

Village of Lake Delton

Emergency Operations Basic Plan



SECTION A - INTRODUCTORY MATERIAL

(i) PROMULGATION STATEMENT

Preparedness to cope with the effects of a disaster, whether manmade or natural, includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the individual citizen.

Disasters necessitate a sudden escalation in the material needs of the community and an organization of resource and personnel in order to address the emergency response. Many lives can be compromised during the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated disaster preparedness plan encourages salvage type activities instead of an effective coordinated operation.

Planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, and/or terrorist attack-related disasters; protect lives and property; and restore the affected area to its pre-disaster status with a minimum of social and economic disruption.

This plan, and its annexes, is a statement of policy regarding emergency management and assigns tasks and responsibilities to staff, specifying their roles during an emergency or disaster situation. It is developed pursuant to all local, county, state, and federal directives, laws, and regulations pertaining to emergency planning.

(ii) SIGNATURE PAGE

Village Of Lake Delton Emergency Operations Plan

Adopted by:

Village President

Date

Village Clerk/Treasurer/Coordinator

Date

Public Safety Director/ Police Chief

Date

Emergency Management Director/ Fire Chief

Date

EMS Director

Date

Public Works Director

Date

Water Utility Superintendent

Date

Village Engineer

Date

(iii) APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) was prepared by the Village of Lake Delton Emergency Management to develop, implement, and maintain a viable all hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities.

This plan shall apply to all Village personnel participating in mitigation, preparedness, response, and recovery efforts.

The Village of Lake Delton Emergency Management Director shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by Village leadership.

This EOP and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

Village President

Date

Village Clerk/Treasurer/Coordinator

Date

(iv) RECORD OF CHANGES

(v) RECORD OF DISTRIBUTION

Plan #	Office/Department	Representative	Signature
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SECTION B - PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

(i) PURPOSE

The Village of Lake Delton's mission is to plan, assign, and coordinate all available resources in an integrated program of prevention, mitigation, preparedness, response, and recovery for emergencies of any type, whether from manmade or natural disasters. To accomplish this mission, the Village of Lake Delton must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Village of Lake Delton's Emergency Operations Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the Village of Lake Delton's missions, personnel, and facilities.

The overall purpose of continuity of operations planning is to ensure the continuity of the National Essential Functions (NEFs) under all conditions. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for viable continuity of operations capabilities and plans that enable agencies to continue their essential functions across a spectrum of emergencies. These conditions, coupled with the potential for terrorist use of weapons of mass destruction, have increased the importance of having continuity programs that ensure continuity of essential government functions.

(ii) SCOPE

This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Village of Lake Delton's essential functions, in the event its normal operations at the Kay C. Mackesey Administration Building, Police Department, Lake Delton Fire/EMS Facility, Lake Delton Public Works, and Lake Delton Water Utility are disrupted or threatened with disruption. This plan applies to all Village of Lake Delton personnel. Village of Lake Delton staff must be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures the Village of Lake Delton is capable of conducting its essential missions and functions under all threats and conditions, with or without warning.

(iii) SITUATION OVERVIEW

The Village of Lake Delton is located on the Wisconsin River in Sauk County, Wisconsin. During the 2010 census the population of the Village was 2,914; it also makes it the largest community in the Dells area. The Village, along with the nearby City of Wisconsin Dells, is a resort community and a major center for tourism in Wisconsin. The Village has a total area of 7.63 square miles.

The Village of Lake Delton is the focal point of the tourist area known as The Dells, that sees over four million visitors annually. The Village of Lake Delton is responsible for the protection of numerous mega-resorts, commercial developments, and critical

infrastructure. During the summer months of June, July, and August, the daily census can increase to over 200,000. With the state's largest tourism based economy, the Dells area is responsible for annual economic impact of over \$1 billion in consumer spending. The seasonal increase in tourism creates unique challenges for the government agencies and non-governmental agencies in and around the Village.

(a) HAZARD ANALYSIS SUMMARY

The Village is a signatory on the Sauk County Hazard Mitigation Plan. Village stakeholders, including the police, fire, ems, and public works departments, participate in the hazard assessment process, utilizing various methods to calculate threat and risk for the Village and surrounding community. Additional information is available in the Sauk County Hazard Mitigation Plan.

The critical infrastructure the Village of Lake Delton is responsible to protect is substantial. If any of these systems or key resources were subjected to natural or man-made disasters, the consequences could be tremendous, long lasting, and far reaching.

The following is critical infrastructure in the Village protection area:

- Public water – The public potable water facilities for the Village of Lake Delton produce a daily average of one million gallons of water. There is a seasonal surge in water consumption with daily averages in the summer surpassing three million gallons. There are three potable water reservoirs and six high capacity wells in the Village of Lake Delton.
- Public Sanitary Sewer - The public sewer facilities for the Village of Lake Delton convey a daily average of one million gallons of water. There is a seasonal surge in sewer usage with daily averages in the summer surpassing three million gallons. There are 50.6 miles of sewer and 50 sewer pump stations in the Village of Lake Delton.
- Power systems – there are several high voltage transmission lines and two substations that create a power grid for the many mega resorts and attractions in the area.
- Major business centers – there is a 56 store outlet mall, dozens of dining locations, five mega-resorts, dozens of more traditionally sized hotels and campgrounds, two theaters, two golf courses, multiple outdoor water parks, multiple water recreation activities and boat tours, one theme park, and several unique indoor and outdoor attractions.
- Highway bridges – there are multiple local, county, state, and federal bridges in and immediately surrounding the Village. A two lane Interstate Highway passes through the Village; this highway is the primary route connecting Chicago, IL with Minneapolis/St. Paul, MN.
- Natural gas transmission pipelines – there is one underground high pressure high capacity natural gas transmission pipeline that passes through the Village
- Chemical storage facilities - there is a pool chemical distributor with two large capacity liquid chlorine tanks.

- Facilities that support large public gatherings – there are large convention centers, one concert venue, one dinner theater, two entertainment theaters, one outdoor water and stage show venue, and one 14 screen movie theater.
- Other critical infrastructure - three water dams and one regional airport.

(b) CAPABILITY ASSESSMENT

The Village works with the emergency government staff of the cities of Wisconsin Dells, Baraboo, and Reedsburg, and Sauk County on a regular basis. A cooperative working relationship and team approach between the Village and other municipal governments for emergency response is a major strength on which the Village relies. Prevention, protection, response, recovery, and mitigation capabilities are taken into consideration along with the adequacy of training, equipment, and personnel needs.

The Village is dependent upon the local municipalities for mutual aid and assistance for fire and rescue services, major hazardous material response capabilities, EMS backup, bomb squad response, police tactical responses, and assistance in emergency operations staffing and support.

The Village maintains a police force, an Advanced Life Support (ALS) emergency medical ambulance service, and a fire prevention and suppression department which is also equipped with Hazardous Materials Operations.

(c) MITIGATION OVERVIEW

In addition to supporting the Sauk County Hazard Mitigation Plan and other local, private, and regional stakeholders, the Village has adopted and supports the phases of emergency management (mitigation, preparedness, response and recovery) in the planning process. The Village is committed to developing and exercising comprehensive robust plans, and training and exercising Village emergency responders in coordination with local emergency responders.

(iv) PLANNING ASSUMPTIONS

The Village of Lake Delton's EOP is based on the following planning assumptions and considerations as presented in this section:

- a. Any employee of the Village of Lake Delton may be tasked by this EOP.
- b. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- c. External resources may be requested to assist the Village if the nature of the incident overwhelms local capability.
- d. Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).
- e. Local emergency response resources will be available in emergency situations affecting the Village.
- f. It is possible for a major disaster to occur any time and any place in or near the Village. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can, and may, occur with little or no warning.

- g. Village officials and representatives recognize their responsibilities for the safety and well-being of staff, residences, and visitors, and assume their responsibilities in the implementation of this EOP.
- h. Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- i. The local police, fire, EMS, and public works departments will respond where support agreements or mutual aid agreements exist.
- j. The Village is included in the Sauk County 911 Dispatch Center.
- k. In most cases, the fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- l. Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- m. Casualties will be transported to area hospitals located in neighboring communities. The Lake Delton Urgent Care is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents.
- n. Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
 - 1. Death, injury, or illness of people and/or animals
 - 2. Interruption or disruption to transportation
 - 3. Interruption or disruption to normal communications
 - 4. Interruption or disruption to utilities and other essential services
 - 5. Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
 - 6. Significant numbers of people being displaced, requiring some, or all of the following: evacuation, shelter, feeding, welfare, and other assistance
 - 7. Structural damage to streets, buildings, utilities, and other property
 - 8. Contamination of food, water, personnel, vehicles, property, and other substances
 - 9. Shortages of essential items
 - 10. Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
 - 11. Initial confusion of the affected population, with probable delays in response due to disaster incidents
 - 12. Extensive need for public information
 - 13. Disruption of business activities

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SECTION C - CONCEPT OF OPERATIONS

(i) GENERAL

It is the responsibility of the Village to protect life and property from the effects of disasters within its own jurisdiction. The Village has the primary responsibility for initial emergency management activities. Information located in this section is designed to give an overall picture of incident management. It will primarily clarify the purpose, and explain the Village's overall approach to an emergency (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management are to:

- a. Save lives and protect the health and safety of staff, residence, and visitors
- b. Ensure security of the Village
- c. Protect and restore critical infrastructure and key resources
- d. Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution
- e. Protect property and mitigate damages and impacts to individuals, the community, and the environment
- f. Facilitate recovery of individuals
- g. Recover operations

This EOP is based on the "all-hazards" approach. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by Village senior leadership.

The Village's concept of operations is that the emergency functions of various agencies/organizations/ departments involved in emergency management will generally parallel normal day-to-day operations. To the extent possible, the same personnel and resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency response may be suspended for the duration of any emergency. The efforts that would normally be required for those functions may be redirected to the accomplishment of emergency tasks by the department or agency concerned.

(ii) KEY AREAS OF EMERGENCY PLANNING AND INCIDENT MANAGEMENT

In the event of an incident, the Village will utilize the definitions below that are predicated on an all-hazards approach. The Village acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities pre-incident, incident and post-incident; consequently, key areas are noted as the following:

1. Mitigation –Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards.

2. Preparedness – Preparedness activities serve to develop the response capabilities needed should an emergency arise. Planning and training are among the activities conducted under this phase.
3. Response – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire response, evacuation, rescue, and other similar operations.
4. Recovery – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the Village and provide for the basic needs of citizens. Long-term recovery focuses on restoring the Village to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

(iii) NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a set of principles adopted by the Village. NIMS 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. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

The Village has adopted NIMS and the use of the Incident Command System (ICS) and accordingly has identified “key personnel” such as Executive Leaders, General Personnel, Command Staff, and Incident Managers to complete specific courses in order for individuals to meet the organizational NIMS compliance.

The Village participates in local governments’ NIMS preparedness programs. Identified Village personnel participate in training and exercising the EOP’s procedures and hazard-specific annexes. The Village is charged with ensuring that the training and equipment necessary for an appropriate response will be available.

In a major emergency or disaster, Village facilities may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS), a component of NIMS, will be used to manage all incidents and major planned events.

(iv) RESOURCE DESIGNATION LEVELS

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve readiness. It is acknowledged that disasters are unique occurrences, which require specific resources dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

If an incident occurs, the Village may immediately determine it to be a Village Incident, a County Incident or State Level Incident. The following Resource Designation Levels will be used as a means of delineating resource requirements:

- a. **Community Incident**: Village response services and capabilities meet the needs of the circumstance without activation of mutual aid or outside resources. Minor injuries to individuals or little damage to facilities may apply. Necessary community resources such as police, fire, ems, and public works may be needed.
- b. **County Incident**: Village response services and capabilities are exceeded by the demands and needs of the circumstance and the incident could also involve Sauk County facilities or activities. The Village EOC or Sauk County EOC may be activated for a coordinated response in support of the On-Scene Incident Commander.
- c. **State Level Incident**: The Village's and the Sauk County's response services and capabilities are exceeded by disastrous conditions resulting in activation of the Sauk County EOC. Mass casualties, severe injuries to persons, and/or severe damage to property exist. MOUs/MOAs are put into effect in coordination with additional support requested from local, state and federal entities.

(v) EMERGENCY OPERATIONS PLAN ACTIVATION AUTHORITY:

The Village Emergency Management Director (EMD) is the responsible authority for coordinating Emergency Operations Center measures for the Village. If the Village's EMD should be unavailable, the order of succession is:

1. Public Safety Director / Chief of Police
2. Lieutenant of Police
3. Deputy Chief of Fire

The Village EMD, or designee, will obtain a briefing from the Incident Commander (IC) on the nature of the incident and assessment of the situation. Following the incident briefing and a brief discussion of next steps, the EMD will brief the elected official(s).

It should be noted the Village's Emergency Management Director is also the Chief of the Fire Department. Additionally, the Village's Public Safety Director (PSD) is also the Chief of Police. The Village recognizes the circumstances of the disaster or emergency could burden one agency more than another. In that circumstance, a discussion between the EMD and PSD will determine specific roles of Incident Management and Emergency Operation Center (EOC) management.

Village officials have primary responsibility for responding to and minimizing the impact to life and property from disasters that take place in the Village of Lake Delton. The Incident Commander / Unified Command along with the Village Emergency Management Director, are responsible for coordinating the response of agencies within the Village and, if county assistance is necessary, coordinating the response with Sauk County.

If this plan is activated, Village of Lake Delton and Sauk County officials should consider the following steps:

- a. Village of Lake Delton agencies assess the nature and scope of the emergency or disaster.
- b. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
- c. The Village Emergency Management Director stands up the Village of Lake Delton's Emergency Operations Center.
- d. Village President or designee declares a local state of emergency.
- e. The Village Emergency Management Director or designee forwards the local state of emergency declaration to the Sauk County Emergency Management office at 510 Broadway, Baraboo, WI.
- f. Notify the public of the situation and necessary actions to be taken.

If Village of Lake Delton resources become exhausted or if special resources are required, request state and/or federal assistance through the Sauk County Emergency Management Director. If assistance is requested, the Sauk County Emergency Management Director assesses the situation and makes recommendations. 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 municipal resources.
- f. Notify Wisconsin Emergency Management (WEM) Regional Director.
- g. Forward Uniform Damage Situation Report (UDSR) form.
- h. Assist Village of Lake Delton with prioritizing and allocating resources.

If Village of Lake Delton and Sauk County resources are exhausted, the Sauk County Emergency Management Director can request state assistance through the WEM Duty Officer. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Management Director and Village of Lake Delton Emergency Management Director assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator. The State Administrator of Emergency Management notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

SECTION D - ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Requests for additional resources and coordination with other jurisdictions/agencies. If the EOC is not activated, requests for additional support may be made to the Sauk County Dispatch or the EMD, and as appropriate, from the Incident Command Post. In the event of EOC activation, requests will be made in accordance with the EOC Guidelines.

If called upon, Village departments will activate emergency personnel and implement appropriate response actions or as directed by the Incident Commander or upon the direction of the EOC. Upon learning of an incident occurring in the Village, the following position roles and actions should guide implementation of the EOP:

(i) VILLAGE PRESIDENT

The Village President is responsible for the overall management of the Village of Lake Delton. The following checklist includes actions the Village President should consider as the emergency/disaster unfolds.

- a. Ensure that the Village Emergency Management Director or designated person has established/is establishing the Emergency Operations Center (EOC).
- b. Report to the EOC.
- c. Ensure that the Village Emergency Management Director or their designated representative provides an initial damage assessment and casualty report.
- d. Ensure that the Village Emergency Management Director and Village officials brief the EOC staff as to the status of the disaster as soon as that information becomes available.
- e. If required, issue a declaration of emergency.
- f. Ensure the Village Public Information Officer (PIO) or their designated representative is notified of the emergency or disaster and reports to the EOC.
- g. In consultation with the Village Emergency Management Director and Village officials, determine whether or not county, state, or federal assistance should be requested.

(ii) EMERGENCY MANAGEMENT DIRECTOR

The Village Emergency Management Director coordinates all components of the emergency management program in the Village of Lake Delton. This includes hazard analysis, Village preparedness to address those hazards, mitigation plans, and response and recovery activities for all disasters/emergencies. The following checklist includes actions the Village Emergency Management Director or his/her designee, should consider as the emergency/disaster unfolds:

- a. Report to the Village EOC.
- b. Ensure that Village officials and the Sauk County Emergency Management Director have been notified, key facilities warned, sirens activated, etc.
- c. If needed, establish the Village EOC and ensure that all necessary EOC staff has reported/are reporting to it.

- d. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village President, the Sauk County Emergency Management Director, and Public Information Officer.
- e. Conduct and schedule briefings of EOC staff to brief them on significant emergency/disaster related events as appropriate.
- f. Evaluate adequacy of available resources, including personnel. Document all deficiencies and implement a plan of action to obtain the needed resources.
- g. Ensure that all department/agency heads make and keep separate and accurate records of disaster-related expenditures.

(iii) PUBLIC SAFETY DIRECTOR

The Village of Lake Delton Public Safety Director responsible for operational functions of the Village's emergency services. The following checklist includes actions the Public Safety Director should consider as the emergency/disaster unfolds.

- a. Report to the Incident Command Post.
- b. Ensure the Incident Commander/Unified Command is operational and adequate resources have been requested/deployed.
- c. Ensure an Incident Action Plan has been developed.
- d. Determine the likelihood of incident duration and multiple operational periods.
- e. If the EOC is activated, ensure direct communications link has been established between the ICP and EOC.
- f. Determine the likelihood or need for the activation of the EOC.
- g. Establish contact with the Village Emergency Management Director.
- h. With the PIO, establish a public relations function pertaining to public awareness, citizen inquires, and inter-agency cooperation.
- i. Ensure all emergency department safety protocols are being followed
- j. In the absence of the Village Emergency Management Director, assume responsibility for EOC management and functions.

(iv) LAW ENFORCEMENT

The Village of Lake Delton Police Department is responsible for law enforcement activities in the Village of Lake Delton. The following checklist includes actions the Chief of Police and the Department should consider as the emergency/disaster unfolds.

- k. Secure the affected area and perform traffic and crowd control.
- l. Direct officer(s) to close off the damage site area and to stop all in-bound traffic.
- m. Establish a staging area in the Village and exercise initial command until relieved by competent authority.
- n. Determine scope of emergency/disaster including an initial assessment of harm to life and property and an assessment whether the emergency/disaster will escalate. Relay these assessments to the EOC.
- o. Ensure that all Police Department staff has been notified of the emergency/disaster, and issue a be-prepared-to order that they report for duty as required.
- p. Participate in warning the public of the emergency/disaster as situation warrants.

- q. Report information regarding the emergency/disaster to appropriate law enforcement agencies.
- r. Direct the designated law enforcement representative to report to the Village EOC.
- s. Set up a disaster scene accountability system.
- t. If appropriate, dispatch a communications vehicle to the scene of the emergency/disaster if one is available.

Other law enforcement responsibilities may include:

- a. Enforce curfew restrictions in the affected area.
- b. Coordinate the removal of vehicles blocking evacuation or other response activities.
- c. Assist the medical examiner with mortuary services.
- d. Assist with search and rescue activities.
- e. If the Sauk County EOC is activated, establish and maintain contact with the person representing law enforcement.
- f. Report Department needs for manpower and equipment to EOC 24-hours in advance. If additional assistance is needed, request mutual aid from other law enforcement agencies.

(v) PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

The Dells-Delton EMS Director will serve as the Public Health and Emergency Medical Services Liaison in the Village of Lake Delton and is responsible for public health and emergency medical services activities in the Village of Lake Delton during an emergency/disaster. The following checklist includes actions the EMS director should consider as the emergency/disaster unfolds

- a. Coordinate emergency medical care to victims (hospitals and ambulances).
- b. Coordinate with the Sauk County Department of Public Health as needed.
- c. Establish a triage area for victims.
- d. Coordinate medical transportation for victims.
- e. Establish an EMS staging area in the municipality.
- f. Report to the EOC

(vi) FIRE SERVICES

The Delton Fire Department is responsible for fire services activities in the Village of Lake Delton. The following checklist includes actions the Delton Fire Chief and the Fire Department should consider as the emergency/disaster unfolds.

- a. Rescue injured/trapped persons and render first aid until relieved by EMS.
- b. Protect critical facilities and resources.
- c. Assist Law Enforcement in warning the affected population.
- d. Assist Law Enforcement with evacuation, if needed.
- e. Designate a person to record the arrival and deployment of emergency personnel and equipment.
- f. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

- g. Establish and/or respond to Village EOC as directed by on-scene personnel.

Other responsibilities may include:

- a. Assist with traffic control.
- b. Assist with debris clearance.
- c. If the Sauk County EOC is activated, establish and maintain contact with the person representing fire services.
- d. If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer.
- e. If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

(vii) PUBLIC WORKS

The Lake Delton Public Works is responsible for public works activities in the Village of Lake Delton. The following checklist includes actions the Department of Public Works should consider as the emergency/disaster unfolds.

- a. Ensure that all department personnel have been alerted and that they report as the situation directs.
- b. Report to the Village EOC.
- c. Perform onsite inspection of the emergency/disaster site and report public works related impacts to the Village Emergency Management Director.
- d. Report public facility damage information to the Damage Assessment Team
- e. Open, divert, close and maintain transportation routes in concert with the police department to better control traffic to and from the emergency/disaster site.
- f. Coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- g. Provide emergency generators and lighting to key infrastructure locations such as Village wells and septic.
- h. Provide traffic control barriers.
- i. Establish a staging area for public works.
- j. If the Sauk County EOC is activated, establish and maintain contact with the Sauk County Highway Commissioner.
- k. Restore/maintain sewer lift stations and services.
- l. Coordinate debris removal efforts.

(viii) VILLAGE CLERK – TREASURER - COORDINATOR

The Village Clerk/Treasurer/Coordinator is responsible for their assigned activities in the Village of Lake Delton. The following checklist includes actions the Village Clerk-Treasurer-Coordinator should consider as the emergency/disaster unfolds.

- a. Report to the Village EOC.
- b. Maintain records indicating Village expenses incurred due to the disaster.
- c. Assist in the damage assessment process by:

1. Provide information regarding the dollar value of property damaged as a result of the disaster.
2. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
- d. Delegate authority to department directors to permit acquisition of equipment and supplies needed following an emergency/disaster.
- e. Assign department directors account numbers to which emergency expenditures may be charged.

(ix) HUMAN SERVICES

The Human Services Coordinator is responsible for coordinating all human services activities between the Sauk County Department of Human Services and the Village of Lake Delton in the event of an emergency/disaster. The following checklist includes actions the Human Services Coordinator should consider as the emergency/disaster unfolds.

- a. Coordinate provision of DHS resources to the Village as the emergency/disaster unfolds
- b. Report to the EOC.
- c. Alert the Red Cross/Salvation Army and coordinate assistance including provision of food and clothing and assistance to persons with special needs. .
- d. Set up canteen to feed emergency workers assisting the Village in emergency/disaster mitigation efforts.
- e. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- f. Provide necessary outreach services to citizens affected by the emergency or disaster including emergency literature giving instructions to access assistance in meeting immediate personal needs.
- g. Provide psychological counseling and crisis intervention to disaster victims and emergency responders.
- h. Provide regular reports to Sauk County DHS regarding supply and staffing shortfalls.

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SECTION E - DIRECTION, CONTROL, AND COORDINATION

(i) EMERGENCY OPERATIONS CENTER (EOC) AND INCIDENT COMMAND POST (ICP) INTERFACE

A clear division of responsibilities between the ICP and the EOC (if activated) during an emergency is critical to an effective and timely operation. A general division of responsibilities is outlined below. A division of responsibilities may be modified based upon unique specific incidents and operations.

If an incident warrants additional resources, the Village EMD or Incident Commander would initiate activation of the Emergency Operations Center (EOC). Upon activation of the EOC for a Village incident, the Village EMD, or designee, may serve as the EOC Manager.

The Village of Lake Delton has the responsibility for emergency disaster operations within its jurisdiction. Other local government agencies responding to a request for assistance will normally be under the authorities granted by their jurisdiction; however, they are under the direction of the Incident Commander.

The services of the Sauk County Emergency Management will normally be available to each jurisdiction, whether the disaster is localized or countywide. They may serve as liaisons to the Village President or other local government agencies and may fill positions in the EOC.

(ii) INCIDENT COMMAND POST (ICP)

The Incident Command Post is located within safe proximity to the emergency site and is generally responsible for incident response management as follows:

- a. Serves as a temporary field location for tactical-level on-scene incident command and management.
- b. Is the on-site headquarters for the Incident Commander, Command Staff, and General Staff.
- c. Serves as a field collection point for tactical intelligence and analysis.
- d. Conducts all operations using the Incident Command System (ICS).
- e. Is typically established prior to activation of the EOC.
- f. Provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.

Incident Command or Unified Command shall:

- a. Coordinate the actions of Fire, Police, EMS, and all other responding community units to the scene through a Unified Command System. Incident Command or Unified Command, should be established as soon as reasonably possible.
 1. The Lake Delton Police Department assumes Incident Command/Unified Command in all civil disturbances, bomb incidents, and terrorist activity operations (local and state police will coordinate with arriving FBI at a suspected terrorist event).

- 2. The Delton Fire Department assumes Incident Command/Unified Command of fires and rescue situation.
- 3. The IC for all other emergencies except those specifically assigned to the police or fire department will be assumed by the most qualified subject matter skilled individual and should relieve the first responding IC or until relieved by higher authority.
- b. Command all field activities and has the authority to direct all on site incident activities within the Village's jurisdiction.
- c. Establish an ICP and provide an assessment of the situation to the EMD or other officials, identify incident management resources required, and direct the on-scene incident management activities from the command post.
- d. The first trained emergency responder on-scene will assume the role of Incident Commander until a more qualified individual can assume command. A formal transfer of command is required which includes a detailed briefing of actions taken, established objectives, and predicted needs.

The Incident Commander will also ensure the following, if applicable to the incident:

- a. Isolate the incident site and maintain control of the inner and outer perimeters
- b. Establish tactical communications and designate a primary radio channel
- c. Facilitate tactical planning and contingency planning
- d. Brief first responder personnel
- e. Designate a staging area for supporting agencies
- f. Ensure documentation of tactical decisions and activities
- g. Provide situational updates to the EOC at regular intervals, if activated
- h. Approve requests for additional resources or for the release of resources (demobilization) through Dispatch or the EOC, if activated
- i. Establish immediate priorities
- j. Coordinate any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate)
- k. Determine security boundaries
- l. Notifies Dispatch or EOC (if activated) of needs, including personnel recall from other departments as required
- m. Perform other duties as required by the situation.
- n. Approve emergency public information messaging prior to release by Public Information Officer.
- o. Participate in the After Action Review Process

(iii) EMERGENCY OPERATIONS CENTER (EOC)

Upon activation, the EOC becomes the centralized communication and coordination facility for the Village of Lake Delton emergency response. The EOC is the key to successful coordinated efforts and responsible for supporting the Incident Commander and consequence management actions. The EOC, if applicable:

- a. Serves as the central meeting and gathering location for critical management and support personnel, and serves as the incident support operations and resource center.
- b. Facilitates the flow of communication and coordination between the different operating agencies, different levels of government, and the public.

- c. Supports the Incident Commander by mobilizing and deploying resources as requested.
- d. Assembles accurate information about the incident and provides situational analysis
- e. Issues community-wide warnings and alerts
- f. Provides public information services and coordinating activities with the on-scene Public Information Officer (PIO) and the Joint Information Center, if established
- g. Communicates and implements policy-level decisions from the Village Board of Trustees
- h. Organizes and implements evacuation
- i. Coordinates traffic control beyond the incident scene
- j. Obtains local, state, and federal assistance as needed

EOC Locations Include:

- a. The Primary EOC
 - 1. Lake Delton Fire/EMS Facility in the Training Room, located at 45 Miller Drive, Lake Delton
- b. The Alternate EOC
 - 1. Kay C Mackesey Administration Building in the Board Room, located at 50 Wisconsin Dells Parkway South, Lake Delton
- c. The Second Alternate EOC
 - 1. Sauk County Emergency Operations Center, first floor, room C128, located at 510 Broadway, Baraboo

SECTION F - INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

During an emergency, a well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision making. Accordingly, the Village has designated a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public.

(i) INFORMATION COLLECTION

Information will be collected from a variety of sources. Per ICS, the Planning Section at each operational location will be charged with collecting information. The following lists a few examples of potential sources of operational information:

- a. On-scene responders
- b. ICS 214- Activity Logs
- c. Village departments
- d. Public agencies and non-governmental organization partners
- e. Television, radio, and print media
- f. Social media
- g. Victims of the emergency or the general public
- h. Subject matter experts

(ii) VILLAGE PHONE BANK

The Village has the capability to establish hotlines to provide or collect information to and from concerned members of the public.

(iii) ANALYZE INFORMATION

After information has been collected, it must be analyzed to determine its operational relevance. Emergency management personnel (or Planning Section personnel, if the EOC is activated) will analyze information that is received and prepare intelligence reports for leadership.

(iv) MEDIA MONITORING AND RUMOR CONTROL

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources including television, radio, print, and especially, social media. Accordingly, the Village will establish a media monitoring and rumor control element in its JIC (if activated) or EOC.

Media monitoring will be conducted in close coordination with the Village's Public Information partners.

(v) INFORMATION DISSEMINATION

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

(vi) INTERNAL MESSAGING

Public information representatives in the JIC (if activated) or EOC will assist in conveying information as necessary to the Policy Group. Additionally, the Planning Section will maintain and update an Incident Action Plan (IAP), which will contain critical information and intelligence updates for responders and partners.

Other methods of internal information dissemination include e-mails, text messaging, and phone services.

(vii) PUBLIC MESSAGING

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency of information and the intended audience. Some methods of distribution include:

- a. Press releases
- b. Press conferences
- c. Website updates
- d. Print, radio, or televised announcements
- e. Social media updates
- f. Wireless Emergency Alerts
- g. Nixle

To ensure one consistent and accurate voice, all public information releases will be coordinated through the Public Information Officer and approved by the Incident Commander.

SECTION G - COMMUNICATIONS

(i) NOTIFICATION AND WARNING

Timely warnings of emergency conditions are essential to preserve the safety and security of the Village and critical to an effective response and recovery. The Sauk County Dispatch Center is responsible for assisting the Emergency Management Director with the Warning and Communication function. The following checklist includes actions the Emergency Management Director and the Sauk County Dispatch Center should consider as the emergency/disaster unfolds.

- a. Activate the public alert and warning system. This may consist of outdoor warning sirens, Wireless Emergency Alerts (WEA) and Emergency Alert System (EAS) through use of Integrated Public Alert and Warning System (IPAWS), media release, Nixle message(s), door-to-door contacts, social media, and telephone calls.
- b. Ensure all agencies represented in the Village EOC can communicate with their staff at their respective department offices as well as at the emergency/disaster site.
- c. Establish communications with Sauk County EOC, if activated, or, in the alternative, with the county emergency government office.
- d. Verify all communication adheres to the Sauk County Radio Communications Plan.

(ii) EMERGENCY COMMUNICATIONS

Reliable and interoperable communications systems are essential to obtain the most complete information on emergency situations and to direct and control the resources responding to those incidents. This function serves to warn the public of threats to life and property, and to communicate important information to the people of the Village of Lake Delton during an emergency/disaster in a timely manner.

The Village of Lake Delton currently has the following organic communications capabilities:

- a. Narrow band radio frequencies
- b. Cellular telephones
- c. Landline telephones
- d. Electronic mail
- e. Text messaging
- f. Video messaging
- g. Facsimile transmissions

(iii) EMERGENCY PUBLIC INFORMATION

The Emergency Management Director and/or his designee are responsible to coordinate public information activities in the Village of Lake Delton. The following checklist

includes actions the Emergency Management Director should consider as the emergency/disaster unfolds:

- a. In coordination with the Incident Commander, designate a representative to serve as Public Information Officer.
- b. The Public Information Officer (PIO) will function as the sole point of contact between the news media and all Village officials as well as personnel involved in the emergency/disaster response.
- c. The PIO maintain regular contact with the Emergency Management Director and the EOC.
- d. The PIO should establish a news media briefing room and brief the media at periodic intervals.
- e. If the situation escalates and the county EOC is activated, PIO coordinates with the Sauk County PIO to prepare news releases.
- f. PIO should conduct press tours of disaster areas within the Village of Lake Delton as the situation stabilizes.
- g. PIO should assist the county in establishing a Joint Public Information Center.
- h. PIO should assist the county with establishing a Rumor Control Center.
- i. PIO assists in issuing protective action recommendations or public service advisories as directed by the chief elected official.

(iv) NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the Village expects to receive a high volume of calls seeking information as to the welfare of people who may have been involved or affected. The surge in volume of calls to the Village's main numbers may quickly exceed the system's capabilities.

- a. It is essential that a call center is activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.
- b. A call center may also be a resource in helping to control rumors.
- c. A call center will only release information that has been approved by the Incident Commander.
- d. The Training Room at the Fire/EMS Facility is equipped to be set up a call center. A secondary call center location is the Sauk County Courthouse EOC, room C128. These resources should be activated through the heads of their departments or organization.

SECTION H - ADMINISTRATION, FINANCE, AND LOGISTICS

(i) FINANCIAL MANAGEMENT SERVICES (FMS)

FMS will issue a project number for the incident response effort, and will disseminate the project number for use by all departments participating. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort. FMS will prepare and submit support documentation, such as reimbursement costs, etc.

(ii) FUNDING AND TRACKING OF RESOURCES AND EXPENDITURES

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

- a. Knowing what resources are on hand and available
- b. Anticipating what will be needed
- c. Tracking resources and returning resources at the conclusion of the operation
- d. Tracking costs as necessary for reimbursements FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www.in.gov/dhs/files/reimburse.pdf>

SECTION I - PLAN DEVELOPMENT AND MAINTENANCE

The EOP utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response and recovery efforts of post event consequences. Structured as demonstrated in the Comprehensive Planning Guidelines 101 (CPG 101, Nov. 2010) while also following the principles of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP), the EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices.

The Village Emergency Management Director shall oversee and/or coordinate with applicable partners the following EOP actions:

- a. The EOP shall be reviewed annually and modified as necessary. Final results of the reviews and any changes to the EOP shall be presented to the Emergency Management Committee for approval before being submitted for approval. The plan will be submitted for signatures every three years or sooner if significant changes are proposed.
- b. Each Village department identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff and ensuring key staff has the opportunity to attend EOP training and exercise activities.
- c. The organization and upkeep of the EOP includes process changes such as an EOP review and update schedule. The review cycle includes basic updates and the generation of a draft document that will be sent to the relevant partners for review and recommendations. After a review period and consideration of stakeholder comments, the document will be finalized and signatures obtained. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- d. Ensure that the EOP is consistent and compatible with the Sauk County Emergency Operations Plan.
- e. Ensure EOP compliance with the state and federal guidelines listed in Section J - Authority and References.

SECTION J - AUTHORITY AND REFERENCES

These guidelines apply to the Village of Lake Delton. The organizational and operational concepts set forth in these guidelines are promulgated under the following authorities:

(i) FEDERAL LEGISLATION

These documents are located in the State EOC.

A. 44 CFR Chapter 1 (Emergency Management and Assistance)

- Outlines the organization, power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness.)

B. Disaster Relief and Emergency Assistance Act (Stafford Act) (PL 100-707)

- Limits the qualifying events for disaster to natural catastrophes and established provisions for cost sharing by state and local governments.

C. Disaster Mitigation Act of 2000 (PL 106-390)

- Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

D. Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC Chapter 116)

- Provides the public with information on the hazardous chemicals in their communities and establishes emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

E. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675

- Protects the public health and environment by facilitating cleanup of environmental contamination and imposing costs on parties responsible for the pollution.

F. Americans with Disabilities Act Tittle II Regulations

- According to the Americans with Disabilities Act, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is regarded by others as having such impairment.” The term “disability” has the same meaning as that used in the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, as incorporated into the Americans with Disabilities Act. See <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the Americans with Disabilities Act. State laws and local ordinances may also include individuals outside the Federal definition.

(ii) STATE LEGISLATION

A. EMERGENCY MANAGEMENT

- Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.

B. DEPARTMENT OF MILITARY AFFAIRS

- Chapter 21 – Describes departmental duties.

C. DAPARTMENT OF NATURAL RESOURCES

- Chapter 26.11 – Discusses responsibilities during forest fires.
- Chapter 29 – Discusses responsibilities for wild animals and plants and powers for restricting hunting and fishing.
- Chapter 87 – Discusses the powers and duties of the department regarding flood control. NR 116 details Wisconsin's floodplain management program.
- Chapter 292 – Describes general environmental provisions (e.g., hazardous substances spills, disposal of debris including animal carcasses.)

D. DEPARTMENT OF HEALTH AND FAMILY SERVICES

- Chapter 323 – Describes agency responsibilities during Public Health Emergencies.
- Chapter 250 – Describes the administration, supervision, powers and duties of state health activities.
- Chapter 251 – Describes the structure, duties and levels of service of local health departments.
- Chapter 252 – Describes departmental powers and duties regarding communicable diseases.
- Chapter 254 – Describes powers, duties, identification and control of environmental health concerns (e.g., toxic substances, radioactive material/nuclear power plants, disease control.)

E. DEPARTMENT OF TRANSPORTATION

- Chapter 83.09 – Describes emergency repairs of county trunk highways.
- Chapter 85 – Describes departmental powers, duties and organization.
- Chapter 100.07 – Describes the powers and duties of traffic officers.
- Chapter 302.07 – Describes provisions for the maintenance of order in state, county and municipal prisons.

F. DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION

- Chapter 93 – Describes departmental powers and duties.
- Chapter 95 – Describes the maintenance of animal health requirements (e.g., cooperation with the federal government during animal disease outbreaks, embargo and condemnation of diseased animals, slaughter on premises.)
- Chapter 97 – Describes the regulation of food.

G. COUNTIES

- Chapter 59 – Describes the legal status and organization (e.g., home rule, powers of the board chairperson and vice-chair, executive, administrator and sheriff.)

H. TOWNS

- Chapter 61 – Describes the legal status and organization (e.g., powers of the president and board, ambulance service.)

I. CITIES

- Chapter 62 – Describes the legal status and organization (e.g., powers of the mayor and council, ambulance service.)

J. GENERAL MUNICIPAL LAW

- Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers.)
- Chapter 175.46 – Describes the authorities regarding mutual aid agreements.
- Chapter 213.095 – Describes police power of a fire chief or rescue squad.
- Chapter 895.483 – Grants immunity from civil liability for acts or omissions to County Level B Hazardous Materials teams and to members of those teams.
- 2003 Wisconsin Act 186 – Establishes a statewide system of Mutual Aid for Emergency Medical Services, Fire Departments and Local Health Departments, requires use of Incident Command System and amends the exemption from civil liability.
- Executive Order 81 – Designates the National Incident Management System (NIMS) as the basis for Incident Management in the State of Wisconsin.

(iii) VILLAGE ORDINANCES

Chapter 7.0 Emergency Government