

TOWNSHIP OF OAKLAND  
DOUGLAS COUNTY, WISCONSIN

2008

MUNICIPAL EMERGENCY OPERATIONS PLAN

## MUNICIPAL EMERGENCY OPERATIONS PLAN

### A. PURPOSE:

This town plan has been developed to provide procedures for Town of Oakland government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Town of Oakland is part of the county emergency management program. This town plan is to be used in conjunction with the Douglas County Emergency Operations Plan (EOP). The Town of Oakland plan will be maintained in accordance with current standards of the Douglas County EOP and in accordance with the local government. Review of this town plan shall be accomplished concurrently with the county plan.

### B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Douglas County. These hazards are outlined in Douglas County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

### C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility for disasters, which take place in the Town. They will activate the appropriate town agencies to deal with the disaster. The Town Chairman or the Town Emergency Management Director is responsible for coordinating the response of town agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the town and county should consider if this town plan is activated:

1. Town agencies assess the nature and scope of the emergency

or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.

- a. The Emergency Management Director advises the Town Chairman, who coordinates all emergency response actions.
- b. The Town Chairman declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
- c. Forward the local state of emergency declaration to the County Emergency Management Coordinator's office.
- d. The Town Emergency Management Director activates the town EOC. This facility is located at Town of Oakland Fire Hall, with alternative sites of the Town Hall or Town Garage.
- e. Town emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
- f. The Town Chairman directs departments/agencies to respond to the situation.
- g. The Town Chairman issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
- h. The Town Chairman notifies the public of the situation and appropriate actions to take.
- i. The Town Chairman keeps county officials informed of the situation and actions taken.

3. If town resources become exhausted or if special resources are required, request county assistance through the County



Emergency Management Coordinator's office.

4. If assistance is requested, the County Emergency Management Coordinator's office assesses the situation and makes recommendations.
5. The county will do the following (to the extent appropriate):
  - a. Activate the County EOC.
  - b. Implement the County EOP.
  - c. Respond with county resources as requested.
  - d. Activate mutual aid agreements.
  - e. Coordinate county resources with town resources.
  - f. Notify Wisconsin Division of Emergency Government (WEM) Regional Director.
  - g. Forward Uniform Damage Situation Report (UDSR) form.
  - h. Assist municipality with prioritizing and allocating resources.
6. If town and county resources are exhausted, the County Emergency Management Coordinator can request state assistance through the State WEM.
7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Management Coordinator and Town Emergency Management Director assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.



D. ORGANIZATION:

CHAIN OF COMMAND:

Town of Oakland Chairman	Roy Peterson
Supervisor	Jack Byrd
Supervisor	Mary Brill
Clerk	Mary Conley
Fire Chief	Randy Martin
Emergency Management Director	
Town Equipment Operators	Brian Conley Greg Dolsen

E. RESPONSIBILITIES AND TASKS:

See Attachments A to L for emergency responsibilities of key officials. See Attachments 1-3 and supporting documents for damage assessment report forms, damage level definitions and responsibilities and tasks for elected officials during planning phase, response phase, recovery phase and mitigation phase.

F. RESOURCE MANAGEMENT:

Additional support from Douglas County Departments may include:

- County Fire Departments
- County Health Departments

County Human Services

Mutual Aid Reciprocal Agreements:

.....

Support from Private Agencies/Volunteer Groups:

Red Cross  
Salvation Army  
AAOC

Support from State and Federal Agencies:

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

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Oakland EOP Development Team is composed of representatives from Oakland Town Board, Town Clerk, Fire Department, and Emergency Management Director. These agencies are responsible for maintaining this plan.

This Team meets on an as-needed basis or as determined by the Town Chairman. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

The Team is composed of:

Town Chairman:	Roy Peterson	Town Emergency Management Director:	
Fire Chief:	Randy Martin	Town Equipment Operators:	Greg Dolsen Brian Conley
Town Clerk:	Mary Conley	Town Treasurer:	Pat Asbury



ATTACHMENT A  
TOWN CHAIRMAN  
KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CHAIRMAN AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Chairman is responsible for the overall management of the Town of Brute. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

CHAIRMAN SHOULD:

1. Ensure that the Town Emergency Management Director has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the Town Emergency Management Director or designated person provides an initial damage assessment and casualty report.
4. Ensure that the Town Emergency Management Director and town officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Appoint a Public Information Officer (PIO) as needed; ensure

he/she is notified and reports to the EOC.

7. In consultation with the Town Emergency Management Director, determine whether or not county, state or federal assistance should be requested. (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

8. In consultation with the Town Emergency Management Director, use the National Incident Management System (NIMS) and the Incident Command System as the Town standard for incident management as established by a Resolution by the Town Board of Oakland. See Attachment L.

## ATTACHMENT B

### TOWN EMERGENCY MANAGEMENT DIRECTOR

#### KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN EMERGENCY MANAGEMENT DIRECTOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Emergency Management Director coordinates all components of the emergency management program in the Town of Oakland. The following tasks represent a checklist of actions this department should consider.

#### TOWN EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the EOC/CP. (Emergency Operations Center/Command Post)
2. Ensure that town officials and County Emergency Management Coordinator have been notified.
3. Activate the Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town Chairperson and to the County Emergency Management Coordinator.
5. Conduct regular briefings of EOC staff as to the status of the



situation.

6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

## ATTACHMENT C

### TOWN CLERK & TOWN TREASURER

#### KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CLERK AND TOWN TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Clerk and Town Treasurer are responsible for their assigned activities in the Town of Oakland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

#### TOWN CLERK & TOWN TREASURER SHOULD:

1. Report to the Town EOCICP.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Assist in the damage assessment process by:

Provide information regarding the dollar value of property damaged as a result of the disaster.

Provide information (name, telephone number, etc.) regarding the owners of property, which has been damaged/destroyed as a result of the disaster.

ATTACHMENT D

WARNING COMMUNICATIONS

DUE TO THE TOWN OF OAKLAND'S RURAL SETTING,  
ALL CITIZENS MUST RELY ON RADIO, TELEVISION, AND  
NOAA WEATHER MONITORS.





ATTACHMENT F

HUMAN SERVICES

THE TOWN BOARD CHAIRMAN OR AUTHORIZED DESIGNEE  
IN CONJUNCTION WITH THE CHAIN OF COMMAND WILL  
NOTIFY DOUGLAS COUNTY EMERGENCY MANAGEMENT OR  
THE APPROPRIATE AGENCY DIRECTOR AND INFORM THEM  
OF ANY NEEDS OF EMERGENCY.

## ATTACHMENT G

### PUBLIC WORKS

#### KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THIS DEPARTMENT UPON NOTIFICATION MAY RESPOND DIRECTLY TO THE EOCICP.

The Public Works Crew, which consists of town maintenance crew, is responsible for public works activities in the Town of Oakland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted, and that they report as the situation directs.
2. Report to the Town EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Town Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.



7. Assist with traffic control and access to the affected area.
8. Assist with search and rescue activities as may be requested.
9. As necessary, establish a staging area for public works.
10. Report public facility damage information to the Damage Assessment Team.

## ATTACHMENT H

### EMERGENCY MEDICAL SERVICES

#### KEY ACTION CHECKLISTS

The Oakland Fire Department serves as the Emergency Medical Services Liaison in the Town of Oakland and is responsible for emergency medical service activities in the Town of Oakland. In conjunction with the contracted ambulance provider, public health issues will be delegated to the County Public Health Department.

## ATTACHMENT I

### PUBLIC INFORMATION

#### KEY ACTION CHECKLISTS

The Town Chairman or authorized designee is responsible for public information activities in the Town of Oakland.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

## FIRE SERVICES

## KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town of Oakland Fire Department is responsible for fire services activities in the Town of Oakland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or Town EOC as directed by on-scene personnel.
2. Rescue injured/trapped persons.
3. Protect critical facilities and resources.
4. Assist Law Enforcement with evacuation, if needed.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A

response, obtain assistance through the WEM Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.



## ATTACHMENT K

### DAMAGE ASSESSMENT

#### KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Chairman is responsible for damage assessment activities in the Town of Oakland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Town EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Perform damage assessment as quickly as possible with pictures and information given within twelve to sixteen hours to the County Emergency Management Coordinator. The Town Chairman or authorized designee is responsible for public damage assessment and for those responsible for individual damage assessment
  - a. Within first 2-3 hours: Complete damage assessment summary:
    1. Number of fatalities.
    2. Number of critical/minor injuries.
    3. Number of home/businesses damaged/destroyed.
    4. Number of power/telephone lines, poles damaged.
    5. Number of public facilities such as highways, roads,

bridges, etc. damaged.

6. Number of people who are homeless or in shelters.

b. Within 8 hours:

1. Recount items 1-6 above.
2. Complete damage assessment summary, estimating public and private damage.
3. Video tape and/or take photos of major damage.

c. Within 24 hours:

1. Update items 1-6 above.
  2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate town officials and County Emergency Management Coordinator to assist in the preparation of the UDSR.
  5. If the situation warrants, assist the Town Chairman with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
  6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
  7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
  8. Prepare reports for the municipal Public Information Officer.

## ATTACHMENT L

### NATIONAL INCIDENT MANAGEMENT SYSTEM

#### DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF OAKLAND, DOUGLAS COUNTY, WISCONSIN

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and Tribal Governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, Local and Tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, Local and Tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, Local, and Tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disaster;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize Federal funding to enhance Local and State agency readiness,



maintain first responder safety, and streamline incident management processes;

WHEREAS, the Incident Command Systems components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, I, Roy Peterson, Chairman of the Town of Oakland, Douglas County, Wisconsin, by virtue of the authority vested in me by the Statutes and Laws of the State of Wisconsin and Town of Oakland, do hereby establish the National Incident Management System (NIMS) as the Town standard for incident management.

Given under my hand and the Seal of the Town of Oakland, Douglas County, Wisconsin on \_\_\_\_ day of \_\_\_\_ 2008.

Attested to:

---

Roy Peterson, Chairman

---

Mary Conley, Clerk



MUNICIPAL DISASTER DECLARATION WHEREAS, a  
disaster,

namely \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

has struck the Town of Oakland, and

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

NOW THEREFORE, pursuant to State Statute 66.325  
And State Statute 166, as Town Chairperson of Oakland or designee by  
Chain of Command, I do Hereby proclaim a state of emergency in effect  
until further notice.

IN TESTIMONY WHEREOF, I have hereunto set my Hand and have  
caused the seal of the Town of Oakland to be affixed.

Done at Town of Oakland this \_\_\_\_\_ day of \_\_\_\_\_, 2008

\_\_\_\_\_  
Chairman or Designee  
(As listed by Chain of Command)

Ratified by Resolution No. of the Town of Oakland  
\_\_\_\_ day of \_\_\_\_\_, 2008

By vote of \_\_\_\_\_ for, \_\_\_\_\_ against.

## RESPONSIBILITIES & TASKS

### ELECTED OFFICIALS:

#### A. PLANNING PHASE

1. Be familiar with primary damage assessment information requirements and/or report forms.
2. Identify agencies that will assist with gathering required damage assessment information. Examples: public works, fire, EMS, assessors, other officials, etc.
3. Assure resource personnel know what information is needed if damage occurs.
4. Establish agreements or mutual aid pacts with neighboring jurisdictions related to recovery resources.

#### B. RESPONSE PHASE

1. Document damage. Include the following;
  - What is damaged
  - Location address
  - Number of persons displaced
  - Description of damage (minor, major, destroyed)
  - Estimate amount required for repairs
  - Percentage of insurance coverage, if known
2. Begin documentation of personnel hours and additional costs associated with debris removal and other protective measures as necessary.

#### C. RECOVERY PHASE

1. Relay initial damage assessment summary information to Office of Emergency Management within 12 to 16 hours of the occurrence.
2. Request mutual aid from neighboring municipalities as required.
3. Maintain documentation of personnel hours and additional costs associated with debris removal and other

protective measures.

4. Provide updated reports to Office of Emergency Management as requested.

*If Presidential Disaster Declaration requested – Preliminary Disaster Assessment conducted:*

5. Serve as local representative and/or recommend local officials to serve as representatives to each Individual Assessment Team.
6. Develop routes of travel for each team.
7. Provide maps, which show the damaged areas.
5. Identify major damage sites and damage sites, which are typical of the type and severity of damage.
9. Provide information on extent of insurance coverage and socio-economics of the area to be surveyed.
10. Additional information will be made available through the Office of Emergency Management prior to the PDA.

*IF Presidential Disaster Declaration received Damage Survey Reports completed.*

11. Guide federal and state engineering teams to damage sites within their jurisdiction.
12. Attend Applicants Briefing and complete Notice of Interest (NOI) if disaster related expenditures and wish to apply for assistance.
13. Meet with engineering team for detailed inspection of damage.

#### D. MITIGATION PHASE

1. Identify hazards and possible actions to be taken in order to minimize future damage.
2. Review established procedures and recommend needed changes.



## DAMAGE LEVEL DEFINITIONS

When evaluating the extent of damage, the following damage level definitions will be used:

### A. MINOR DAMAGE

1. Structure is habitable and may be used for its intended purpose even before repairs are made.
2. Damage to property and contents appears to be less than 10 percent of the estimated value. Example: Broken glass and/or missing shingles.

### B. MAJOR DAMAGE

1. A considerable amount of repair will be required to return to pre-damage condition. Structure may or may not be habitable or used for its intended purpose while repairs are being made.
2. Damage to property and contents appears to be more than 10 percent of the estimated value. Example: Structures with visible or suspected structural damage.

### C. DESTROYED

1. Structure not usable for its intended purpose.
2. Structure beyond repair or repairable only with extensive reconstruction.