be prepared to survive any type of emergency".

According to \_\_\_\_\_, there are two options available in a threatening war situation -- 1) if you live in a designated risk area, and 2) if there is threatening war situation. If you live in a designated risk area, if there is time, you will be asked to "relocate" to a nearby "host" area. Follow the evacuation route, host area, and movement time frame instructions provided to you. If time does not permit, or if you already live in a non-risk area, you will be instructed to go to a nearby fallout shelter or to create one in your home.



The Fond du Lac Office of Communications/Emergency Management can help you by offering advice, information, and instructional materials for this and all type of emergencies. BE PREPARED. Stop by the office located at 160 S. Macy Street or call 929-3288 during regular business hours.

**ATTACHMENT 2 (Emergency Status Release)**  
**to APPENDIX 1 (Enemy Attack Procedures)**  
**to ANNEX J (Public Information)**

**FOR IMMEDIATE RELEASE**  
**NEWS RELEASE NUMBER: \_\_\_\_\_**

**DATE / TIME: \_\_\_\_\_**

**SUBJECT: ENEMY ATTACK**

President \_\_\_\_\_ has alerted all states that an attack against the United States by (country or group of countries) is imminent and that in-place sheltering programs should be implemented immediately. Intelligence sources from the United States [list intelligence agency(s)] indicate that (enemy) has completed preparations for an attack and may do so at any time. All branches of the United States military have been mobilized and are on red-alert status. The "State of Emergency" declared by Governor \_\_\_\_\_ continues to be in effect in Wisconsin. All disaster response and recovery forces have been activated.

According to \_\_\_\_\_, State Director of the Division of Emergency Management, "the State Emergency Operations Center (EOC) has been relocated from Madison to (Wausau) and is fully operational. The (EOC) was activated by the Wisconsin Division of Emergency Management at (time/day). All key state government officials are in the EOC. Area level EOC's are located at each of the seven State Patrol District Headquarters. Local Emergency Operations Centers across the state have been fully activated and staffed." The Fond du Lac EOC has been relocated to (host area) to ensure its survival and continued operation," advises (name) Director of the Fond du Lac Office of Communications/Emergency Management.

\_\_ (Name) \_\_ says approximately \_\_ (number) \_\_ residents from \_\_ [risk area(s)] \_\_ have been relocated to \_\_ [host area(s)] \_\_ over the last \_\_ (what time period? i.e., number of hours? days?) \_\_. He/she advises any residents remaining in \_\_ [risk area(s)] \_\_ who chose not to relocate to seek in-place sheltering immediately to protect themselves as much as possible. According to \_\_ (name) \_\_, Chairperson of the \_\_ (jurisdiction) \_\_ County Board, "all essential key workers and key government officials and their families have been relocated to \_\_ [what particular host area(s)] \_\_. Most of the emergency resources from \_\_ [risk area(s)] \_\_, including \_\_ (particular resources) \_\_, have been transferred to \_\_ [host area(s)] \_\_, for preservation and use. Reception centers/shelters and congregate care facilities in \_\_ [host area(s)] \_\_ are being upgraded to provide the best possible protection against radioactive fallout. Additional food, water, medical, and other essential supplies have been transferred from \_\_ [risk area(s)] \_\_ to \_\_ [host area(s)] \_\_ to augment supplies at each reception center/shelter. All essential governmental resources and documents, including \_\_ (what particular items? i.e., property deeds, licenses, etc.) \_\_ have been transferred from \_\_ [risk area(s)] \_\_ to \_\_ [host area(s)] \_\_ to ensure their preservation and to provide for the continuity of government operations. Fully operational radiological monitoring networks have been established in \_\_ [host area(s)] \_\_ to monitor radioactive fallout levels in reception centers/shelters. All residents are asked to remain calm and follow the instructions given to them. If we work together, we can survive this conflict."

Emergency instructions and status reports will be broadcast on television channel(s) \_\_ [list channel(s)] \_\_ and radio stations(s) \_\_ [list station(s)] \_\_ on a continuation basis. \_\_ (Name) \_\_ urges residents not to try to use the telephone to try to obtain information but rather to rely on radio and television and follow whatever instructions are given.

**ATTACHMENT 3 (Public Advisory Release)**  
**to APPENDIX 1 (Enemy Attack Procedures)**  
**to ANNEX J (Public Information)**

**FOR IMMEDIATE RELEASE**

**NEWS RELEASE NUMBER:** \_\_\_\_\_

**DATE / TIME:** \_\_\_\_\_

**SUBJECT:** ENEMY ATTACK FOR RISK AREAS

A "State of Emergency" has been declared by Governor (Name) for the State of Wisconsin at (time). According to (Name), of the State Division of Emergency Management, the declaration was made after officials from the Federal Emergency Management Agency's (FEMA) Region V office in Chicago advised Governor (Name) that increased tension (in what areas or between what countries or groups?) could escalate to a serious conflict, and that appropriate protective measures may be necessary, including relocation to lower risk or safer areas.

According to Name), Director of the Fond du Lac Office of Communications/Emergency Management, (jurisdiction) is considered a "risk area" during an enemy attack situation due to its strategic importance as (military/industrial/population) center. (Jurisdiction) may be a potential target during a nuclear conflict and this may experience the direct weapons effects from the detonation of a nuclear warhead. (Name) advises that residents should begin preparations to protect themselves in the event that the international situation deteriorates further and a nuclear exchange becomes imminent. "There are two options available", says (Name). "If U.S. officials believe time is available, relocation to safer "host" areas will be ordered."

(Name) says ([area(s)]) have been designated as "host area(s)" for residents of Fond du Lac. Special reception centers/congregate care facilities have been set up in [host area(s)] to accommodate the housing and care needs of relocatees. Designated movement routes to [host area(s)] have been established, as have plans for special transportation needs, medical support, firefighting and law enforcement, public works, and sheltering. People without transportation

should go to the following locations: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ and transportation will be provided to the reception centers. Key workers in (jurisdiction) performing essential operations deemed necessary to the crisis situation are relocating to [host area(s)] and appropriate protection measures, commuting procedures and shift arrangements have already been established.

According to (Name), if evacuation is ordered, a phased relocation plan will be implemented by local officials. Residents will be directed to go to a particular host area and, upon arriving, register themselves and their family members at one of the reception centers set up for incoming relocates'. At the reception center, residents will be assigned a congregate care center for the duration of their stay. Residents should plan on staying in their assigned center for at least (number) days. Any essential items needed, such as medicine or special foods should be gathered together at this time.

If U.S. officials believe an attack is imminent and there is no time for crisis relocation, community sheltering may be implemented. Residents will be instructed to go to the nearest shelter or to build an expedient fallout shelter in their places of residence.

To augment the emergency supplies found in shelters or congregate care centers, (Name) advises that residents should prepare:

1. As much drinkable liquids (water, juices, soft drinks, etc.) and ready-to-eat food as you can carry to the shelter.
2. A blanket for each family member.
3. Battery-powered radios and flashlights with extra batteries.
4. Writing materials for taking notes and information given over the radio.

(Name), Area Director, advises that the State Emergency Operations Center (SEOC) in Wausau has been partially activated, as have Emergency Operations Centers (EOCs) at the

following State Patrol Area Headquarters. According to (Name), "The (jurisdiction) Emergency Operations Center has been placed on stand-by status, with supplies and equipment in operational readiness. The (jurisdiction) Emergency Operations Plan has been reviewed by myself and other local officials and emergency procedures, personnel assignments, and task assignments have been revised as necessary. We are coordinating with state and local officials to ensure that a smooth, orderly relocation is achieved."

(Name) advises residents not to attempt to use the telephone to get information or advice, but rather to depend on radio and television. Upon receipt of a relocation order, special instructions will be broadcast by the Fond du Lac Office of Communications/Emergency Management on television channel(s) (list channels) and radio station(s) (list stations) on a continuous basis. You will be given information on what to do, where to go, and when to go. Host areas, movement routes, reception centers, and congregate care centers will be designated for all residents. Timetables will be established to ensure an orderly relocation so that major traffic tie-ups can be avoided. Stay tuned to (channel/station) for further information, updates, and instructions.

**ATTACHMENT 4 (Public Advisory Release)**  
**to APPENDIX 1 (Enemy Attack Procedures)**  
**to ANNEX J (Public Information)**

**FOR IMMEDIATE RELEASE**  
**NEWS RELEASE NUMBER: \_\_\_\_\_**

**DATE / TIME: \_\_\_\_\_**

**SUBJECT: ENEMY ATTACK FOR HOST AREAS**

A "State of Emergency" has been declared by Governor (Name) for the State of Wisconsin at (time). According to (Name), State Director of the Division of Emergency Management, the declaration was made after officials from the Federal Emergency Management Agency's (FEMA) Region V Office in Chicago advised Governor (Name) that increased tension (in what areas? or between what countries or groups?) could escalate to a serious

conflict and that appropriate protective measures may be necessary, including relocation to lower risk or safer areas.

According to  (Name) , Director of the Fond du Lac Office of Communications/Emergency Management,  (Jurisdiction)  is designated as a "host area" during an enemy attack situation because it is generally not considered to be a target during a nuclear conflict. As a result,  (jurisdiction)  is unlikely to experience direct weapons effects, other than radioactive fallout, from the detonation of a nuclear warhead. If crisis relocation is ordered, residents from  [risk area jurisdiction(s)]  may be temporarily relocated in  (jurisdiction)  in designated congregate care centers.

Upon direction, local officials from  [risk area jurisdiction(s)]  will immediately implement phased relocation plans for their jurisdiction(s).  [Route(s)]  have been designated as incoming movement routes for relocatees from  (risk area jurisdictions) .  (List facilities used as reception centers/congregate care centers)  have been designated as reception centers/congregate care centers for the mass care, feeding and housing of the estimated  (number)  relocatees. If shelter space becomes scarce, residents of  (jurisdiction)  will be asked to help out by "hosting" relocatees in their homes whenever possible. Reception centers will be set up at  [location(s)]  to register incoming relocatees and assign them to a congregate care center. Relocated residents may have to stay in their assigned center for up to  (number)  days, depending upon outside conditions.

Regardless if crisis relocation is ordered, local host area residents will be instructed to protect themselves from radioactive fallout. They will be sheltered and placed in designated fallout shelters or in expedient shelters built in their homes. Relocatees will be housed in congregate care centers protected from fallout, if crisis relocation is ordered.

(Name) , Area Director from the Wisconsin Division of Emergency Management, advises that the State Emergency Operations Center (SEOC) in Madison has been partially activated, as have Emergency Operations Centers (EOCs) at each of the seven State Patrol District Headquarters. According to  (Name) , Chairperson of the Fond du Lac County Board,

"the (jurisdiction) Emergency Operations Center has been placed on stand-by status, with supplies and equipment in operational readiness. The (jurisdiction) Emergency Operations Plan has been reviewed by myself and other local officials and emergency procedures, personnel assignments, and task assignments have been revised as necessary. We are coordinating with state and local officials to ensure that a smooth, orderly relocation is achieved."

(Name) advises residents not to attempt to use the telephone to get information or advice, but rather to rely on radio and television. Upon receipt of a relocation order, special instructions will be broadcast by the (jurisdiction) Office of Communications/Emergency Management on television channel(s) (list channels) and radio station(s) (list stations) on a continuous basis. You will be given information on what to do, where to go, and when to go. Host areas, movement routes, reception centers, and congregate care centers will be designated for all residents. Timetables will be established to ensure an orderly relocation so that major traffic tie-ups can be avoided. Stay tuned to (channel/station) for further information, updates, and instructions.

# **ANNEX L**

## **DAMAGE ASSESSMENT**



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## **I. PURPOSE**

This annex describes how the county will gather information about the disaster from municipalities and agencies for the purpose of prioritizing response and recovery operations, determining if outside assistance is needed, reporting to the state and keeping long-term records of the event.

## **II. CONCEPT OF OPERATIONS**

During a disaster the county and municipalities will keep accurate records of their expenditures to be included in the reports to the County Communications/Emergency Management Office along with the extent of their involvement, the estimate of damages and the impact of the disaster.

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

## **III. RESPONSIBILITIES AND TASKS**

### **A. County Communications/Emergency Management**

#### **Response**

1. Activate the disaster assessment team or process. Ensure that damage information is received from private non-profit organizations.
2. Receive and compile disaster information to:
  - Share the information with the appropriate county and municipal agencies.
  - Prioritize response and recovery activities.
  - Determine if additional resources are needed.
  - Use the information to complete the flash report or Uniform Disaster Situation Report (UDSR) within 24 hours and update as needed.
  - Submit the form(s) to WEM and update as needed.
3. Coordinate with the appropriate agencies to address unmet needs.
4. Utilize pre-disaster maps, photographs, global positioning system (GPS) and other technologies to assist with the disaster assessment process.
5. Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for state or federal assistance.

#### **Recovery**

1. Coordinate the involvement of municipal representatives regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
2. Assist the state and federal agencies with conducting PDAs.
3. Ensure documentation of disaster-related response and recovery costs. Refer to the Guidelines for Assessing and Documenting Disaster Damage and the County

Communication/Emergency Management Directors' Guide to Key Federal and State Disaster Assistance Programs manuals.

4. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to the appropriate agency.
5. Coordinate with local Long Term Recovery Committee (VOAD) recovery efforts.

## **B. Other County and Municipal Agencies**

### **Response**

1. Report all damage to private and public property and infrastructure to County Communications/Emergency Management.  
Collect and compile disaster information to:
  - Prioritize response and recovery activities.
  - Determine if additional resources are needed.
  - Determine if there are any unmet needs.

### **Recovery**

1. Assist with the PDA process and disaster declaration process as requested.
2. Document disaster-related response and recovery costs.
3. Coordinate with local officials to identify and recommend mitigation projects. Forward project proposals to County Communications/Emergency Management.

**ATTACHMENT 2 (ASSESSMENT AREAS)  
to ANNEX L (Damage Assessment)**

**AREA**

**GROUP ASSIGNMENT**

Assign agencies/departments for each damage assessment area, for example:

<b>Private Residences</b>	American Red Cross, County Assessor, Insurance Assessment Team, Appraisers, Realtors, County Social Services, Building Inspectors
<b>Small Businesses, Industry, and Private Utilities</b>	Private Business, Insurance, Assessment Team, County Assessor, Chamber of Commerce, Utilities and Building Inspectors
<b>Agriculture</b>	USDA, Local FAC, County UW-Extension Ag. Dept.
<b>Debris Removal</b>	Public Works and Engineering, County highway Department, Municipal Public Works, State Department of Transportation, Department of Natural Resources
<b>Protective Measures</b>	Each Emergency Response Agency
<b>Public Road System</b>	Public Works and Engineering, County Engineer, County Highway Department
<b>Public Water Control Facilities</b>	Public Works Department, DNR, DOT
<b>Public Buildings and Equipment</b>	County Engineer, Municipal Engineers, Each Department County Clerk, Municipal Clerk, Building Inspectors
<b>Public Utilities</b>	Public utilities, DOT
<b>Facilities under Construction</b>	County Engineer, Municipal Engineers, Building Inspectors, Insurance Assessment Team
<b>Private Non-profit</b>	Private Non-profit Facility Manager, County <b>Facility</b> Assessor
<b>Recreation</b>	County and Municipal Parks and Recreation Departments, County and Municipal Clerks
<b>Communications</b>	Chief Dispatcher, Each Department
<b>Economic Impact</b>	Job Career Center, County Social Services, American Red Cross, Insurance Assessment Team, County Planning Office, USDA, Local FAC
<b>Public Health</b>	County Health Office, State Health Office, Department of Natural Resources, County Dept. of Community Programs

**Assessing & Documenting Disaster Damage)  
to ANNEX L (Damage Assessment)**

The current State of Wisconsin Guidelines for assessing and documenting disaster damage will be kept with Annex L of the Master Fond du Lac County Communication/Emergency Management Plan in the Emergency Management office.

**ATTACHMENT 4 (Director's Guide To Key Federal And State Disaster Assistance Programs)  
to ANNEX L (Damage Assessment)**

The current State of Wisconsin County Communication/Emergency Management Director's Guide to Key Federal and State Disaster assistance programs will be kept with Annex L of the Master Fond du Lac County Emergency Management Plan in the Emergency Management office.