

**VILLAGE OF SHOREWOOD HILLS**  
**Public Health & Safety Committee Minutes - DRAFT**

Thursday, October 24, 2023 – 7:00pm

Location: Virtual via Zoom

1. **Call to Order:** Chair Carol Barford called the meeting to order at 7:01pm.
  - a. **Roll call:** Committee members present were Carol Barford, Jeremy Tunis, Dietmar Bassuner, Jim Rogers, Bob Falk and Bill Muehl. Nadeem Afghan was absent-excused. Also present was Deputy Clerk-Treasurer Chrissy Kahl.
  - b. **Note compliance with open meeting law:** Kahl confirmed that the meeting was properly posted.
2. **Public Comment and Communication:** None. No one from the public attended.
3. **Approve meeting minutes from August 31, 2023:** Muehl moved, seconded by Bassuner to approve the August 31, 2023 meeting minutes with typo error correction in Item #5: change the word “site” to “cite”. Motion carried.
4. **Discussion of FAQs for the video surveillance policy:** Discussion included: keep it to one page; include links to policy; Barford will create a draft and run it by the Police Chief to include - who has access, how long are records maintained, what’s the purpose, how much of the time will cameras be used; for uses include SHPD draft policy.
5. **Preliminary discussion of Village Police Department reports:** Barford charted the 2023 SHPD calls, so far. Discussion included: notable calls; review to further improve public health and safety of residents; current staffing/hiring and support needed; make a summary report of calls available to residents and public service announcements, possibly in the Village bulletin or other media sources. The committee was tasked with coming up with 12 features for the public service announcements to bring back to the November meeting.
6. **Announcements, questions, and/or consideration items for future agendas (no discussion or action to be taken under this item):**
  - FAQs for video surveillance policy (draft for review)
  - Potential monthly public service pieces for the bulletin (and other media), in cooperation with David Sykes
7. **Next Meeting Date:** Tuesday, November 28, 2023
9. **Adjourn:** Muehl moved, seconded by Bassuner to adjourn the meeting at 7:51pm. Motion carried.

Respectfully submitted,

Chrissy Kahl  
Deputy Clerk-Treasurer

## README

1. Video surveillance FAQ draft is attached (has been edited & approved by Chief Pharo).
2. Safety info pieces for the Village Bulletin. David Sykes is receptive to fresh ideas / fresh horses. He advised that the soft deadline for pieces would be third Friday of the month. Included here is a healthy list of suggested topics from Bob Falk. We should talk about how this would go (who contributes, what kind of resources would we use, who is the audience, etc.)
3. Police report: Nov 20, 2023 Board Meeting packet is here ([https://www.shorewood-hills.org/vertical/sites/%7B00D5AF3F-ADFE-4173-AF3A-FC0C1A78DA4B%7D/uploads/231120\\_Packet.pdf](https://www.shorewood-hills.org/vertical/sites/%7B00D5AF3F-ADFE-4173-AF3A-FC0C1A78DA4B%7D/uploads/231120_Packet.pdf)); report begins on p. 154.
4. Emergency Management Plan. This planning has been on hold since the summer. Three relevant docs from Dane County are included in the zip file. These are just to start a discussion about if/how our committee can help with the new EM Plan.

1. **Purpose.** The purposes of video surveillance are to promote public safety and to help the Shorewood Hills Police Department effectively manage police resources, detect, deter, and prosecute crime.
2. **Data access.** All sworn SHPD officers will have access and training as required by the federal Criminal Justice Information System (CJIS). No other persons will have access unless a formal request for data-sharing is made by another jurisdiction according to CJIS rules.
3. **Retention.** Video data will be retained for 180 days unless there is an ongoing investigation that requires further retention. Audits of the surveillance system will be retained for one year.
4. **Hours of operation.** Once installed, a video camera will operate at all times. The Board of Trustees must approve the removal of a camera.
5. **Limitations.** No audio data will be collected. Cameras will be positioned to avoid collecting data from private spaces.
6. **Link to policy.** <<https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>>
7. **Contact info for questions.** Email <police@shorewood-hills.org> or dial the SHPD non-emergency phone number (608-255-2345).

**Topic suggestions from Bob Falk, to get us started.**

- 1) Stats from monthly police reports to indicate the extent of work done by our police force
- 2) Incidents from police reports that highlight officer achievements
- 3) Caution while driving at Highbury Rd intersection
- 4) Reminder that we have a 20mph speed limit in Shorewood
- 5) Brief summary of MGE electrical work and benefits of underground wiring to Village
- 6) Reminders about smoke and CO2 detectors and battery replacement
- 7) Slowing down around construction equipment, construction sites, tree trimming, and our municipal crews
- 8) Slips and falls on ice and tips about shoes to help prevent
- 9) Importance of hydration in hot summer months
- 10) Reminder about dogs and kids in cars in summer months
- 11) What to do when an emergency vehicle is near or behind you
- 12) First aid kits and how to assemble or purchase one
- 13) Assembling an emergency preparedness kit
- 14) Poison ivy identification and treatment
- 15) Dog walking etiquette and courtesies
- 16) Walking etiquette (which side of the road to use)
- 17) Annual bike safety checkup
- 18) Bike riding etiquette (yielding, using crosswalk indicators, etc.)
- 19) Electric scooter etiquette
- 20) Summary of low speed vehicle ordinance
- 21) Shoreline safety (swimming with weeds, algae, boats)
- 22) Paddleboard, kayak, canoes.....rights of way with power boats
- 23) Checking your yard trees for hazards (dead limbs, rot, disease)
- 24) Ladder safety

**MUNICIPALITY OF \_\_\_\_\_**  
**EMERGENCY OPERATIONS PLAN**

**MONTH & YEAR**

**TABLE OF CONTENTS**

	<u>PAGE</u>
A. Table of Contents .....	
B. Municipal Emergency Operations Plan Resolution .....	
C. Legal Basis .....	
D. Municipal Emergency Operations Plan: .....	
a) Purpose.....	
b) Situation and Assumptions .....	
c) Concept of Operations .....	
d) Organization .....	
E. Responsibilities and Tasks.....	
F. Mutual Aid Agreements .....	
G. Support from County, State and Federal Agencies .....	
H. Plan Development and Maintenance .....	
Attachment 1: Initial Local Emergency Personnel Alerting List.....	
Attachment 2: Highest Elected Official Key Action Checklist.....	
Attachment 3: Municipal Emergency Response Checklist.....	
Attachment 4: Damage Assessment Key Action Checklist.....	
Attachment 5: Municipal Emergency or Disaster Proclamation.....	
Attachment 6: Municipal Maps .....	
Attachment 7: Mutual Aid Agreements.....	

**Municipal Emergency Operations Plan Resolution**

RESOLUTION NO:

TOWN/VILLAGE/CITY OF \_\_\_\_\_

MUNICIPAL EMERGENCY OPERATIONS PLAN

**WHEREAS**, the governing body of each city, village, or town shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management adopted under s. 323.13 (1) (b).

**NOW, THEREFORE** the Town/Village/City of \_\_\_\_\_ adopts the Emergency Operations Plan, by the Town/Village/City Board of the Town/Village/City of \_\_\_\_\_ and will be effective the day after publication. Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

## LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

### FEDERAL ACTS

PL 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act, [www.fema.gov/disaster/stafford-act](http://www.fema.gov/disaster/stafford-act), provides federal assistance programs to deal with economic losses resulting from disasters and expresses the need for state and local governments to create comprehensive disaster preparedness plans and mechanisms to prepare for intergovernmental coordination during times of crisis.

Title 42, Chapter 116 Emergency Planning and Community Right to Know Act (EPCRA) of 1986, [www.epa.gov/epcra](http://www.epa.gov/epcra), was created to help communities plan for chemical emergencies.

**INSTRUCTIONS:** Identify and list statutory references that support your municipality's emergency authority, powers, and rationale for the actions and activities described in this plan.

### WISCONSIN STATUTES

Chapter 60 Towns, [docs.legis.wisconsin.gov/statutes/statutes/60](http://docs.legis.wisconsin.gov/statutes/statutes/60)

Chapter 61 Villages, [docs.legis.wisconsin.gov/statutes/statutes/61](http://docs.legis.wisconsin.gov/statutes/statutes/61)

Chapter 62 Cities, [docs.legis.wisconsin.gov/statutes/statutes/62](http://docs.legis.wisconsin.gov/statutes/statutes/62)

Chapter 323 Emergency Management, [docs.legis.wisconsin.gov/statutes/statutes/323](http://docs.legis.wisconsin.gov/statutes/statutes/323)

### COUNTY ORDINANCES

Chapter 36 Emergency Planning, [www.countyofdane.com/documents/pdf/ordinances/ord036.pdf](http://www.countyofdane.com/documents/pdf/ordinances/ord036.pdf)

### MUNICIPAL ORDINANCES



**MUNICIPAL EMERGENCY OPERATIONS PLAN  
BASIC PLAN**

**A. PURPOSE:**

The municipal plan has been developed to provide procedures for the Municipality of \_\_\_\_\_ and its municipal 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 state and county government since the Municipality of \_\_\_\_\_ is part of the Dane County Emergency Management Program. This specific municipal plan is to be used in conjunction with the Dane County Emergency Response Plan (ERP).

**B. SITUATIONS AND ASSUMPTIONS:**

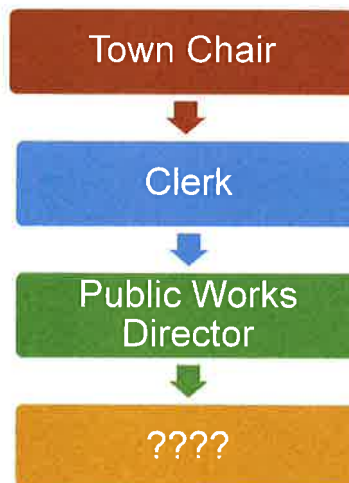
Natural, man-made, and technological hazards pose a threat to lives, property, or environment in Dane County and/or the Municipality of \_\_\_\_\_. These hazards are outlined in the Dane County Hazard Analysis. A copy may be obtained from Dane County Emergency Management.

**C. CONCEPT OF OPERATIONS:**

Municipal officials have primary responsibility for disasters which take place in the municipality. The Municipality of \_\_\_\_\_ is responsible to activate the appropriate municipal agencies to deal with the disaster. The highest elected official and/or the Municipality of \_\_\_\_\_ Head of Emergency Management is responsible for coordinating the response of municipal agencies and coordinating the response with Dane County officials if county assistance is necessary.

**D. ORGANIZATION:**

Lines of Succession (EXAMPLE BELOW)



In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.

**E. RESPONSIBILITIES AND TASKS:**

See the attachments at the end of the EOP for emergency responsibilities of key officials in the Municipality of \_\_\_\_\_, dictated by stated emergency.

Also, reference the Municipal Emergency Response Checklist in the attachments.

**F. MUTUAL AID AGREEMENTS:**

The Municipality of \_\_\_\_\_ may participate in and maintain mutual aid agreements, both formal and informal, which facilitate bringing additional resources to the scene of an emergency. This can also include Memorandums of Understanding (MOU's) and Memorandums of Agreement (MOA's).

**G. SUPPORT FROM COUNTY, STATE AND FEDERAL AGENCIES:**

Information and assistance in securing county, state or federal support may be obtained by contacting the Dane County Emergency Management Duty Officer. Requests for any State resources, including National Guard assistance, should be channeled through Dane County Emergency Management who then channels the request to the Wisconsin Emergency Management (WEM) Duty Officer or State EOC.

**H. PLAN DEVELOPMENT AND MAINTENANCE:**

The Municipality of \_\_\_\_\_ EOP Development Team is composed of representatives from the Police Department, Fire Department, the Clerk/Treasurer, and Public Works. The highest elected official and/or the Municipality of \_\_\_\_\_ Head of Emergency Management is responsible for maintaining this plan on a regular basis.

The development team meets on as needed basis or as determined by the Head of Emergency Management. The team reviews incidents, changes, and updates information as necessary and makes revisions in this plan.

**Attachment 1**

**INITIAL LOCAL EMERGENCY PERSONNEL ALERT NOTIFICATION LIST**

**Purpose:** In the event of a critical incident, the following individuals should be notified in the following order to determine if the municipality’s EOP needs to be implemented and the emergency operations center needs to be activated.

**Head of Emergency Management**

???, Title  
Office:  
Cell:

**Chair/President/Mayor**

???, Chair/President/Mayor  
Office:  
Cell:

**Police Chief**

???, Police Chief  
Office:  
Cell:

**Fire Chief**

???, Fire Chief  
Office:  
Cell:

**Department of Public Works**

???, DPW Director  
Office:  
Cell:

**Clerk/Treasurer**

???, Clerk/Treasurer  
Office:  
Cell:

**Note: Each of the above mentioned contacts shall have a “phone tree” with a succession list for their respective departments for staff call-in procedures and notification during a critical incident.**

## **Attachment 2**

### **HIGHEST ELECTED OFFICIAL CHECKLIST**

The Chair/President/Mayor is responsible for the overall management of the Municipality of [REDACTED]. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Chair/President/Mayor should:

1. Ensure that the Head of Emergency Management or designated person has activated the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the Head of Emergency Management or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Head of Emergency Management and municipal officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a proclamation of emergency.
6. Ensure the Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the Head of Emergency Management, determine whether or not county, state or federal assistance should be requested. (Municipal/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.)

### Attachment 3

## MUNICIPAL EMERGENCY RESPONSE CHECKLIST

March 2023

This checklist is an emergency response planning tool for municipal governments. It includes a listing of general emergency response issues that need to be addressed on a municipal level as well as a suggested time-line of response goals, actions, and considerations. Please contact Dane County Emergency Management with any questions.

### Response Concerns

*Event Driven – Always performed for every response.*

- A. Emergency Coordination** – Provide leadership for non-first responder municipal response.
  - 1. EOC Operations – facility, communications, appropriate staffing and feeding, etc.
  - 2. Develop response objectives and task assignments for current and future municipal operations.
  - 3. Maintain appropriate and complete documentation of municipal activities, events, and expenses.
  - 4. Be the focal point for all coordination efforts between municipal and county operations.
  - 5. Be the central point for non-field command post resource requests
- B. Track Information** – Maintain a system(s) to make the following information both available when needed and accessible to those who need it (e.g. spread sheets managed by EOC reps).
  - 1. *Citizen's Needs* – Document what is needed (e.g. shelter, food, transportation, medical assistance, etc.), what can be met with local / county resources, and what needs go unmet
  - 2. *Municipal Expenses* – Maintain a running record of municipal expenses attributed to the emergency (e.g. assign an emergency account #).
  - 3. *Offers of Assistance* – nature of offer, limitations, point of contact
  - 4. *Volunteers* – names / organizational membership, capabilities, availability, etc.
  - 5. *Donations* – materials, cash, food, etc.
- C. Damage Assessment**– The process of identifying, quantifying, categorizing, and reporting damage:
  - 1. Area affected (size, land features, and land usage)
  - 2. Population (number, characteristics, special needs)
  - 3. Economic impact (business / job loss, commercial operations affected, etc.)
  - 4. Collate data and submit reports to Dane County Emergency Management
- D. Public Information** – Share information that will provide direction for residents' behavior.
  - 1. Social media, web pages, traditional media release
  - 2. Scripts for door-to-door operations, handouts
  - 3. Public meeting notification and agendasWork with DCEM and field command posts to both coordinate and amplify messaging

*(Continued)*

*Impact Driven – performed as warranted by incident.*

- E. Emergency Sheltering** – Providing a safe place for residents to stay.
  - 1. Location
  - 2. Staffing
  - 3. Supervision & resident support procedures
  - 4. Transport to & from
  - 5. Pets
- F. Debris Management**– Address proper disposal of debris. Inform the public of proper debris disposal procedures. Provide resources for resident’s to dispose of their personal debris as appropriate.
  - 6. Track and monitor staff and equipment usage.
  - 7. Initiate emergency financial and contract procedures.
  - 8. Municipal debris collection or resident drop-off ?
  - 9. Recycle or dispose ?
  - 10. Temporary storage / sorting location
  - 11. Burn or haul away ?
- G. Determine Public Health Issues** – Working with Public Health Madison Dane County, address health issues such as safe water and food, disease, mental health as they relate to victims and responders.

## **Response Timeline** (based on 12 hour operational periods)

### **0-2 Hours** (1<sup>st</sup> Operational Period)

#### Goals –

- G1. Make EOC operational
- G2. Organize staff for emergency response
- G3. Develop process to collect and keep track of incident information
- G4. Build contact lists and communication expectations
- G5. Develop a standard process for municipal public information activities

#### Actions –

- A1. Make notifications to:
  - Mobilize staff.
  - Make persons / agencies aware your municipal EOC is operational (e.g. the incident command post, Dane County Emergency Management duty officer, local elected officials).
- A2. Conduct initial briefing for local officials.
- A3. With DCEM Duty Officer, determine initial information sharing and coordination procedures with Dane County Emergency Management.
- A4. Start documenting activities (e.g. notifications, actions taken, contact information, etc.)
- A5. Collect information to determine the scope of the incident including:
  - Geographic area(s) affected,
  - Population(s) affected,
  - Primary and secondary impacts (e.g. roadway closures, loss of power, loss of heat due to loss of power, etc.)
  - Economic impacts.
- A6. Begin public information activities as appropriate.

#### Considerations –

- C1. Declaring a State of Emergency.
- C2. Emergency sheltering:
  - How many people and pets might need shelter ?
  - Where could a shelter be set up ?
  - Who can staff the shelter ?
- C3. Consider debris removal and cleanup procedures:
  - Track and monitor staff and equipment usage.
  - Initiate emergency financial and contract procedures.
  - Debris collection or drop-off ?
  - Burn or haul ?
  - Temporary storage / sorting location
  - Recycle or dispose ?

**2-4 Hours (1<sup>st</sup> Operational Period)**

Goals –

- G1. Staff all municipal positions (EOC and otherwise)
- G2. Begin damage assessment activities
- G3. Start developing an EOC Specific Incident Action Plan
- G4. Continue public information efforts.
- G5. Determine debris removal strategy

Actions –

- A1. Start developing a formal EOC-specific Incident Action Plan (IAP).
- A2. Conduct a briefing with EOC representatives.
- A3. Brief local officials.
- A4. Work to make roads and streets passable.
- A5. Support specialized resource requests from local incident command posts.
- A6. Keep track of and act appropriately with the following information:
  - Persons' with special needs requests for assistance.
  - Offers of assistance (voluntary and otherwise).
  - Donation offers.
  - Volunteer offers.
- A7. Damage Assessment – Document the nature, extent, and location of :
  - Damage to municipal property.
  - Private sector damages (not-for-profits are private sector).
  - Residential damage by structural type (apartment, condo, townhome, free standing house).
- A8. Assign staff / volunteers damage assessment responsibilities.
- A9. Continue public information activities.
- A10. Open an emergency shelter as needed.
- A11. Develop a debris management strategy that outlines how debris will be collected, processed, and disposed of. Initiate debris management strategy when needed.

Considerations –

- C1. Consider the need for 24-hour operations and the establishment of shifts.
- C2. Potential public health effects of the disaster.
- C3. Consider potential needs of special populations.



**4-12 Hours (1<sup>st</sup> Operational Period)**

Goals –

- G1. Complete the initial EOC-specific IAP
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning – procedures are in place for municipal staff to determine who and how resident's needs are addressed.

Actions –

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the 2<sup>nd</sup> Operational Period staff
- A3. Brief the incoming 2<sup>nd</sup> Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Coordinate with utilities to facilitate the restoration of service.
- A7. Keep track of and act appropriately with the following information:
  - o Persons' with special needs requests for assistance.
  - o Offers of assistance (voluntary and otherwise).
  - o Donation offers.
  - o Volunteer offers.
- A8. Damage Assessment – Document the nature, extent, and location of :
  - o Damage to municipal property.
  - o Private sector damages (not-for-profits are private sector).
  - o Residential damage by structural type (apartment, condo, townhome, free standing house).
- A9. Assign staff / volunteers damage assessment responsibilities.
- A10. Provide damage assessment summary to Dane County Emergency Management as requested.
- A11. Continue public information activities.
- A12. Continue shelter operations as needed.
- A13. Continue debris management activities.

Considerations –

- C1. Assess the need for ongoing mutual aid.
- C2. Prioritize a list of needed repairs of critical facilities and transportation routes.
- C3. Anticipate public health issues of disaster victims and the community.

**12-24 Hours** (2<sup>nd</sup> Operational Period)

Goals –

- G1. Complete the second EOC-specific IAP
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning – procedures are in place for municipal staff to determine who and how resident’s needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed

Actions –

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the 3<sup>rd</sup> Operational Period staff
- A3. Brief the 3<sup>rd</sup> Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Coordinate with utilities to facilitate the restoration of service.
- A7. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A8. Keep track of and act appropriately with the following information:
  - o Persons’ with special needs requests for assistance.
  - o Offers of assistance (voluntary and otherwise).
  - o Donation offers.
  - o Volunteer offers.
- A9. Damage Assessment – document the nature, extent, and location of :
  - o Damage to municipal property.
  - o Private sector damages (not-for-profits are private sector).
  - o Residential damage by structural type (apartment, condo, townhome, free standing house).
- A10. Assign staff / volunteers damage assessment responsibilities.
- A11. Provide damage assessment summary to Dane County Emergency Management as requested.
- A12. Continue public information activities.
- A13. Continue shelter operations as needed.
- A14. Continue debris management activities.

Considerations –

- C1. Assess the need for ongoing mutual aid.
- C2. Identify activities that can utilize volunteers
- C3. Prioritize a list of needed repairs of critical facilities and transportation routes.
- C4. Anticipate public health issues of disaster victims and the community.

**24-48 Hours** (3<sup>rd</sup> thru 6<sup>th</sup> Operational Periods)

Goals –

- G1. Complete subsequent EOC-specific IAPs
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning – procedures are in place for municipal staff to determine who and how resident's needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed

Actions –

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the next Operational Period staff
- A3. Brief next Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Determine the need for and use of volunteers
- A7. Prioritize a list of needed repairs of critical facilities and transportation routes
- A8. Coordinate with utilities to facilitate the restoration of service.
- A9. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A10. Keep track of and act appropriately with the following information:
  - Persons' with special needs requests for assistance.
  - Offers of assistance (voluntary and otherwise).
  - Donation offers.
  - Volunteer offers.
- A11. Damage Assessment – document the nature, extent, and location of :
  - Damage to municipal property.
  - Private sector damages (not-for-profits are private sector).
  - Residential damage by structural type (apartment, condo, townhome, free standing house).
- A12. Assign staff / volunteers damage assessment responsibilities.
- A13. Provide damage assessment summary to Dane County Emergency Management as requested.
- A14. Continue public information activities.
- A15. Continue shelter operations as needed.
- A16. Continue debris management activities.

Considerations –

- Identify operations that can be suspended.
- Identify resident's recovery needs and municipal actions that can aide their recovery
- Convening municipal committee to determine municipal recovery activities

**48+ Hours** (7<sup>th</sup> and subsequent Operational Periods)

Goals –

- G1. Complete subsequent EOC-specific IAPs
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning – procedures are in place for municipal staff to determine who and how residents' needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed
- G7. Demobilization plan is initiated.

Actions –

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the next Operational Period staff
- A3. Brief next Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Determine the need for and use of volunteers
- A7. Coordinate with utilities to facilitate the restoration of service.
- A8. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A9. Develop plan for demobilizing emergency municipal services
- A10. Determine municipal roles and responsibilities for resident's recovery efforts.
- A11. Keep track of and act appropriately with the following information:
  - Persons' with special needs requests for assistance.
  - Offers of assistance (voluntary and otherwise).
  - Donation offers.
  - Volunteer offers.
- A12. Damage Assessment – document the nature, extent, and location of :
  - Damage to municipal property.
  - Private sector damages (not-for-profits are private sector).
  - Residential damage by structural type (apartment, condo, townhome, free standing house).
- A13. Assign staff / volunteers damage assessment responsibilities.
- A14. Provide damage assessment summary to Dane County Emergency Management as requested.
- A15. Continue public information activities.
- A16. Continue shelter operations as needed.
- A17. Continue debris management activities.

Considerations –

- Organizing records and expenses to support state and federal disaster assistance applications

## Attachment 4

### DAMAGE ASSESSMENT CHECKLIST

The Damage Assessment Team is responsible for damage assessment activities in the Municipality of [REDACTED]. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Municipal EOC or Command Post as directed.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies: ( ) responsible for public damage assessment and those responsible for individual damage assessment.
  - a. Within first 24 hours: Complete preliminary UDSR (Include locations (e.g. street addresses, coordinates when possible)):
    - i. Number of fatalities.
    - ii. Number of critical/minor injuries.
    - iii. Number of homes/businesses affected/damaged/destroyed.
    - iv. Number of public facilities such as highways, roads, bridges, etc. damaged.
    - v. Number of people who are homeless or in shelters.
  - b. Within 36 hours
    - i. Recount items above.
    - ii. Complete another UDSR, estimating public and private damage.
    - iii. Videotape and/or take photos of damaged critical infrastructure.
  - c. Within 48 hour
    - i. Update items above.
    - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate municipal officials and Dane County Emergency Management to assist in the preparation of the UDSR for submission to the state.
5. If the situation warrants, assist the Chair/President/Mayor with the preparation of a local state of emergency declaration and forward to Dane County Emergency Management.
6. Plot damage assessment information on status board 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 5**

**TOWN/VILLAGE/CITY EMERGENCY OR DISASTER PROCLAMATION**

WHEREAS, Town/Village/City of \_\_\_\_\_ has suffered from a [Name Incident Type] that occurred on (include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of the Town/Village/City of \_\_\_\_\_ within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation.

THEREFORE, the Chairperson/President/Mayor of the Town/Village/City of \_\_\_\_\_ Town/Village/City Board has declared a state of emergency on behalf of the Town/Village/City of \_\_\_\_\_, and will execute for and on behalf of the Town/Village/City of \_\_\_\_\_, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State of Wisconsin.

\_\_\_\_\_  
Town/Village/City Board  
Chairperson/President/Mayor (or appointed  
authorized representative) WITNESS my  
hand and seal of my office  
This \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Town/Village/City of \_\_\_\_\_ Clerk

Note: Do not include specific dollar amounts in the Resolution. Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

**Attachment 6**

**MUNICIPALITY OF \_\_\_\_\_ MAPS**

Include main roads, critical infrastructure, shelter location(s), etc.

## **Attachment 7**

### **Mutual Aid Agreements**

The following pages contain copies of mutual aid agreements that the Municipality of \_\_\_\_\_ will support in emergency situations.



# ***Municipal Emergency Management***



March 1, 2023 / 6pm / Sun Prairie Fire Dept. East  
Station

March 3, 2023 / 9am / Middleton Police Dept.



# Presentation Goals

---

- Clarify municipal emergency manager's roles and responsibilities
- Identify connections and communications with Dane County Emergency Management
- Introduction and tools to draft or update your local Emergency Operations Plan (EOP)



# Agenda

---



1. Dane CO Emergency Management  
Overview
2. Municipal Liaisons
3. Municipal engagement action and  
activities for 2023



# EM in Wisconsin

---



- WI § 323 – Emergency Management - <https://docs.legis.wisconsin.gov/statutes/statutes/323>
- All 72 counties and 11 tribes have emergency managers with funding support through FEMA’s Emergency Management Performance Grant (EMPG)
- WI Emergency Management (WEM) is a division of the Dept. of Military Affairs





# WI § 323 Highlights

---

WI § 323.02(8) – “Emergency Management” means all measures undertaken by or on behalf of the state and its subdivisions to do any of the following:

- (a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
- (b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster



## **WI § 323 Highlights**

---

- 323.02(15) – “Local unit of government” means a county, city, village, or town.
- 323.11 – Local declaration of emergency
- 323.14 – Local Government; duties and powers
- 323.15 – Heads of emergency management; duties and powers

# DCEM Department Overview

---



- A Dane County government department
- Following ICS principals - supports municipal response
- Three divisions with broad functionality



# EMS Division

---

- Coordination and support
- Data Analysis
- Mass Casualty planning
- Liaison with healthcare partners





# HazMat Division

---

- EPCRA – Emergency Planning and Community Right-to-Know Act
- Oversight of EPCRA Administrative Requirements and LEPC (Local Emergency Planning Commission)
- Facility Off-Site Plans for Extremely Hazardous Chemicals (EHS) that exceed threshold planning quantities



# Planning Division

---

- Emergency Notification & Warning
- Communication Support
- Emergency Planning
- Training & Exercising
- Public Private Partnerships



# Municipal Liaisons

---

- Interaction with municipalities spread across four staff members
- Organized calendar with county-wide benchmarks



# Liaison Goals

---

Delivering training and support to ensure all municipalities:

- Have an adopted local EOP
- Ensure support for both citizen and first responder needs in emergency conditions
- Ensure emergency management responsibilities are met per state statute
- Sustainment of local emergency management programs.

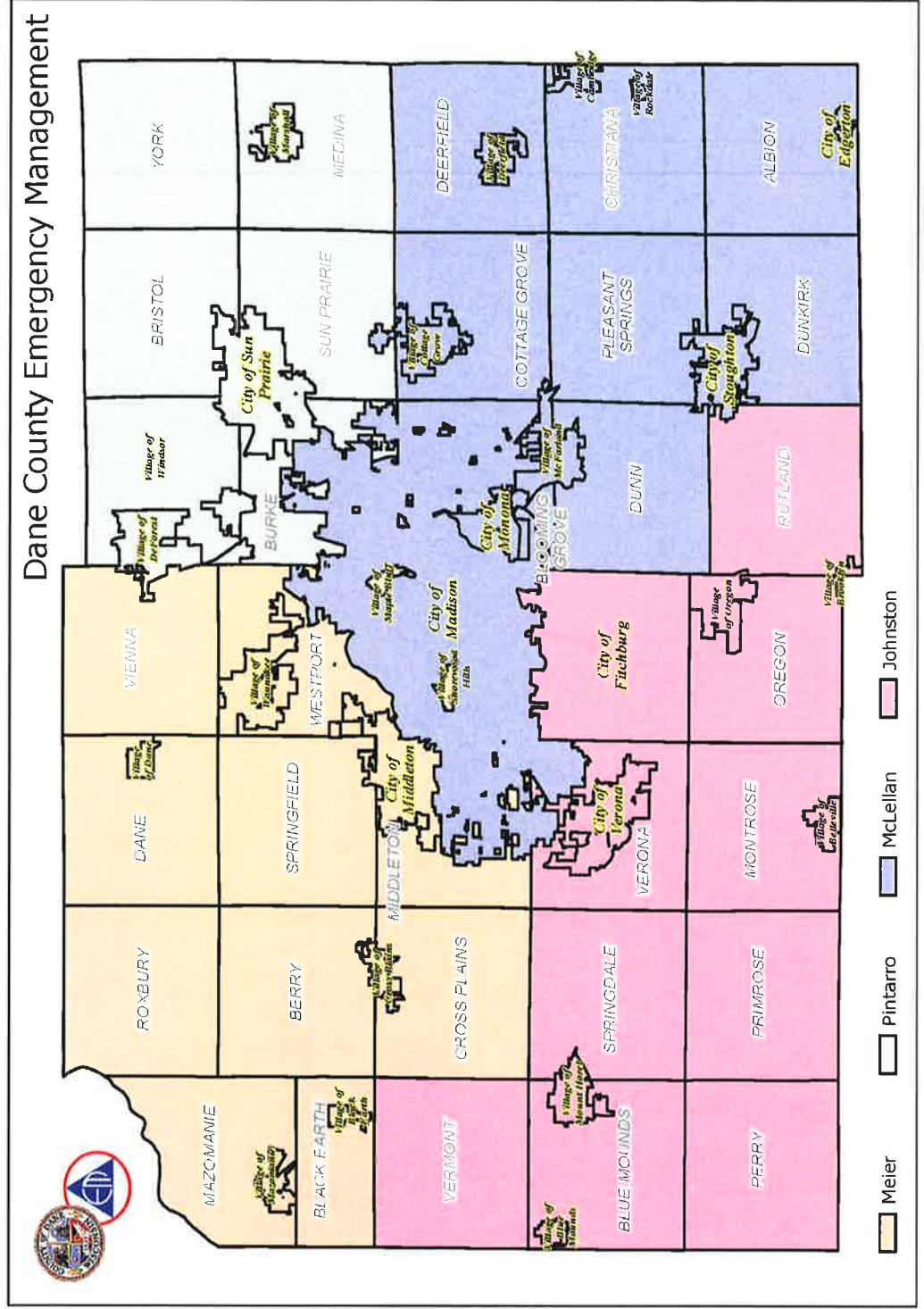




# DC Quadrants



## Dane County Emergency Management





## DCEM Liaisons

---

- **NE – Darlene Pintarro – 608-219-9551**  
[pintarro.darlene@countyofdane.com](mailto:pintarro.darlene@countyofdane.com)
- **NW – Carrie Meier – 608-444-4827**  
[meier.carrie@countyofdane.com](mailto:meier.carrie@countyofdane.com)
- **SW – Zander Johnston – 608-219-9553**  
[johnston.zander@countyofdane.com](mailto:johnston.zander@countyofdane.com)
- **SE – J. McLellan – 608-219-9552 –**  
[mclellan@countyofdane.com](mailto:mclellan@countyofdane.com)



## **2023 Actions / Activities**

---

- **March-June 2023 – Work with local governments to ensure local emergency plans are in place and viable**
- **July-December 2023 – Ensure local governments can access EM-based training needed to support emergency coordination and local emergency management operations.**





# 2023 Benchmarks

---

- April 1 – DCEM will have a solid set of emergency contacts for each municipality.
- July 1 – All municipalities have at least a draft EOP.
- Sept. 30 – Completion of a County Emergency Management *Integrated Preparedness Plan (IPP)* with municipal input on training and exercise.





# 2023 Benchmarks

---

- October 1 – Introduce EOP for adoption by municipal board.
- October 1 – November 30 – Set the 2024 training and exercise schedule based on county IPP.
- December 1 – Adoption of EOP by Municipal Board.



# Emergency Plans

---



- **Document of commitments and responsibilities.**
- **Describe relationships between both levels of government and different governments agencies.**
- **Share emergency response strategies and procedures with residents.**



# Emergency Plans

---

- Encapsulate basic response actions the municipality must effectively and efficiently perform to consistently respond to emergencies.
- Identify and describe necessary activities in emergency situations.
- Define the scope of responsibility and provide *guidance* for executing *responsibilities*.



# Emergency Plan Content

---



- Defines who uses the plan, why it exists, and when it's used.
- Describe municipal EM practices.
- Defines / lists basic emergency communication processes.
- Clarifies how and when emergency notifications are made.
- Describes emergency staffing and decision making procedures.



# Planning Team

---

## Planning Team Leadership

- A person to LEAD, not just execute.
- Good group leadership and facilitation skills.





# Planning Team (cont.)

---

## Planning Team Membership

- Should have knowledge of municipal responsibilities, emergency response agencies, government operations, and community make-up.
  - *Primary* – fully engaged throughout the whole process
  - *Secondary* – Involved as needed
  - *Consult* – included when outside info is needed



## Planning Team (cont.)

---



- At least one member should have experience with and access to MS WORD.
- Writing experience is helpful.



# Identify “gaps”

---

- What procedures need to be developed ?
- What relationships need to be built / normalized ?
- What training is needed for who ?
- These may take time because engagement with other agencies is a mutual effort.





# Emergency Plan Guidance

---

- EM Tool

(to keep you on track 😊)





# Emergency Plan Guidance

---

- Sample plan





## Links –

---



- Dane County Emergency Management
- WI EM Training Portal – <https://www.trainingwisconsin.org/>
- ICS Training Courses – FEMA Training – <https://training.fema.gov/emiweb/is/icsresources/TrainingMaterials.htm>



# Questions ?

---

- **NE – Darlene Pintarro – 608-219-9551**  
[pintarro.darlene@countyofdane.com](mailto:pintarro.darlene@countyofdane.com)
- **NW – Carrie Meier – 608-444-4827**  
[meier.carrie@countyofdane.com](mailto:meier.carrie@countyofdane.com)
- **SW – Zander Johnston – 608-219-9553**  
[johnston.zander@countyofdane.com](mailto:johnston.zander@countyofdane.com)
- **SE – J. McLellan – 608-219-9552 –**  
[mclellan@countyofdane.com](mailto:mclellan@countyofdane.com)



## DANE COUNTY'S DEPARTMENT OF EMERGENCY MANAGEMENT



### **General Guidance for Building a local EM Plan**

DCEM has developed this document to help municipalities organize emergency planning for their community. We are here to support this effort with training and consultation. Every municipality is likely at different phases of this plan development. Begin, or continue, where it is appropriate for your municipality, and feel free to reach out with any questions.

#### **Building blocks of a Local EM Plan:**

- Build an emergency contact list – Who is on this list?
  - Public Safety (law enforcement, fire, EMS)
  - Public Works
  - Elected Officials
  - Utilities
  - Schools
  - Public Private Partners (P3)?
- How will you be notified when an incident is occurring?
- How will you quickly notify your emergency contact list?
- How will you communicate to the community?
  - Emergency Notification System, Social Media, etc.
  - How will you address the media?
- Do you have an Emergency Operations Center (EOC) identified to gather and support local response?
  - Procedures
  - Staffing
  - Job aids
- Do you have a process in place to declare a state of emergency or disaster declaration?
  - What changes in your day-to-day processes in a state of emergency?
  - Do you have Memorandum of Understandings (MOUs) or mutual aid agreements in place to support emergency response for public safety and community recovery?
- What plans are in place?
  - Emergency Response Plan
  - Event Action Plan (EAP)/Incident Action Plan (IAP) for preplanned events
  - Damage Assessment Plan
  - Debris Management Plan
  - Volunteer Management Plan
  - Reunification Plan
- What training is needed locally?

- How do you help your community be more prepared for an emergency?
  - Emergency Response Plan (ERP)
  - Family plans
  - Outreach efforts

Please contact your liaison at Dane County’s Department of Emergency Management if you have any questions or would like assistance with your emergency planning.

Southeast – J McLellan	<a href="mailto:mclellan@countyofdane.com">mclellan@countyofdane.com</a>
Northeast – Darlene Pintarro	<a href="mailto:Pintarro.darlene@countyofdane.com">Pintarro.darlene@countyofdane.com</a>
Southwest – Zander Johnston	<a href="mailto:Johnston.zander@countyofdane.com">Johnston.zander@countyofdane.com</a>
Northwest – Carrie Meier	<a href="mailto:meier.carrie@countyofdane.com">meier.carrie@countyofdane.com</a>

**24/7 DCEM Duty Officer – 608-219-9797**