CITY OF MADISON
EMERGENCY MANAGEMENT PLAN
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FOREWORD

The Emergency Management Plan (EMP) for the City of Madison, WI (City) addresses the planned response to extraordinary emergency situations in or affecting the City. This EMP does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies.

This EMP:

- establishes the emergency management organization required to respond to and expedite recovery from any significant event, emergency or disaster affecting the City;
- identifies the policies, responsibilities, and procedures required to protect the health and safety of the city community, public and private property, and the environmental effects of natural and technological emergencies and disasters; and,
- establishes the operational concepts and procedures associated with field response to emergencies, the City's Emergency Operations Center (EOC) activities, and the recovery process.

This EMP establishes the framework for implementation of the National Incident Management System (NIMS) (www.fema.gov/emergency/NIMS) in the City. The EMP is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City and the Dane County, WI operational area. Dane County Emergency Management (www.countyofdane.com/emergency) maintains extensive operational plans, annexes, and emergency support functions that serve as a reference to Madison planners for the operational component of this management plan. This document is a concept of operations guide. It is also a planning reference. City departments and governmental and non-governmental agencies that have roles and responsibilities identified in the EMP are expected to develop Standard Operating Procedures (SOPs) based on the provisions of this EMP. This EMP will be used in conjunction with the State Emergency Plan (www.emergencymanagement.wi.gov). This EMP is a living document and should be reviewed quarterly by staff for updates.

I. PLAN ASSUMPTIONS

- The City of Madison is primarily responsible for emergency actions and will commit all necessary and available resources to save lives, minimize injury to persons, and minimize damage to property.

- The City will utilize the National Incident Management System (NIMS) (www.fema.gov/emergency/nims) during incidents of significance. The four phases of emergency management help guide City planners and department heads. They are:

    - Mitigation
    - Planning
    - Response
    - Recovery

- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.

- The City will request mutual aid assistance from Dane County Emergency Management when the sharing of resources is advisable based on the emergency or disaster response and recovery needs, or when those needs are anticipated to or actually exceed resources available in the City. Dane County Emergency Management will act on behalf of the city when state or federal resources are required in support of City emergency operations.

- All departments and divisions of the City will develop and maintain standard operating procedures in support of this plan.

- The City will pursue cost recovery when applicable.

2. SCOPE

- The City's EMP applies to all elements of the City's operational units including its emergency organization during all phases of emergency management.

- The primary audience is intended to be City employees, County and State officials, volunteer agencies, the public, and other stakeholders.

- The EMP is intended as an overview of emergency management and is not a detailed operational document. Specific operating procedures exist within each City Department's / Division's standard operating procedure in support of this plan.

3. EMERGENCY MANAGEMENT GOALS

- Provide effective life safety measures, reduce property loss, and protect the environment.

- Provide for the rapid resumption of the infrastructure, impacted businesses, and community services.

- Facilitate restoration of quality of life to an acceptable level.

- Provide accurate documentation and records required for cost recovery efforts.

- Promote the four phases of emergency management planning (mitigation, planning, response, and recovery).

4. ORGANIZATION OF THE EMP

- **Emergency Management Plan (EMP)**. Overall organizational and operational concepts relative to mitigation, planning, response and recovery, as well as an overview of potential hazards.

- **Emergency Operations Center Handbook**. Description of the emergency operations center and a handbook of operational considerations, protocols and standards accompanied by current contact lists.

5. TRAINING, EXERCISES, AND MAINTENANCE

The Emergency Management Coordinator is responsible for comprehensive coordination and scheduling of training and exercising of this plan with appropriate stakeholders. The City will conduct regular exercises of this plan to train all appropriate City staff in the proper response to extraordinary emergency situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City. During these exercises, emergency response departments and divisions are required to respond as though a real emergency had occurred. The public may be made aware of these exercises through normal media communications.

Each responsible department and division will review coordinate and upgrade operational plans in support of this EMP based on lessons learned and identified deficiencies experienced in drills, exercises, actual occurrences and identified in the corrective action plan. Changes in government structure and emergency response organizations will also be considered in the EMP revisions.

The Emergency Management Coordinator is responsible for revising the EMP to reflect lessons learned and ultimately enhance the conduct of response and recovery operations. The Emergency Management Coordinator will prepare edits

and coordinate a comprehensive review by departments, division and the Emergency Planning Staff team. Subsequent changes may require approval by the Common Council.

Foundation for the Emergency Management Plan

I. PURPOSE

This EMP outlines the City's approach to emergency management. It provides general guidance for emergency management activities and an overview of the City's methods of mitigation, preparedness, response, and recovery. The EMP describes the City's emergency response organization and assigns responsibilities for various emergency tasks. The EMP is intended to provide a reference to a framework for more specific functional operations plans and annexes with County Emergency Management (www.countyofdane.com/emergency) that describe in more detail who does what, when, and how.

2. SCOPE STATEMENT

The EMP is an overall management framework for emergencies and disasters. The EMP provides general guidance for agencies and staff working in disaster response and recovery. The EMP is intended to serve as an all-hazards plan, in which the general provisions of the plan apply to all hazards, emergencies, disasters, and pre-planned events. Specific operational plans, SOPs and response policies are the responsibility of each City agency and the City makes use of rescue and recovery operational plans maintained by County Emergency Management. Together, the EMP, department and division operational plans, and the County plans create the management and operational responses necessary.

The EMP is coordinated with the county and state emergency operations plans to avoid duplication or conflict of plans, response efforts, and recovery initiatives. In addition, the coordination of plans is intended to ensure areas of responsibility are pre-determined. For example, the EMP does not include a detailed or specific plan for mass care and sheltering because the county plan is a comprehensive regional plan. Resources such as the American Red Cross (www.arcbadger.com), Salvation Army (www.salvationarmydanecounty.com), and the management of volunteers are addressed in county plans.

3. AUTHORITY

A. Federal (www.loc.gov/law/help/statutes.php)

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121 (NIMS)

2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116 (http://uscode.house.gov/download/pls/42C116.txt)

3. Emergency Management and Assistance, 44 Code of Federal Regulations (CFR) (www.law.cornell.edu/cfr/cfr.php?title=44)

4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120 (www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)

5. National Response Plan (a/k/a National Response Framework) (www.www.nemaweb.org/docs/national_response_plan.pdf)

6. Federal Radiological Emergency Response Plan (www.fas.org/nuke/guide/usa/doctrine/national/frerp.htm)

7. National Oil and Hazardous Substances Pollution Contingency Plan (www.epa.gov/OEM/content/lawsregs/ncpover.htm)

8. Other Federal executive orders, statutes, laws, codes, and precedents as introduced, amended, and published.

B. Statutes (www.legis.state.wi.us/rsb/stats.html)

21.11	Call to Active Service (National Guard)
21.19	Adjutant General's Powers and Duties (also 166.03(2)
26.97	Law Enforcement and Police Power (Town Chairs)
29.921	Authority of DNR Wardens (also 29.941: Assistance of Law Enforcement)
59.025	Administrative Home Rule
59.026	Construction of Powers
59.031	County Executive (2) Duties and Powers
59.033	County Administrator (2) Duties and Powers
59.05	Chairperson, Vice Chairperson; Powers and Duties
59.07	General Powers of County Board (146) Local Emergency Planning Committees
59.08	Public Work, How Done; Public Emergencies
59.083	Consolidation of Municipal Services, Home Rule, Metropolitan District
59.24	Peace Maintenance
61.34	Powers of Village Board
62.09(8)	Mayor
62.11	Powers of Common Council
62.133	Ambulance Service
62.15(1b)	Public Works - Exception as to Public Emergency
66.0107	Power of Municipalities to Prohibit Criminal Conduct
66.0119	Special Inspection Warrants
66.0139	Disposal of Abandoned Property

66.0301	Intergovernmental Cooperation
66.0303	Municipal Interstate Cooperation
66.0312	Local Health Departments; Mutual Assistance
66.03125	Fire Departments; Mutual Assistance
66.0313	Law Enforcement; Mutual Assistance
66.0314	State of Emergency; Mutual Assistance
66-0413	Razing Buildings
83.09	Emergency Repairs of County Trunk Highways
86.34	Highways; Flood Damage Aid
171.04 & 171.05	Perishable Property; How Disposed Of
Chapter 173	Humane Officers
175.05	Sabotage (Peace Officer & Governmental Authority)
175.40	Arrests; Assistance (Police)
175.46	Mutual Aid Agreements (Law Enforcement)
213.095	Police Power of Fire Chief, Rescue Squads
323.01	Emergency Management (1) Powers and Duties of the Governor (4) Powers and Duties of Counties and Municipalities (5) Powers and Duties of Counties of Heads of Emergency Government Services
323.52	Emergency Temporary Locations of Seat of Local Governments
323.54	Succession of Local Offices
323.54	Succession to Office
323.44	Public Shelters; Immunity from Civil Liability
323.45	Preservation of Essential Public Records
323.16	Radioactive Waste Emergencies
323.60	Hazardous Substances Information and Emergency Planning
323.61	Emergency Planning Grants
323.70	Hazardous Substance Emergency Response
323.71	Local Agency Response and Reimbursement
323.14(3) & (4)	Emergency Powers of Cities, Villages and Towns
323.24	Prohibition Against Restricting Firearms/Ammunition During Emergency
323.80	Emergency Management Assistance Compact
895.48	Civil Liability Exemption; Emergency Medical Care
895.4802	Civil Liability Exemption; Hazardous Materials
895.483	Civil Liability Exemption; Regional & Local Emergency Response Team & Sponsoring Agencies
2001 WA 109	Bioterrorism and Public Health Emergencies Outlined in Statute Chapters 146, 157, 166, 250, 252 & 440.

Other state executive orders.

C. County (www.wilawlibrary.gov/topics/ordinances.php)

Chapter 36 Emergency Planning

D. Local (www.wilawlibrary.gov/topics.ordinances.php)

1. City Ordinance – Madison General Ordinances

3.02	Continuity of Government
3.02(7)	Meetings of Common Council During Emergencies
3.19	Emergency Proclamation
3.20	Emergency Management
3.20(9)	Declaration of Emergencies
4.14	Liability of City for Acts of Agents (purchase of labor or materials)
5.03	Duties of Chief of Police
6.02	Duties of Fire Chief
6.08	Destruction of Property to Prevent Spread of Fire
6.12	Bystanders May be Called to Assist at Fires
6.14	Law Enforcement Authority of Firefighters Responding to Fire
7.02	Powers and Duties of Director of Public Health
7.05	Inspection of Health Conditions
7.06	Contagious Diseases
12.04	Firefighters Authority to direct traffic
12.045	Emergency Parking Regulation (snow or ice)
13.04	Outdoor Water Usage Restrictions
13.10	No Claims Against City for Interruption of Water Supply
27.08	Unfit Buildings: Repair/Raze Procedures
29.11	Unfit Buildings: Repair/Raze Procedures
36.25(8)	Broadband Telecommunications Network to Provide Equipment for Alert System

Other City ordinances and resolutions.

2. Inter-governmental Agreements & Contracts (maintained within each City department records).

3. Mutual Aid Agreements.

4. Numerous reference documents are available via a secure web-site and the City E-Sponder site. The documents, typically prepared by other sources, may include:

- July 2006 memo re: City of Madison Emergency Powers as prepared by Michael May, City Attorney

- Updated emergency declaration as prepared by the City Attorney
- Wisconsin Statutes Related To Emergency Management
- Dane County Chapter 36, Emergency Management City Ordinance
- Madison General Ordinances 3.19, Emergency Proclamation
- City Ordinance – Madison General Ordinances 3.20, Emergency Management

I. ACRONYMS and INITIALISMS

ARC	American Red Cross
CFR	Code of Federal Regulations
CIS	Criminal Intelligence Section
CST	Civil Support Team
COOP	Continuity of Operations
DCEM	Dane County Emergency Management
EAS	Emergency Alert Systems
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EPI	Emergency Public Information
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FID	Fire Investigation Division
FPD	Fire Prevention Division
FRERP	Federal Radiological Emergency Response Plan
FSU	Forensic Services Unit
GIS	Geographic Information Services
Hazmat	Hazardous Material
HIT	Hazardous Incident Team
HURT	Heavy Urban Rescue Team
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JTTF	Joint Terrorism Task Force
OSHA	Occupational Health and Safety Administration
PPE	Personal Protective Equipment
PIO	Public Information Officer
NIMS	National Incident Management System
NRF	National Response Framework

NRT	National Response Plan
RACES	Radio Amateur Civil Emergency Service
SET	Special Event Team
SOPs	Standard Operating Procedures
SWAT	Special Weapons and Tactics
TEMS	Tactical Emergency Medical Support
TRT	Technical Rescue Team
TSA	Transportation Safety Administration
WEM	Wisconsin Emergency Management

2. GLOSSARY

National Incident Management System (NIMS) Glossary (www.fema.gov/emergency/nims)

Notes: Not every term in the NIMS glossary is referenced in the City EMP.

Some City definitions have been inserted into this glossary from the City Ordinance 3.20 (2) Emergency Management

Additional useful definitions can be found at Wisconsin Stats. 323 Emergency Management (www.legis.state.wi.us/rsb/stats.html)

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

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

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Biological Agent: means any of the following:

1. A select agent that is a virus, bacterium, rickettsia, fungus, or toxin that is specified under 42 CFR 72, Appendix A.
2. A genetically modified microorganism or genetic element from an organism under Sub. (a) that is shown to produce or encode for a factor associated with a disease
3. A genetically modified microorganism or genetic element that contains nucleic acid sequences coding for a toxin under Sub. (a) or its toxic subunit.
4. An agent specified by the State of Wisconsin department of health and family services by rule.

Bioterrorism: means the intentional use of any biological, chemical, or radiological agent to cause death, disease, or biological malfunction in a human, animal, plant, or other living organism in order to influence the policy of a governmental unit or to intimidate or coerce the civilian population.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chemical agent means a substance that has chemical properties that produce lethal or serious effects in plants or animals.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Civil defense means all measures undertaken by or on behalf of the state and its subdivisions: to prepare for and minimize the effect of enemy action upon the civilian population.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

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

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

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

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See *Group*.

E-Sponder: a software solution that enables multiple entities to share critical information when collaborating in the preparation, response, resolution, and review processes associated with daily activities, events, and incidents. It can be easily expanded to fulfill specific event/incident management needs that may exceed the capacity of an organization's daily tools.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency: can also mean (from Madison City ordinance) either:

1. The imminence or existence of a major disaster or catastrophe resulting from enemy attack, sabotage, or other hostile action or by fire, flood, earthquake, or other natural or unforeseen causes which are clearly beyond the control of normal government services, personnel, equipment and facilities; or
2. When a state of emergency has been proclaimed by the governor of the state or the Mayor or designee hereunder or by the Common Council as provided in Section 3.19, M.G.O.

Emergency Management: includes "civil defense" and means all measures undertaken by or on behalf of the state and its subdivisions:

1. to prepare for and minimize the effect of enemy action and natural or unforeseen disaster upon the civilian population;
2. to effectuate emergency repairs to, or the emergency restoration of, vital public utilities or facilities destroyed or damaged by such action or disaster;
3. to develop and implement a plan to ensure the continuity of normal governmental operations during an emergency.
4. to assist as appropriate the civilian population in the recovery from an emergency.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, sub-state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

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

Enemy action: means hostile action by a foreign power which threatens the security of this City or a portion thereof.

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

Event: See *Planned Event*.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

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

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

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

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used

for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

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

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See *Delegation of Authority.*

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of

governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Native American tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations—federal, state, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and

direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

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

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts an all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized

services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

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

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Radiological agent means radiation or radioactive material at a level that is dangerous to human health.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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

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

enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See *Assisting Agency.*

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

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

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10.

HAZARDS, SITUATIONS, AND ASSUMPTIONS

I. SITUATION

A. The City is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property or the environment. A summary of the major hazards is provided in Figure 1.

B. Hazard Analysis - A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment. More detailed information is provided in a Dane County Hazard Analysis.

Figure 1: HAZARD SUMMARY

HAZARD TYPE:	LIKELIHOOD OF OCCURRENCE* (SEE BELOW)	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY			ESTIMATED IMPACT ON PROPERTY		
		LIMITED	MODERATE	MAJOR	LIMITED	MODERATE	MAJOR
NATURAL							
DROUGHT	Occasional	☒	☐	☐	☒	☐	☐
EARTHQUAKE	Unlikely	☒	☐	☐	☒	☐	☐
URBAN & SMALL STREAM FLOODING	Likely	☐	☒	☐	☐	☒	☐
FLOODING (RIVER OR TIDAL)	Unlikely	☒	☐	☐	☐	☐	☒
HURRICANE	Unlikely	☒	☐	☐	☒	☐	☐
SUBSIDENCE (SINK HOLES, WASH-OUTS)	Unlikely	☒	☐	☐	☒	☐	☐
TORNADO (WIND SHEAR, COLD AIR FUNNELS, DOWN DRAFTS)	Likely	☐	☐	☒	☐	☐	☒
WILDFIRE	Unlikely	☒	☐	☐	☒	☐	☐
WINTER STORM (3" OR MORE)	Highly Likely	☒	☐	☐	☒	☐	☐
ICE STORM	Occasional	☐	☒	☐	☐	☐	☒
TECHNOLOGICAL							
DAM FAILURE	Unlikely	☒	☐	☐	☐	☒	☐
HAZMAT/OIL SPILL (FIXED SITE)	Highly Likely	☐	☒	☐	☐	☒	☐
HAZMAT/OIL SPILL (TRANSPORT)	Highly Likely	☐	☒	☐	☐	☒	☐
MAJOR STRUCTURAL FIRE	Occasional	☐	☐	☒	☐	☐	☒

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
	(See below)	Limited	Moderate	Major	Limited	Moderate	Major
Nuclear Facility Incident	Unlikely	☐	☐	☒	☐	☐	☒
Major Water System Failure	Unlikely	☐	☐	☒	☐	☐	☒
Major Power Outage	Occasional	☐	☐	☒	☐	☐	☒
Major Communications Interruption	Unlikely	☐	☒	☐	☒	☐	☐
Major Transportation Incident	Likely	☐	☐	☒	☐	☐	☒
Security							
Civil Disorder	Highly Likely	☐	☒	☐	☐	☒	☐
Terrorism	Occasional	☐	☒	☐	☐	☒	☐
* **Likelihood of Occurrence**: Unlikely, Occasional, Likely, or Highly Likely							

2. HAZARD ASSUMPTIONS

A. The City will continue to be exposed to and subject to the impact of those hazards described above, as well as lesser hazards and others that may develop in the future. It is impractical to determine every and all hazards and threats that could present at any given time.

B. It is possible for a major disaster or emergency to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some disasters and emergency situations occur with little or no warning.

C. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the City to be prepared to carry out the initial emergency response on an independent basis.

D. Proper mitigation actions, such as floodplain management, continuity of operations planning and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve the City's readiness to deal with emergency situations.

3. EMERGENCY SITUATIONS

The following are examples of general descriptions reflecting a level of response (They are not definitions but rather merely descriptions used to illustrate changing scope of various situations and responses):

A. Incident - An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

1. Involves a limited area and/or limited population.

2. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.

3. Warning and public instructions are provided in the immediate area, not community-wide.

4. One or two local response agencies or departments acting under an Incident Commander (IC) normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.

5. May require limited external assistance from other local response agencies or contractors.

B. Emergency - An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Emergency is defined in Madison General Ordinances (MGO) 3.20(2)(e). Characteristics include:

1. Involves a large area, significant population, or important facilities.

2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3. May require community-wide warning and public instructions.

4. Requires a sizable multi-agency response operating under an ICS.

5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

6. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

7. A state of emergency may be declared by State or Mayor or Common Council.

C. Disaster - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its resources. A disaster is a major catastrophe as defined in §323.02, Wis. Stats. Characteristics include:

1. Involves a large area, a sizable population, and/or important facilities.

2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3. Requires community-wide warning and public instructions.

4. Requires a response by all local response agencies operating under the Incident Command System with a Unified Command structure and one or more incident commander divisions (edit).

5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

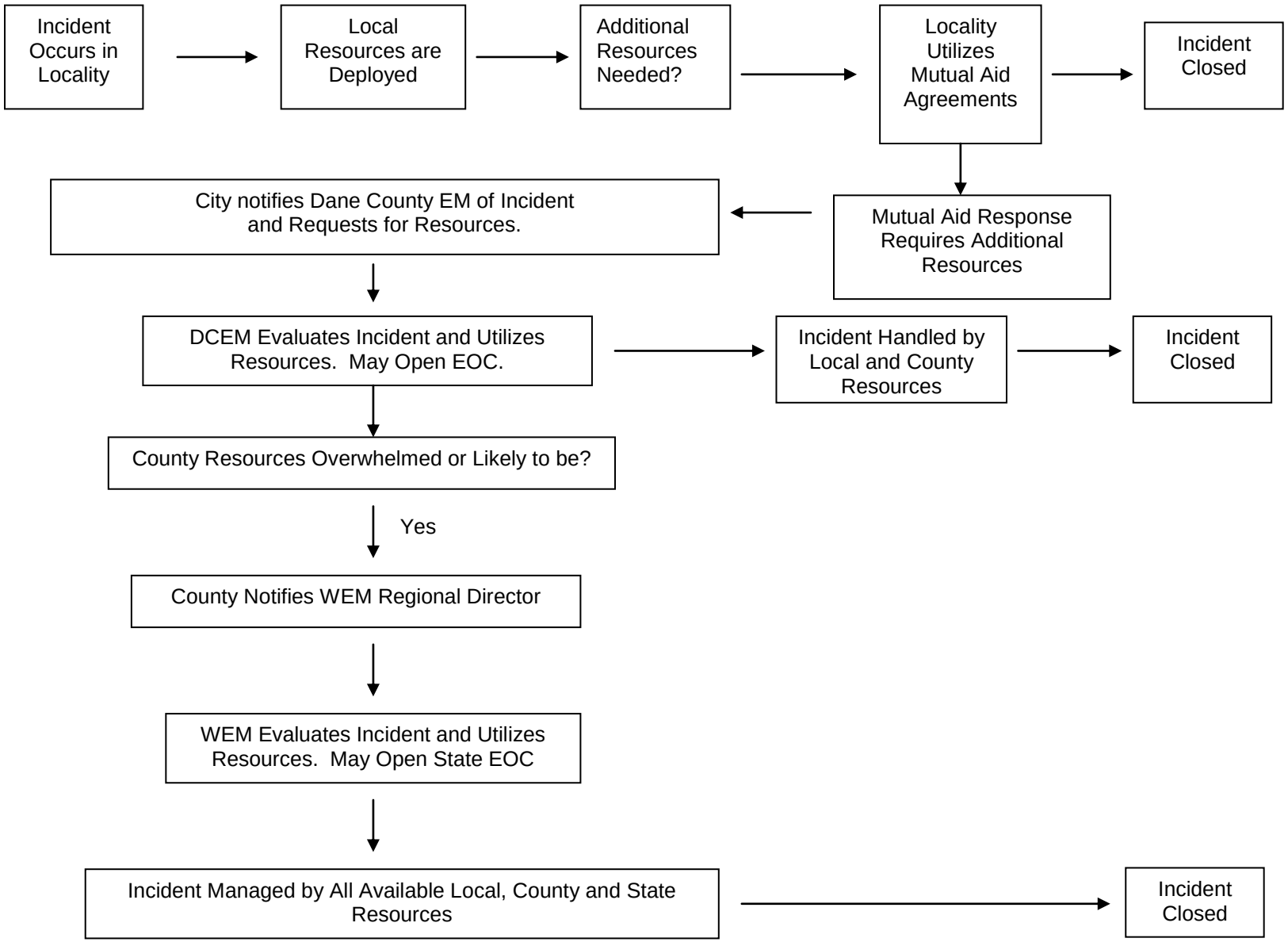
6. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations. At the disaster level, it is likely Dane County will also open the County EOC.

D. Public Health Emergency – a public health emergency means the occurrence or imminent threat of an illness or health condition that meets at least the following criteria:

1. Is believed to be caused by bioterrorism or a novel or previously controlled or eradicated biological agent;

2. Poses a high probability of any of the following:

   a. A large number of deaths or serious or long-term disabilities among humans.
   b. A high probability of widespread exposure to a biological, chemical, or radiological agent that creates a significant risk of substantial future harm to a large number of people.


Incident Occurs in Locality
Local Resources are Deployed
Additional Resources Needed?
Locality Utilizes Mutual Aid Agreements
Incident Closed
Mutual Aid Response Requires Additional Resources
City notifies Dane County EM of Incident and Requests for Resources.
DCEM Evaluates Incident and Utilizes Resources. May Open EOC.
Incident Handled by Local and County Resources
Incident Closed
County Resources Overwhelmed or Likely to be?
Yes
County Notifies WEM Regional Director
WEM Evaluates Incident and Utilizes Resources. May Open State EOC
Incident Managed by All Available Local, County and State Resources
Incident Closed

CONCEPT OF OPERATIONS

I. OBJECTIVES

The objectives of the EMP are protection of public health and safety, preservation of public and private property, incident stabilization, protection of the environment, mitigation of hazards and related consequences, and assisting the community in recovery.

2. GENERAL STATEMENTS

A. It is the responsibility of the City to protect public health and safety and preserve property from the effects of hazardous events. This involves having the primary role in identifying and mitigating new or emerging hazards, protecting the environment, preparing for and responding to, and managing the recovery from emergency situations that affect the community.

B. It is impossible for government to do everything that is required to protect the lives and property of the population. Citizens of the City have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. Local officials will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

C. The City is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The county, state and federal governments offer programs that provide some assistance with portions of these responsibilities.

D. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of other governments, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of the preparedness activities.

E. Departments and agencies tasked in this plan are expected to develop and keep current SOPs that describe how emergency tasks will be performed. Departments and agencies are charged with insuring the training and equipment necessary for an appropriate response are in place.

F. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, a plan for tornado response and recovery is not included.

G. This plan is based upon the concept that the emergency functions that must be performed by many departments and divisions generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. This is determined by each department and division in coordination with the consensus of EOC staff and/or the Mayor's direction. The personnel, equipment, and supplies that would normally be required for those functions may be redirected to accomplish emergency tasks.

H. Dane County Emergency Management (DCEM) (www.countyofdane.com/emergency) maintains an extensive number of emergency and disaster-related managerial and operational plans. They are expressed as Basic Emergency Plans, Incident-Specific Annexes, Support Annexes, and Emergency Support Functions.

The City Emergency Management Plan makes reference to DCEM plans. City public safety officials may utilize these plans when they are useful to manage or conduct specific rescue and recovery operations to address an incident locally. The City and County interface and cooperate closely to manage incidents in a unified and collaborative manner.

3. COUNTY, STATE, FEDERAL AND OTHER ASSISTANCE

A. The City will use its own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if the resources are insufficient or inappropriate.

1. Summon those resources available pursuant to inter-governmental agreements.

2. Summon emergency service resources that have been contracted.

B. If the event or emergency demands or is likely to demand resources beyond the capability of the City, assistance from the County and State will be requested. State assistance furnished to local governments through the County is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Through

the EOC, requests for County and/or State assistance should be made to Dane County Emergency Management. In essence, state emergency assistance to local governments begins at the county level and the key person to validate a request for, obtain, and provide that state assistance and support is the Dane County Director of Emergency Management or Designee. This official has the authority to request all state resources to respond to a request for assistance.

C. A request for State assistance must be made by the Dane County Director of Emergency Management or Designee and may be made by telephone, fax and/or radio communication.

D. The State Division of Emergency Management will forward requests for assistance that cannot be satisfied by the State to the Department of Homeland Security (www.dhs.gov).

E. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Association (FEMA) (www.fema.gov) as part of the Department of Homeland Security.

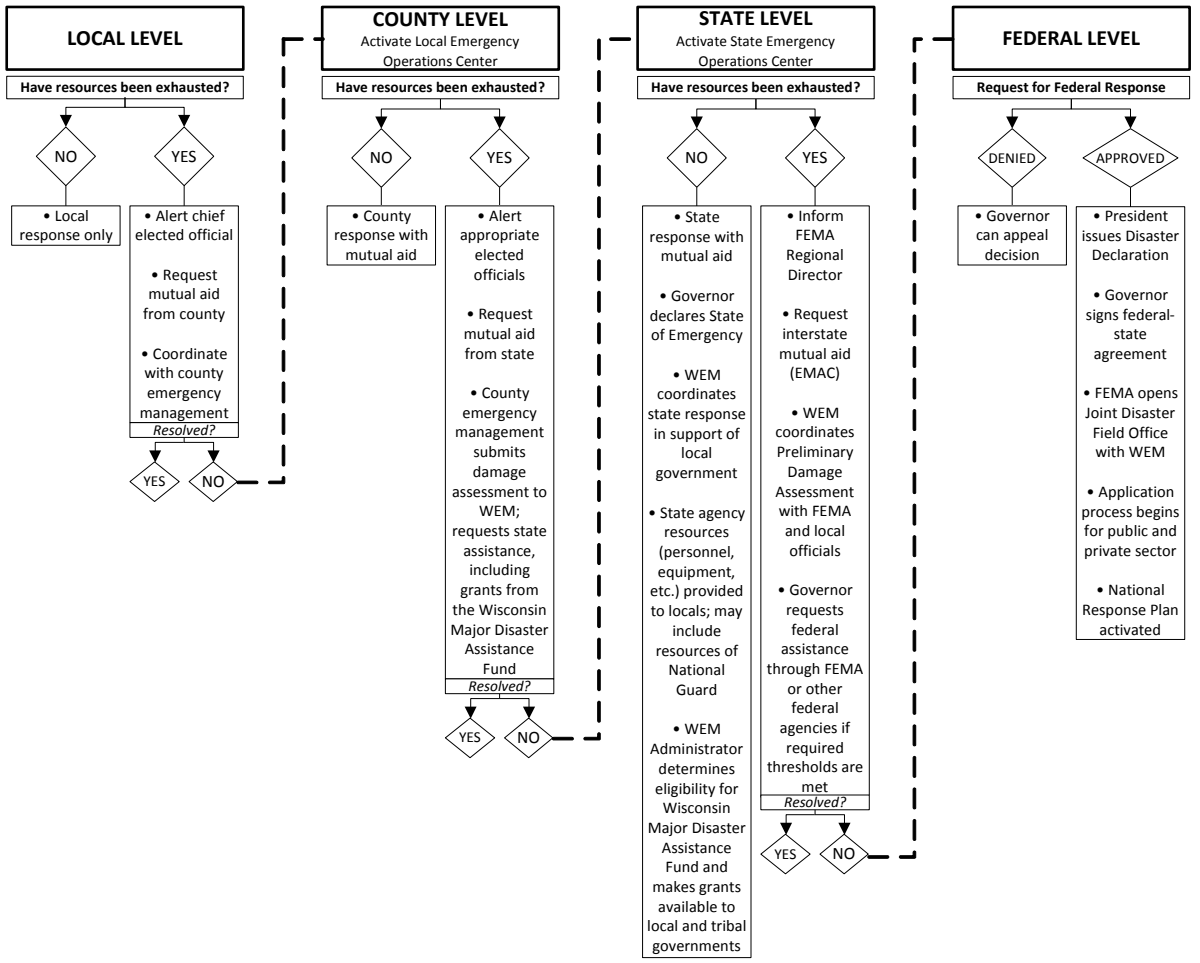
For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Plan (NRP) (www.nemaweb.org/docs/national_respoonse_plan.pdf) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

1. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Homeland Security has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

2. When external agencies respond to an emergency situation within this jurisdiction, it is expected that the external agency will conform to the guidance and direction provided by the City Incident Commander.

3. The following graphic represents the process to request resources and the process in which resources are directed to local emergencies and disasters:

RESPONSE FLOWCHART



WHO CAN DECLARE AN EMERGENCY?

VILLAGE OR TOWN	CITY	COUNTY	STATE	FEDERAL
• Governing body of any Village or Town ss. 323.11 & 323.14(4)(a), Stats. • Village President, subject to ratification ss. 61.24 & 61.34, 323.14(4)(b), Stats. • Town Chairperson, subject to ratification ss. 60.22, 60.24(1), 323.14(4)(b), Stats. • Chief Executive Officer, subject to ratification ss. 60.22, 60.23, & 61.32, 323.14(4)(b), Stats. • Any person, employee, or position empowered and designated by ordinance or resolution	• Governing body of any City ss. 323.11 & 323.14(4)(a), Stats. • Mayor subject to ratification ss. 323.14(4)(b), 62.09(8), 62.11, 64.29, Stats. • City Manager, subject to ratification ss. 64.11 & 323.14(4)(b), Stats. • Chief Executive Officer, subject to ratification ss. 62.11 & 323.14(4)(b), Stats. • Any person, employee, or position empowered and designated by ordinance or resolution	• Majority vote of County Board constituting a quorum ss. 59.02, 59.03, 59.04, 323.11, 323.14(4)(a), Stats. • County Board Chair, if empowered by ordinance ss. 59.12 & 323.14(4)(b), Stats. • County Executive, if empowered by ordinance ss. 59.17(2) & 323.14(4)(a), Stats. • County Administrator, if empowered by ordinance ss. 59.18(2) & 323.14(4)(a), Stats. • County Sheriff s. 59.28, Stats. • Any person, employee, or position empowered and designated by ordinance or resolution	• Governor of the State of Wisconsin s. 323.10, Stats.	• President of the United States 42 USC s. 5170 (Et seq.)

Wisconsin Department of Military Affairs
Division of Emergency Management

4. Other Assistance

   a. In addition to County, State and Federal assistance, the City may consider the following options:

      1. Request assistance from volunteer groups active in emergencies and disasters. Resources such as the Red Cross (www.arcbadger.com) and Salvation Army (www.salvationarmydanecounty.com) will be requested and coordinated by Dane County. Emergency Management. For small incidents such agencies may be requested by the City.

      2. Request assistance from industry or individuals who have resources needed to deal with the emergency situation. These resources may be donated or a charge may be involved.

   b. When external agencies respond to an emergency situation within the City, it is expected that the external agency will conform to the guidance and direction provided by the City Incident Commander or Unified Command.

   c. The Emergency Management Coordinator may develop appropriate protocols and forms to obtain emergency services from volunteers, donors and contractors.

5. Emergency Authorities

   a. Key federal, state, and local legal authorities pertaining to emergency management are listed in Tab 2 of this plan.

   b. State statutes related to emergency management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, these powers will be invoked during emergency situations. These powers include:

      1. Emergency Declaration

         The Mayor is empowered to declare by ordinance or resolution an emergency for the City and take action to control the situation. The Mayor or Designee may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers. These powers include:

a. Suspending procedural laws and rules to facilitate a timely response.

b. Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.

c. Restricting the movement of people and occupancy of premises.

d. Prohibiting the sale or transportation of certain substances.

2. A local disaster declaration activates the recovery and rehabilitation aspects of this plan.

3. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

4. State law authorizes the Governor or local officials to issue evacuation orders. State and local officials may recommend evacuation of threatened or stricken areas pursuant to 323.14 statutes.

   Note: the City E-Sponder site includes links to a sample evacuation order as prepared by Dane County Emergency Management.

4. ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

This plan addresses emergency actions that are conducted during the four phases of emergency management. Section 6 of this plan outlines department and division functional responsibilities for the four phases.

A. Mitigation

The City will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Dane County Emergency Management maintains a mitigation plan for further reference.

(www.countyofdane.com/emergency/mitigation_plan.aspx)

B. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency management program are:

1. Providing emergency equipment and facilities.

2. Emergency planning, including maintaining this plan and appropriate SOPs.

3. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.

C. Response

The City will respond to emergency situations effectively and efficiently. The focus of most of this plan is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, public information, search and rescue, as well as other associated functions.

D. Recovery

If a disaster occurs, the City will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. If federal reimbursement is not available, the State maintains funds to assist municipalities as allowed. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

5. SITUATIONAL AWARENESS

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A three-tier system is utilized. Readiness Levels will be determined by the Mayor or designee, or for certain circumstances, the Emergency Management Coordinator

or one of the EOC Managers. General actions to be taken at each readiness level are outlined in the EOC manual and more specific actions will be detailed in departmental or agency SOPs.

The following Readiness Levels will be used as a means of increasing the city's response posture.

A. Day-to-Day Conditions

1. City Departments can use this condition to prepare for upcoming emergencies or disasters. Emergency incidents occur and local response officials are notified. One or more departments or agencies respond to handle the incident; an IC may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-governmental agreements and/or mutual aid.

2. The normal operations of government are not affected.

B. Alert Level

1. Alert refers to a situation that presents a greater potential threat than day-to-day conditions, but poses no immediate threat to life and/or property.

2. Alert actions may include, but are not limited to: regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call, initiating mitigation measures, providing the public information for techniques to protect homes and businesses.

3. Situational awareness and event monitoring are employed at this stage.

4. An E•SPONDER session may be established to support or enhance situational awareness.

5. At the alert level, the EOC may be set up, partially or fully activated and/or a virtual EOC established.

C. Active Level

1. Active refers to situations where hazardous conditions are occurring or are imminent. This condition denotes a higher level of response, multiple agency events or a greater sense of danger and urgency than associated with an Alert event.

2. Active actions may include, but are not be limited to: continuous situation monitoring, full or partial live or virtual activation of the EOC, implementation of the City Emergency Management Plan, recommending precautionary actions for special facilities, taking immediate shelter and sheltering evacuees and/or others displaced by the incident.

3. Use of E•SPONDER as an emergency management tool may be employed. (www.esponder.com)

4. As resources require a communications link with Dane County Emergency Management may be established.

6. Documentation of Emergency Response Activities: Use of E•SPONDER

E•SPONDER (www.wiesponder.com) is a software solution that enables multiple entities to share critical information when collaborating in the preparation, response, resolution, and review processes associated with daily activities, events, and incidents. It can be easily expanded to fulfill specific event/incident management needs that may exceed the capacity of an organization's daily tools.

This secure, real-time E•SPONDER collaboration tool is also a NIMS/ICS (National Incident Management System/Incident Command Structure) based product, contributing to agencies' compliance with Homeland Security Presidential Directive-5 (HSPD-5). Wisconsin Emergency Management maintains the E•SPONDER software and makes the software available to all levels of government. Electronic ICS forms are included in the software, and are automated with one-click data entry, so that repeating information does not have to be re-entered every time a form is filled out. This feature contributes to both mandate compliance and the post-incident recovery of funds.

In addition to being constructed based on NIMS/ICS guidelines, E•SPONDER provides a variety of additional benefits, including:

- Increased situational awareness
- Multipurpose functions created for event/incident management, as well as everyday use
- Data management before, during, and after an incident, contributing to recovery of funds
- Shows information in real-time
- Provides a database for contact information across all entities
- Positional Checklists can be customized to fit local standards and regulations

- Allows organizations to track expenses and resources, as well as personnel
- Flexible to expand and contract as needs arise and are fulfilled
- Accessible anytime, anywhere Internet access is available
- An opportunity for EOC Representatives to serve in a virtual capacity
- Sharing documents including GIS maps

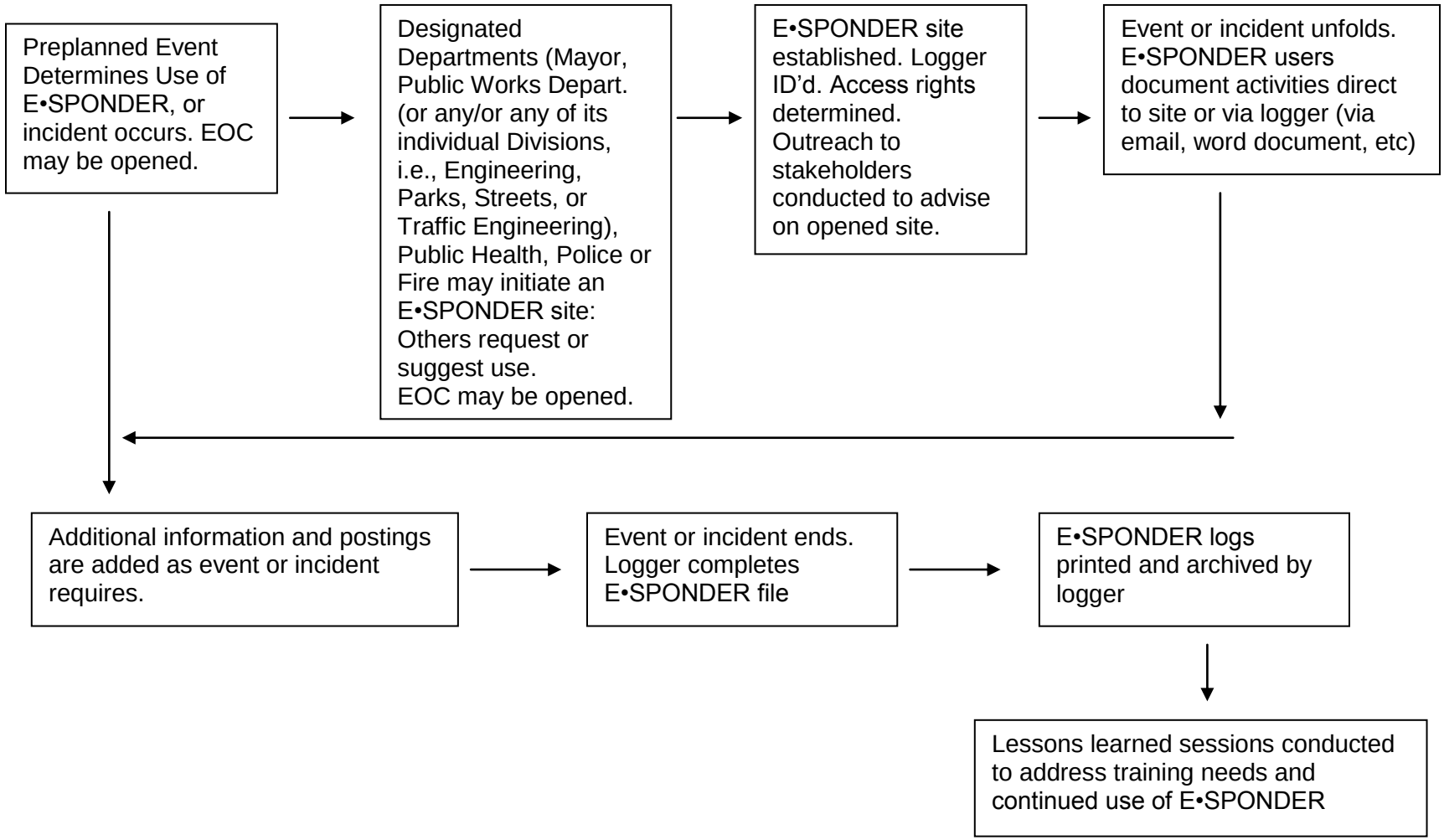
City EOC Representatives may use E•SPONDER to document their activities during any incident planned or otherwise. Some activities that may be reported on E•SPONDER for documentation and archival purposes could include:

- Activity, communication, messaging logs, and an EOC roster
- Activation or deactivation of emergency facilities
- Units of local government and County agencies are made aware of the incident
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external entities
- Emergency disaster costs from City departments and agencies participating in the emergency response including:
    - Personnel Costs, especially overtime costs
    - Equipment operation costs
    - Costs for leased or rented equipment
    - Costs for contracted services to support emergency operations
    - Costs of specialized supplies expended for emergency operations
- Initial damage assessment reports

The following Incident Response Documentation Flow Chart demonstrates the use of E•SPONDER by any representative involved in the emergency or disaster. Each representative must have permission to document an activity in the E•SPONDER site set-up by the City for each incident. E•SPONDER may be used for pre-planned events, threats, and emergencies or disasters.

The Mayor's Office, Police Department, Fire Department, Public Works Departments (or any of its individual Divisions, (e.g., Engineering, Parks, Streets, or Traffic Engineering), or the Health Department may open an Esponder site at their discretion. Any City department head may recommend to the Emergency Management Coordinator a recommendation to establish an E•SPONDER site specific to an incident.

INCIDENT RESPONSE DOCUMENTATION FLOW CHART WITH E•SPONDER WEB SITE



CITY DEPARTMENT ASSIGNMENT OF RESPONSIBILITIES

I. INTRODUCTION

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. City departments and divisions, especially police, fire, and public works departments, have some role in supporting emergency operations, assisting with recovery or maintaining government services. This section of the plan addresses the roles and responsibilities of many departments and divisions. Departments and divisions that are not specifically mentioned in this section have indirect responsibilities.

2. GENERAL

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.

3. COMMON RESPONSIBILITIES

All departments and divisions supporting emergency services will:

A. Provide personnel, equipment, and supplies to support emergency operations upon proper request to the extent possible.

B. Develop and maintain SOPs for emergency tasks and identify Dane County Emergency Management plans as appropriate to utilize in assisting to manage an incident or emergency.

C. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.

D. Provide current information on emergency resources.

E. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

.

F. Maintain records of all staff, equipment and expenses associated with an emergency. The records must support related cost recovery efforts.

4. EMERGENCY MANAGEMENT PLANNING STAFF TEAM

The Emergency Management Planning Staff Team (EMPST) helps guide the Emergency Management Coordinator and other stakeholders in setting emergency management priorities, determining training needs, establishing and maintaining relationship with partners, serves as the forum to exchange ideas, technology and problem solving, approves the organization of the EOC and the application of technology and other duties.

The EMPST consist of individuals or their designees:

- City Attorney
- City Engineer
- Comptroller
- Fire Chief
- Police Chief
- Street Superintendent
- Fleet Service Superintendent
- Building Inspection Director
- Director of Public Health
- Park Superintendent
- Metro
- Water Utility Manager
- Traffic Engineer

With approval of the Mayor, the Planning Team may be expanded to include other City agency heads.

The EMPST performs its duties under the direction of the Emergency Management Coordinator.

Other duties of the EMPST include but are not limited to:

1. Develop an organized and comprehensive emergency plan for the City.

2. Assess risks and potential risks and hazards.

3 Prepare and maintain a resource inventory.

4. Coordinate with organized volunteer groups and businesses regarding emergency operations

5. Prepare the City to manage emergencies from mitigation and preparedness to response and recovery.

5. CONTINUITY OF GOVERNMENT

City agencies and departments have prepared continuity of operations plans in accordance with a standardized format. The plans identify essential functions that must be maintained during emergencies and disasters. The plans further identify key personnel and resources to maintain the essential functions. In addition, departments completed a pandemic planning document to identify issues associated with a pandemic and related staff shortage.

A. The line of succession for the Mayor or Designee is:

   1. President of the Common Council

   2. President Pro Tem of the Common Council

   3. Periodically, the Mayor distributes a memorandum specifying subsequent successors.

B. The line of succession for the EOC Manager is:

   1. Emergency Management Coordinator (as delegated by Council resolution)

   2. Police Captain (as designated by the Police Chief)

   3. Fire Protection Engineer (as designated by the Fire Chief)

   4. Water Utility Representative (as designated by the Water Utility Manager)

   5. Risk Manager (as designated by the Comptroller)

C. The lines of succession for each department and division head shall be in accordance with the SOPs established by those departments and divisions.

D. Each City department and division will maintain appropriate continuity of operations plans (COOP planning is an effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies). The objectives of a COOP plan include:

   1. Ensuring the continuous performance of an agency's essential functions/operations during an emergency;

2. Protecting essential facilities, equipment, records, and other assets;
3. Reducing or mitigating disruptions to operations;
4. Reducing loss of life, minimizing damage and losses; and,
5. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

6. ORGANIZATIONAL RESPONSIBILITIES WITHIN THE SCOPE OF THIS PLAN

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Mayor	Staffing responsibilities identified for Emergency Situations	COOP	EOC	Direct cost recovery policies
	Succession of Control established	Emergency Planning Staff Team (EPST)	Monitor the Emergency Response during Incidents and provide direction where appropriate	
	Public Information Staff available to communicate with public about Emergency Preparedness for sheltering in place and evacuation planning	Readiness exercises are conducted at all levels and Departments of City government	Resources are made available to provide shelter and long term recovery resources	
	Assuring General Ordinances are promulgated and passed that ready City for Emergency Management response	Fire Drills, evacuation exercises and similar activities held periodically	Public Information Staff available to communicate with public during an emergency	
	Establish objectives and priorities for the Emergency Management System and provide general policy guidance on the conduct of that program	Train Supervisors on critical documents they should try to take with them in an emergency evacuation of our buildings	Provide General Guidance and direction for coordination of the operational response of local emergency services	
	Assign Emergency Management Program tasks to Department and Agencies	Provide general guidance and direction for planning activities of local Emergency Services	Request the assistance from other local governments when necessary	

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Mayor *(continued)*	Ensure that Departments and Agencies participate in Emergency Mitigation Training and exercise activities	Ensure that departments and agencies participate in Emergency Planning, Training and exercise activities	With the assistance of legal staff, declare a local State of Emergency and/or request the Governor declare a State of Emergency as appropriate, or invoke Emergency Powers of Government when necessary	Draft and process resolution terminating state of emergency.
			Staff EOC	
Assessor		COOP		
		Damage Assessment		
Attorney		COOP		
		EPST		
		← Emergency Declaration →		
		← Legal Issues →		
Comptroller		COOP	← Donation Management →	
			Cost recovery	
Civil Rights		Monitor plans and work with departments and divisions to ensure emergency plans and standard operating procedures comply with ADA and Title VI requirements		
Dane County Emergency Management (City Partner)	County Hazard Mitigation Plan	Emergency Communications (911)	← Debris Removal →	
		Warning System	← Protect Infrastructure →	
		Volunteer Coordination	← Restore Infrastructure →	
		Special Needs Planning		
		Radiological Response		
		Mass Sheltering		

<table>
<tr><th>CITY DEPARTMENTS AND DIVISIONS</th><th>MITIGATION</th><th>PLANNING</th><th>RESPONSE</th><th>RECOVERY</th></tr>
<tr><td rowspan="2">Dane County Emergency Management (continued)</td><td rowspan="2"></td><td>Community Evacuation Framework</td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>Long-term Recovery Plan</td></tr>
<tr><td rowspan="6">Engineering</td><td rowspan="4"></td><td>COOP</td><td colspan="2">← Debris Removal →</td></tr>
<tr><td>EPST</td><td colspan="2">← Heavy Equipment →</td></tr>
<tr><td>Snow Removal</td><td rowspan="2">Staff EOC</td><td rowspan="2">Rebuild infrastructure</td></tr>
<tr><td>GIS</td></tr>
<tr><td colspan="4">← Flood Control and Prevention →</td></tr>
<tr><td rowspan="2"></td><td colspan="3">← Damage Assessment →</td></tr>
<tr><td colspan="3">← Public Information Officer →</td></tr>
<tr><td rowspan="9">Fire Department – Emergency Services</td><td>Fire Prevention Education</td><td>COOP</td><td>HazMat Team Mobilization</td><td rowspan="9">Long Term Recovery Assistance</td></tr>
<tr><td>Fire Investigations</td><td>Weather Service Contract</td><td>Fire Fighting</td></tr>
<tr><td rowspan="2">Fire Safety Courses</td><td>Special Teams</td><td>Technical Rescues</td></tr>
<tr><td>HazMat Teams</td><td>Lake Rescues</td></tr>
<tr><td rowspan="5">Recommends language and adopts and enforces Building, Fire Code Ordinances, and Codes</td><td rowspan="2">EMS</td><td>Search and Rescue</td></tr>
<tr><td>Staff EOC</td></tr>
<tr><td>Community Evacuation</td><td>Mass Casualty Response</td></tr>
<tr><td>Pre-Fire Planning</td><td>Heavy Urban Rescue Team</td></tr>
<tr><td colspan="3">← Public Information Officer →</td></tr>
<tr><td rowspan="2">Fire Department – Emergency Management</td><td>Training Exercise</td><td>COOP General Format</td><td colspan="2">EOC</td></tr>
<tr><td rowspan="2">Mitigation Plan Oversight</td><td>Develop E-Sponder</td><td rowspan="2">Implement E-Sponder</td><td rowspan="2"></td></tr>
<tr><td>Interoperable communications plan</td></tr>
<tr><td>Fleet Services</td><td>Top all Bulk Fuel Tanks</td><td>COOP</td><td>Ability to re-assign staff as necessary to various city facilities as needed to maintain fleet vehicles</td><td></td></tr>
</table>

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Fleet Services *(continued)*	Back Up Fuel Distribution Generators	EPST	Provide fuel & equipment repair	
	Staff training to make necessary repairs	Contracts for Fuel Delivery	Staff EOC	
	Adherence to Madison General Ordinances	Public Information		
		Repair contracts with vendors to maintain operations		
		Ability to provide and dispense fuel to City Department Vehicles		
		Emergency Response Plan		
Information Technology		COOP--Records and data management plan	Support EOC	Restore electronic records and data management for City Government
		EPST		
		← Public Information →		
Parks Division	**Forestry:** Tree inspections, street pruning, equipment & vehicles maintained and ready	COOP	Activation of COOP Plan	Short Term / Long Term Recovery Assistance
	Park Operations: Snow removal and equipment maintained and ready.	EPST	Mobilization	FEMA assistance & reimbursement
		Operations & Staffing Planning	Record-keeping	
		Equipment CIP purchase	Staff EOC	
		Equipment Maintenance		
		Emergency Planning		
		Creation or modification of MG & APM		

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Planning & Community & Economic Development (Building Inspection)	Building Code Development	COOP	Staff EOC	
	Building Inspection	EPST		
		← Damage Assessment →		
		← Structural Response Plan →		
Police Department	Surveillance and Investigative Functions	COOP	← Crowd Control →	
	Mutual Aid Agreements	EPST	← Curfew Enforcement →	
	Crime Prevention Education	← Public Information Officer →		
	Safety Education	Protocol Development and Updating	Special Weapons and Tactics (SWAT)	
	Prepare and maintain law enforcement resource inventory	Adherence to Standards of Practice	Perimeter Security/PASS	
			Staff EOC	
		Traffic Enforcement Safety Team	Security for Vital Resources	
		Community Meetings	Wide Area Search	
		Meetings with Emergency Planning Staff Team	Assist with Traffic Control	
Public Health Madison & Dane County	Health Education	COOP	Monitoring	
		EPST	Food Safety – provide information, guidance and inspect licensed establishment, temporary food services provided to the public, shelters and the monitoring of unlicensed food vendors to ensure a safe food supply	Food Safety – provide guidance to licensed establishments and inspect affected facilities before resuming operations
	Food Safety – educate licensed establishments and the public on food safety	Food Safety – plan for ensuring a safe food supply and monitoring licensed establishment during an emergency		

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Public Health Madison & Dane County *(continued)*	Environmental Health – educate the public on safe practices and environmental health issues including flooding and chemicals impact on the population during an emergency	Environmental Health – conduct planning for responding to an environmental emergency	Environmental Health – provide information, guidance and support to response agencies and the public related to environmental safety	Environmental Health – provide follow up information to the public related to environmental issues. Monitor clean up and recovery operations to minimize the emergency's impact on public health
	Communicable Disease – promote vaccinations and other prevention practices; education the public regarding individual, family and population specific disease risk; education and promote individuals, families and groups regarding community preparedness and continuity of operations planning for communicable disease outbreaks	Communicable Disease – maintain a Public Health Emergency Plan (PHEP), Pandemic Flue Plan and Vaccine/Prophylaxis Distribution Plan.	Communicable Disease – provide information to the public, prevention measures and guidance, distribute vaccine and/or prophylaxis as required; provide contact tracing, isolation and quarantine services; provide public health data to both residents and providers regarding status of communicable disease emergency; provide guidance to health care providers regarding appropriate use of testing and treatment	Communicable Disease – provide follow up information to the public related to public health issues; monitor recovery operations to minimize the emergency's long-term impact on public health; provide public health data to both residents and providers regarding status of communicable disease emergency

<table>
<tr><th>CITY DEPARTMENTS AND DIVISIONS</th><th>MITIGATION</th><th>PLANNING</th><th>RESPONSE</th><th>RECOVERY</th></tr>
<tr><td rowspan="2">Public Health Madison & Dane County
(continued)</td><td>Animal Control – inform public relative to having a pet preparedness plan; promote pet vaccinations</td><td>Animal Control – plan for large scale evacuation and sheltering of animals</td><td>Animal Control – work with emergency services to find and secure loose animals during emergency; work with the ARC and Humane Society to shelter animals during emergency; control animal disease outbreaks during emergency</td><td>Animal Control – work with Humane Society to return animals to owners</td></tr>
<tr><td colspan="4">← Emergency Planning Preparedness →</td></tr>
<tr><td rowspan="8">Streets Division</td><td colspan="4">Weather Plan</td></tr>
<tr><td>Drivers Training</td><td colspan="2">← Inter Departmental Cooperation →</td><td rowspan="3">Clean up</td></tr>
<tr><td>Backup Generator for Fuel</td><td>COOP</td><td>Open EOC</td></tr>
<tr><td rowspan="4">EOC – Pre-Event Meeting</td><td>EPST</td><td>Call in Foreperson to call in drivers and contractors if needed</td></tr>
<tr><td>Protocol for Drivers and Contractors</td><td colspan="2">← Public Information Officer →</td></tr>
<tr><td>Fuel for other Agencies</td><td rowspan="2">Staff EOC</td><td rowspan="2"></td></tr>
<tr><td>Public Information Officer</td></tr>
<tr><td rowspan="3">Traffic Engineering</td><td rowspan="3"></td><td>COOP</td><td>Communications</td><td rowspan="3"></td></tr>
<tr><td>EPST</td><td rowspan="2">Evacuations</td></tr>
<tr><td>Interoperable communications plan</td></tr>
<tr><td rowspan="3">Transit (Madison Metro)</td><td>Staffing responsibilities identified for Emergency Situations.</td><td>COOP</td><td rowspan="2">Staff Respite</td><td rowspan="3"></td></tr>
<tr><td>Buses topped off with fuel daily</td><td>EPST</td></tr>
<tr><td>Coaches equipped with emergency exits if doors not available</td><td>Annual tornado drills have drivers Identify safe locations along their route if severe weather would require evacuation of the bus</td><td>Detour/Curtail Transit Service in affected area</td></tr>
</table>

CITY DEPARTMENTS AND DIVISIONS	MITIGATION	PLANNING	RESPONSE	RECOVERY
Transit (Madison Metro) *(continued)*	*"If you see something, say something"* Car Cards on buses, educating riders to report unattended items	Bus Operators trained in bus evacuation procedures	Resources are available to provide shelter, shuttle service and/or evacuation	
		Fire Drills held regularly	Public Information Staff available to communicate With public during and after an emergency	
		Train Supervisors on critical documents they should try to take with them in emergency evacuation of our facilities	Staff EOC	
		Metro has an agreement for the delivery of an 800-gallon portable fuel tank to be delivered to alternate location if facility is not usable		
		APTA Administer ERPP with an inventory of transit equipment and personnel to respond to major emergencies		
		Alternate Service Plans identified, tempered by the severity of loss of Metro resources		
		Educate Riders on Tornado Policy through car cards on buses		
Water Utility	Maintain EOC	COOP	Staff EOC	
	Facilities	EPST		
		← Fire Protection →		

7. DIRECTION AND CONTROL

A. General

1. The Mayor will provide general guidance for direction and control functions.

2. The direction and control structure for emergency operations include an on-scene control system, the Incident Command System (ICS), and a centralized multi-agency coordination system, the EOC. These two systems may be employed individually or in combination, depending on the situation.

3. An Incident Commander (IC) using response resources from one or two departments or agencies will normally handle emergency situations classified as incidents. The EOC will generally not be activated.

4. During extraordinary emergencies, both an Incident Command Post (ICP) and the EOC will generally be activated. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

5. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:

   a. When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established and direction and control of the response transitioned to the IC.
   b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
   c. When pre-planned events require multi-agency support.

6. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

7. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as, but not limited to, a common communications protocol, may be adopted by the City to facilitate coordinated efforts.

8. If city resources are insufficient or inappropriate to deal with an emergency situation, assistance from other jurisdictions, organized volunteer groups, or the County may be requested. External agencies are expected to conform to the general guidance and direction provided by the senior decision-makers of this jurisdiction.

9. When the county EOC is operational, the City and County will maintain operational communications between the EOC to ensure a coordinated response and efficient interface. The City/County EOC Interface Plan will be maintained on the City E-Sponder site.

8. EOC OPERATIONS

A. Emergency tasks to be performed include:

1. Support and supply local operating forces.

2. Maintain coordination with neighboring jurisdictions

3. Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.

4. Assign representatives, by title, to report to the EOC and develop procedures for crisis training.

5. Develop and identify the duties of the staff, use of displays and message forms, and procedures for EOC activation.

6. Support the evacuation of areas at risk.

7. Maintain an inventory of emergency resources

B. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation-monitoring operation with minimal staff; to a limited activation involving selected departmental representatives; to a full activation involving all departments, agencies, and liaison personnel.

C. The EOC may be activated on a graduated basis. Department/agency EOC staffing requirements will be determined by the Mayor or Emergency Management Coordinator based on the needs of the situation.

D. The Mayor may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

E. The Emergency Management Coordinator may activate the EOC, will normally determine the level of EOC staffing required based upon the situation and will also notify appropriate personnel to report to the EOC.

F. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Mayor or Emergency Management Coordinator activate the EOC to provide a suitable facility to work the issue.

G. The Emergency Management Coordinator will serve as the EOC Manager unless another individual is authorized to do so.

H. The principal functions of the EOC are to:

1. Monitor potential threats.

2. Support on-scene response operations.

3. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

4. Analyze problems and formulate options for solving them.

5. Coordinate among local agencies and between the city and county, agencies, if required.

6. Develop and disseminate warnings and emergency public information.

7. Prepare and disseminate periodic reports.

8. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.

9. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

10. Coordinate state and federal disaster assistance process.

I. EOC Facilities & Equipment

1. The EOC is maintained by Fire Department, Water Utility, and Information Technology.

   a. The EOC is equipped with the following communication equipment necessary for conducting emergency operations: two base radios with city frequencies, two televisions with cable service, video conferencing hardware, internet access, wireless access, city network access, fax machine, IP telephones, white boards, VCR, and DVDR.
   b. The EOC will establish and maintain a system for GIS support.
   c. The EOC is equipped with emergency generator and a three-hour supply of fuel.
   d. The EOC has emergency water supplies.
   e. Food for the EOC staff will be provided as needed through the Salvation Army and/or local vendors.

2. Alternate EOC

   a. Should the primary EOC become unusable, an alternate EOC will be established at Fire Administration or another city facility and will be used to manage emergency operations.
   b. Communications available at these facilities should include: meeting space, phone lines, computer lines, white board, and TV/VCRs.

J. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and present appropriate photo ID.

2. Visitors with a valid need to enter the EOC will be issued a Visitor badge by the EOC Administrative staff, which will be surrendered upon departure.

K. The EOC Manager facilitates activities of the EOC by the four phases of emergency management

1. Preparedness

   a. Establish, equip, and maintain an EOC and alternate EOC.

b. Prepare/maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
c. Identify and stock supplies needed EOC operations.
d. Develop and maintain procedures for activating, operating, and deactivating the EOC.
e. Identify department/agency/representatives that will serve on the EOC staff and are qualified to serve in various positions.
f. Conduct EOC and ICS training for department/agency/ volunteer group representatives who will staff the EOC.
g. Test and maintain EOC equipment to ensure operational readiness.
h. Exercise the EOC at least once a year.

2. Response

a. Activate the EOC if necessary.
b. Support, coordinate, communicate, identify.
c. Coordinate with other units of government.

3. Recovery

a. If necessary, continue EOC activation to support recovery operations.
b. Deactivate EOC when situation permits.
c. Restock EOC supplies if necessary.
d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

INCIDENT COMMAND SYSTEM

I. OVERALL ORGANIZATIONAL FUNCTIONS

The Incident Command System (ICS) (www.fema.gov/emergency/nims/IncidentCommandSystem.shtm) was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.

As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

In addition to the Command function, other desired functions and activities were to:

- Delegate authority and provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.
- Provide logistical support to the incident organization.
- Provide planning services for both current and future activities.
- Provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- Promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- Provide a safe operating environment within all parts of the incident organization.
- Ensure that assisting and cooperating agencies' needs are met, and to see that they are used in an effective manner.

2. CITY OF MADISON, INCIDENT COMMAND SYSTEM (ICS)

A. The City intends to comply with the National Incident Management System (NIMS) and employ ICS in managing emergency situations. ICS is both a strategy and a set of organizational arrangements for directing and

controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

B. The first local emergency responder to arrive at the scene of an emergency situation will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

C. The IC is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

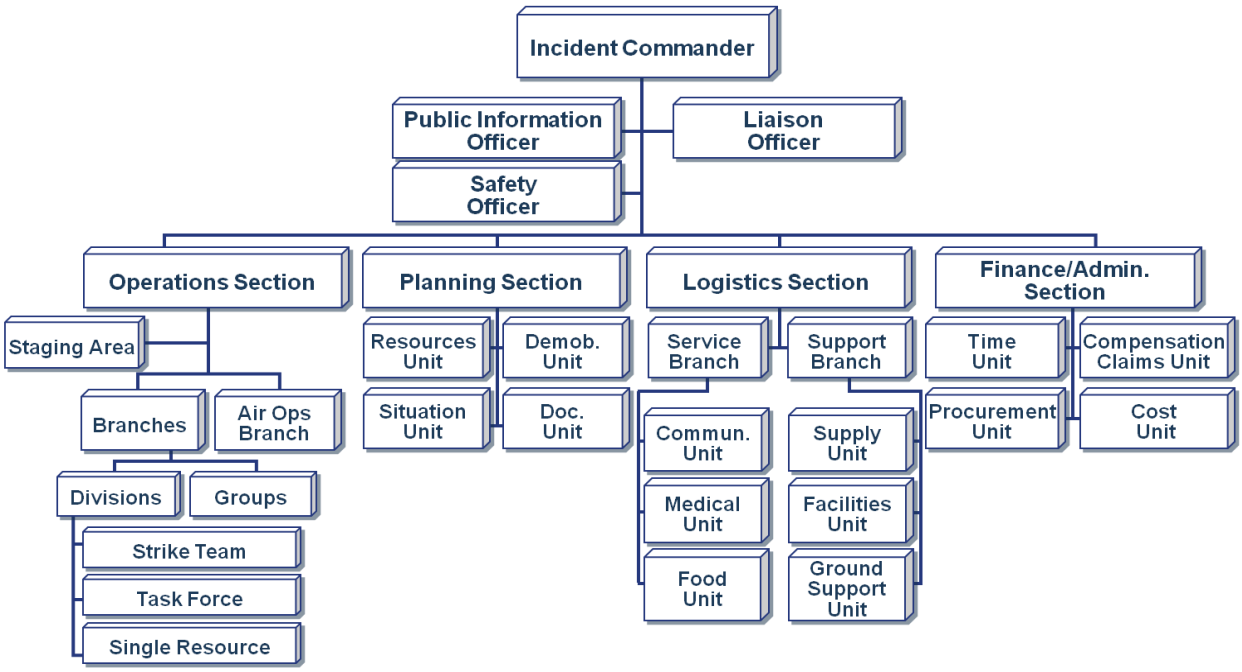
D. An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

E. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

F. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the Dane County Public Safety Communications Center (911 Center) may coordinate initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response transitioned to the IC.

G. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. A Unified Command or Area Command structure may be employed. If this situation occurs, it is particularly important that the

allocation of resources to specific field operations be coordinated through the EOC.



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.

- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, and Finance/Administration). The Section level is organizationally between Branch and Incident Commander.

- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.

- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.

- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.

- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.

- **Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

3. FORMS

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 203, Organization Assignment List
- ICS Form 204, Assignment List
- ICS Form 205, Incident Radio Communications Plan
- ICS Form 206, Medical Plan
- ICS Form 207, Organizational Chart
- ICS Form 209, Incident Status Summary
- ICS Form 210, Status Change Card
- ICS Form 211, Check-In List
- ICS Form 213, General Message
- ICS Form 214, Unit Log
- ICS Form 215, Operational Planning Worksheet
- ICS Form 215a, Incident Action Plan Safety Analysis
- ICS Form 216, Radio Requirements Worksheet
- ICS Form 217, Radio Frequency Assignment Worksheet
- ICS Form 218, Support Vehicle Inventory
- ICS Form 219-2, Card Stock - Green (Crew)
- ICS Form 219-4, Card Stock - Blue (Helicopter)

- ICS Form 219-6, Card Stock - Orange (Aircraft)
- ICS Form 219-7, Card Stock - Yellow (Dozer)
- ICS Form 220, Air Operations Summary
- ICS Form 221, Demobilization Plan
- ICS Form 221 Page 1, Demobilization Checkout
- Instructions for Completing the Demobilization Checkout
- ICS Form 226, Individual Personnel Rating
- ICS Form 308, Resource Order Form - Front
- ICS Form 308, Resource Order Form - Back
- ICS Form 308, Resource Order Form - Example

APPENDIX:
DANE COUNTY EMERGENCY PLANS AND ESFS INDEX

Dane County Emergency Management (www.countyofdane.com/emergency.com) maintains an extensive number of emergency and disaster-related managerial and operational plans. They are expressed as Basic Emergency Plans, Incident-Specific Annexes, Support Annexes, and Emergency Support Functions.

The City EMP makes reference to DCEM plans. City public safety officials may utilize these plans when they are useful to manage or conduct specific rescue and recovery operations to address an incident locally. The City and County interface and cooperate closely to manage incidents in a unified and collaborative manner.

DCEM has several different **types** of emergency plans. Each type is designed to address specific needs, not all of them for response:

- *Emergency support functions (ESFs)* –Describe DC's roles and procedures for delivering specific services in emergencies. They focus on the organizational structure for providing the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal.
- *Support Annexes* – Describe the framework through which organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.
- *Incident-Specific Annexes* – Operationally based plans that describe and PROSCRIBE primarily mechanisms for the provision of specific operations based on the type of incident / hazard.
- *Agreements* – Detail specific actions and / or intentions for emergency situations, germane to specific organizations.
- *Other* – Because they just don't fit under another heading (i.e. *DC Hazard Mitigation Plan*, *EPCRA Plans*)

The specifics driving the development of the different types of plans are predominantly based on the situation for which they were developed. These can include:

- Grant requirements (*ESFs* under the EMPG, *MMRS Radiological Response Plan*).
- Need for governmental policy (*Suspension of Non-Essential Services*).
- Need for situational procedures (*Decon* and *Mass Casualty Plans*).
- Need to clarify authority & responsibilities between entities (*Sandbag Filling at Oakhill* and *Local Control of Sirens* MOU).

***ESF SPECIFICS*:**

Emergency Support Functions (ESFs) are designed to guide emergency **response** in the 15 areas as defined by the National Response Framework. The contents of each ESF include :

- The authorities and policies under which Dane County agencies operate,
- The assumptions in which each ESF will be implemented,
- A narrative of how Dane County agency services will be delivered, and
- Agency roles and responsibilities.

The purpose of the ESFs *is to* outline a coordinating structure to address the needs of Dane County Government's response to emergencies. ESFs function to provide a clear delineation of authority and responsibilities in the coordination and delivery of emergency management services in an emergency.

All agencies signatory to the ESFs have the responsibility to develop and maintain individual agency plans including contingency plans for their agency's emergency response, training, exercising for operational verification, and standard operating procedures (SOPs).

EMERGENCY SUPPORT FUNCTIONS (ESFs) –

ESFs describe the organizational structure for providing the support, resources, program implementation, and services in and immediately following emergency situations that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. All of the ESFs are maintained by Dept. of Emergency Management.

1 - Transportation
2A - Communications
2B - Warning
3 - Public Works & Engineering
4 - Firefighting
5 - Emergency Management
6 - Mass Care, Housing, & Human Services
7 - Resource Management
8A - Public Health
8B - Emergency Medical Services
8C - Hospitals
9 - Urban Search & Rescue
10 - Oil & Hazardous Materials
11 - Agriculture & Natural Resources
12 - Energy
13 - Public Safety & Security
14 - Recovery
15 - Public Information

SUPPORT ANNEXES –

Support Annexes describe the coordination and execution of common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

- Damage Assessment Plan (DCEM)
- Evacuation Plan (DCEM) (including *Transportation Resources, Evacuation Routes, American Red Cross Shelter List, Sample Evacuation Incident Command Structure, Special Needs Registry, Special Needs Shelter Plan, Sample Evacuation Order, Pets, Business & Industry, Long-Term Healthcare Facilities, Schools, Agriculture,* and *Mega-Shelters)*
- Inter-Hospital EOC Operations Plan (DC Interhospital)
- Emergency Wood Processing and Utilization Protocol (LWRD)
- Operational Guide for DC Incident Management Teams (DCEM)

INCIDENT-SPECIFIC ANNEXES –

ISAs describe primarily mechanisms for the provision of specific operations based on the type of incident / hazard.

- MMRS Plans (including Forward Movement of Patients and Pharmaceutical Plans)
- Radiological Plan (DCEM)
- Decontamination Plan (DCEM)
- Dane CO Strategic Plan – Response to Hazardous Material Releases (DCEM)
- Special Needs Sheltering
- Mass Casualty Plan (DCEM)
- Mass Fatality Plan (DC Coroner)
- Electrical Reliability Plan (Joint)
- Mass Clinic Plan (DCPH)
- Pandemic Influenza Response Plan (DCPH)
- Public Health Emergency Plan (DCPH)
- Public Health Containment Plan (DCPH)
- Mental Health Response Plan (DCHS & DCEM)
- Hospital – Surge Capacity Plans (hospital specific)
- Dane CO Regional Airport – Emergency Plan (DCRA)
- Terrorism Annex (DCEM)
- Dane CO Emerald Ash Borer and Wood Utilization Strategic Management Plan (LWRD)
- Dane County Incident Management Team (IMT) Operational Plan
- Volunteer & Donations Management (DCEM)
- Pet Evacuation & Sheltering (DC PH)

AGREEMENTS –

These plans detail specific actions and / or intentions for emergency situations, germane to specific organizations with the Dept. of Emergency Management.

- Information Sharing – American Red Cross – Badger Chapter (MOA)
- Sheltering – American Red Cross – Badger Chapter (MOA)
- Sandbag Filling – Oakhill Correctional Facility (MOU)
- Hospital Mutual Aid
- Local control of Sirens (MOU)
- Call Center – United Way 2-1-1 (MOU)
- Mutual Aid – Univ. of WI Madison
- Alternate Clinic Care Sites (MOU)
- Dane County Decontamination Trailers (MOA)

OTHER –

These plans address a wide variety of issues that support emergency management activities in Dane County.

Dane County Hazard Mitigation Plan.....HMP
EPCRA Fixed Facility Plans .....EPCRA