

# VILLAGE OF RANDOM LAKE EMERGENCY RESPONSE PLAN

Adopted May 1, 2023



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## Contact Information

### Emergency Telephone Listings

		<u>Phone No.</u>
Sheboygan County Sheriff's Office	911	920-459-3112
Random Lake Fire Chief	911	920-946-1848
Random Lake Village President		920-447-9703
		414-581-2197
		920-447-9361
Wisconsin Emergency Management Duty Officer		800-943-0003
East Central Region Office of Emergency Management		920-929-3730
Sheboygan County Emergency Management		920-459-3360
<b>Medical Facilities</b>		
Sheboygan - Aurora Sheboygan Memorial Hospital		920-451-0019
Sheboygan - St. Nicholas Hospital		920-451-7289
Grafton - Aurora Medical Center in Grafton		262-329-1000
Thiensville - Ascension Columbia St. Mary's Hospital Ozaukee		262-243-7300
Random Lake - Aurora Sheboygan Clinic Random Lake		920-994-9094
<b>Shelter Facilities</b>		
Five Pillars Supper Club		920-994-4336
Our Lady of the Lakes (closed school facility)		920-994-4380
Random Lake School District		920-994-4342
St. John Evangelical Lutheran Church & School - Sherman Center		920-994-9190
<b>Support Agencies - Government</b>		
Sheboygan County Human Services		920-459-4382
Sheboygan County Medical Examiner's Office (Coroner)		920-459-3945
Wisconsin DNR Warden		920-980-8716
<b>Utilities</b>		
WE Energies (electricity)		800-662-4797
WE Energies (gas)		800-261-5325

## Resource Contacts

### **Support Agencies - NGO**

American Red Cross	800-236-8680
Salvation Army - Plymouth	920-893-4076
Salvation Army - Sheboygan	920-458-3723

### **Cold Storage Facilities**

Cedar Valley Warehousing	920-994-9500
Krier Foods	920-447-3166
Lakeside Foods	920-994-3117

### **Hazardous Spills**

ChemTrec	800-424-9300
National Response Center (call regarding spills)	800-424-8802

### **Heavy Equipment**

Hartmann Sand and Gravel	262-692-2252
TNT Enterprises	920-994-9596

### **Propane Suppliers**

Boehlke Bottled Gas - Silver Creek	800-448-3388
Country Visions Cooperative – Town of Sherman	920-994-4316

### **Remediation Services**

Property Loss Management	262-338-0888
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### **Telecom**

Bertram Internet (wireless internet service)	920-351-1023
Frontier Communications (telephone - landlines and internet)	800-921-8101
Time Warner - Spectrum (cable, internet and phone)	833-267-6094

### **Tree Removal and Clean-up**

Lemahieu Tree Service	920-980-5047
Woody's Tree Trimming & Removal	920-627-3550

### **Towing Services**

Lanser Garage & Towing	920-285-3022
TNT Auto Body Towing Service	920-994-9596

### **Transportation**

Personalized Tours & Coaches	920-528-7600
Wisconsin Southern Railroad	920-485-0570
Random Lake School District	262-483-1358

### **Trucks to Transport Drinking Water**

Cedar Valley Cheese	920-994-9500
Vorpahl Trucking	920-994-9101

## Emergency Operations Center Alerting List

### County Officials and Services

Sheboygan County Emergency Management Director		
Steve Steinhardt	920-459-3360	920-627-0439

Sheboygan County Sheriff		
Cory Roessler	920-459-3123	920-459-3112

### Elected Officials

Village President		
Michael San Felippo	414-581-2197	920-447-9361

Village Trustees		
Elizabeth Manian	414-322-3357	920-994-0013
Barbara Ruege	920-994-2480	920-994-0012
Jeff Schultz	720-351-0192	920-994-0011
Eric Stowell	262-365-7397	920-994-0014
Duane Urbanski	414-520-0670	920-994-0010
Keri Wallenkamp	262-573-2193	920-994-0016

### Random Lake Emergency Services

Random Lake Fire Chief		
Pat Depies	920-946-1848	920-447-9703

Random Lake Assistant Fire Chief		
Aaron Schmit	920-254-6047	920-994-0001

Assistant EMS Chief		
Jacob Williamson	920-207-8561	920-994-0002

### Random Lake Staff

Public Works Director		
Peter Lederer	920-980-0598	262-689-2785

Public Works Personnel		
Tyler Siegel	414-587-4961	920-994-0006
Chris Kolb	262-955-4957	920-994-0005
Miles Wegner	262-993-9464	920-994-0007
Jeriod Dahm	920-946-8485	920-994-0008

Clerk/Treasurer		
Stephanie Waala	262-339-1762	920-994-0003

Deputy Clerk/Treasurer		
Carissa Jaycox	262-689-8455	920-994-0004

## **Reference**

### **Legal Basis**

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

#### **FEDERAL**

PL 100-707	Robert T. Stafford Disaster Relief and Emergency Assistance Act
Title 40, Chap. 116, US Code	Emergency Planning and Community Right-to-Know Act of 1986

#### **WISCONSIN STATUTES**

26.97	Law Enforcement and Police Powers of Town Chairpersons Home Rule (Counties)
59.03(1)	Construction of Powers (Counties)
59.04	Chairperson, Vice Chairperson Powers and Duties (County Board)
59.12	Duties and Powers of County Executive
59.17(2)	Duties and Powers of County Administrator
59.18(2)	Powers and Duties of Counties: Public Protection and Safety Local
59.54	Emergency Planning Committees
59.54(8)	Powers of Village Board
61.34	Emergency Repairs of County Trunk Highways
83.09	Emergency Powers of Counties, Cities, Villages and Towns Police
323.14	Power of Fire Chief, Rescue Squads
213.095	Call to State Active Duty (Wisconsin National Guard)
321.39	Civil Liability Exemption, Regional and Local Emergency Response
895.483	Teams and Their Sponsoring Agencies

#### **SHEBOYGAN COUNTY ORDINANCES - Chapter 15**

#### **MUTUAL AID AGREEMENTS – MABAS DIVISION 113**

## Acronyms

CP	Command Post
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IFGP	Individual and Family Grant Program
JIC	Joint Information Center
NIMS	National Incident Management System
PA	Public Assistance (to local governments)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management



## **Plan Overview**

### **A. Purpose:**

This municipal plan has been developed to provide procedures for Village of Random Lake government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Village of Random Lake is part of the county emergency management program. This municipal plan is to be used in conjunction with the emergency management plan of Sheboygan County. The municipal plan will be maintained in accordance with current standards of the Sheboygan County ERP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

### **B. Situation and Assumptions:**

Several types of hazards pose a threat to the lives, property or environment in Sheboygan County. These hazards are outlined in the Sheboygan County Hazard Analysis. A copy of this is located in the County Emergency Management Office and on the county website.

### **C. Concept of Operations:**

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

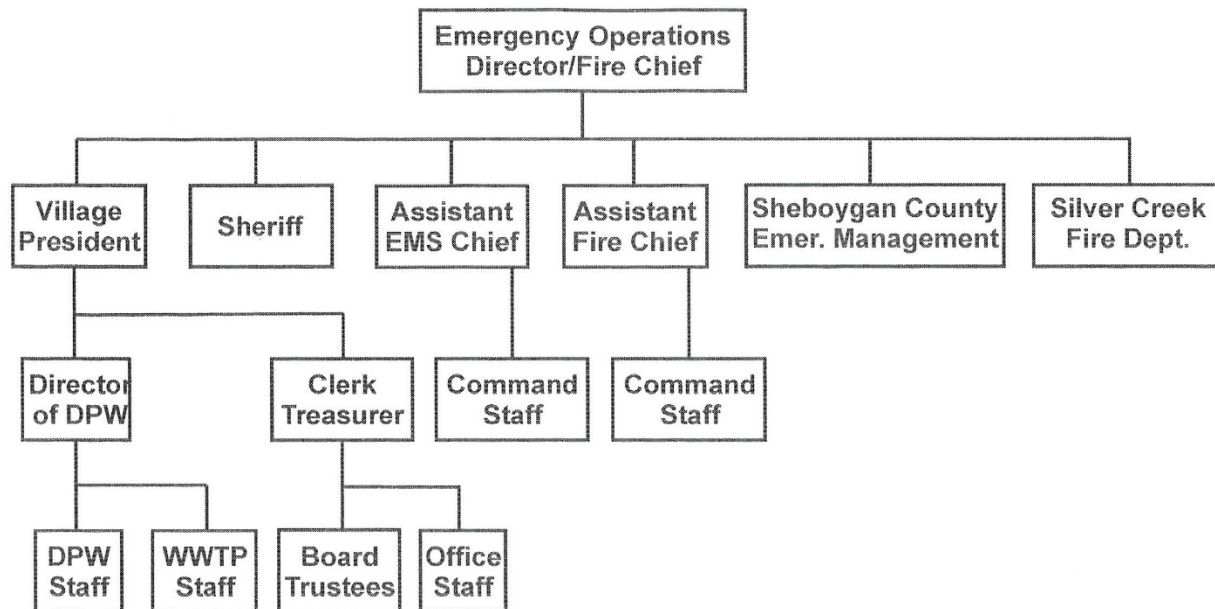
Actions that the municipality and county should consider if this municipal plan is activated are as follows:

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Village Emergency Management Coordinator advises the Village President and coordinates all emergency response actions.
  - b. The Village President declares a local state of emergency and notifies the county Emergency Management Director of this action.
  - c. Forward the local state of emergency declaration to Sheboygan County Emergency Management.

- d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at the Random Lake Fire Department at 718 North Spring Street, Random Lake.
  - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the ESFs of the plan.
  - f. The Village President directs departments/agencies to respond to the situation.
  - g. The Village President issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h. Notify the public of the situation and appropriate actions to take.
  - i. Keep county officials informed of the situation and actions taken.
  - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the county Emergency Management Director.
  4. If assistance is requested, the county Emergency Management Director assesses the situation and makes recommendations.
  5. The county will do the following (to the extent appropriate):
    - a. Activate the County EOC.
    - b. Implement the County ERP.
    - 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 municipality with prioritizing and allocating resources.
  6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM Duty Officer.
  7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
  8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
  9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County ERP.

#### D. Organization



## **E. Responsibilities and Tasks:**

See ESFs of the plan for emergency responsibilities of key officials in your jurisdiction, pages 14-24.

## **F. Resource Management:**

Additional support from Sheboygan County Departments may include the:

[Sheriff's Department](#)

[Transportation Department](#)

[Health and Human Services Department.](#)

### Mutual Aid Reciprocal Agreements:

#### MABAS DIVISION 113

#### Support from Private Agencies/Volunteer Groups:

American Red Cross

Goodwill - Sheboygan

Lakeview Community Library

Our Lady of the Lakes

Random Lake Area Clergy Association

Random Lake Area Interfaith Food Pantry - Adell

Random Lake Association

Random Lake Lions Club

Random Lake Rod & Gun Club

Random Lake School District

St. John Evangelical Lutheran Church and School - Sherman Center

St Vincent De Paul - Plymouth

Salvation Army - Sheboygan

Sheboygan County Food Bank - Sheboygan

Sheboygan County Transportation Complex - Plymouth

Snowmobile Clubs

Adell Yetis Snowmobile Club

Batavia Hill & Gully Riders

Random Lake Snowbyrds

#### Support from State and Federal Agencies:

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

## **G. Plan Development and Maintenance:**

The Village of Random Lake ERP Development Team is composed of the Village President, the Fire Chief, the Clerk/Treasurer, the Public Works Director, and one or more Village trustees, as appointed. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Village President, and following the installation of new trustees and/or president following elections. The Team reviews incidents, changes and new information and makes revisions in this plan.

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

Michael San Felippo  
Village President

Pat Depies  
Village Emergency Management Director/Fire Chief

Stephanie Waala  
Village Clerk/Treasurer

Peter Lederer  
Village Public Works Director

# **Emergency Support Function (ESF) 1 Evacuation & Transportation Resources**

## **KEY ACTION CHECKLISTS**

The Random Lake Fire Department, working with the Sheboygan County Sheriff's Department, is responsible for conducting an evacuation in Village of Random Lake. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Random Lake Fire Dept, located at 718 N. Spring St, is responsible for evacuation activities in Village of Random Lake. There will be a Memorandum of Understanding (MOU) with one or more transportation companies based in and/or serving the Village. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Based on the situation, implement the following actions:
  - a. Direct, manage, and coordinate evacuation and/or in-place sheltering procedures for both the general population and those requiring evacuation assistance (i.e., hospitals, nursing homes, etc.)
    - 1) identify populations and institutions to be evacuated or sheltered-in-place
    - 2) ensure notification of at-risk populations through warning and public information assets
    - 3) implement plans to evacuate those that require assistance, including the activation of transportation resources
    - 4) activate traffic control plans
    - 5) track evacuation progress and identify who has been evacuated or is sheltered-in-place
  - b. Establish and operate evacuation staging and reception Areas
    - 1) in coordination with human services, medical services, and other service agencies, provide immediate basic needs and processing of evacuated individuals en route to other destinations (e.g., to shelters, hospitals, etc).
  - c. Manage sheltering system for incoming evacuees
    - 1) In coordination with American Red Cross, human services and medical services, provide short-term basic needs support and processing of evacuees

## **Emergency Support Function (ESF) 2 Warning & Communications**

### **KEY ACTION CHECKLISTS**

The Warning and Communications function is responsible for warning and communications in Village of Random Lake. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Department of Public Works, located at 800 Krier Lane, is responsible for warning and communications activities in the Village of Random Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
  - a. Municipal Elected Official
  - b. Municipal Emergency Management Coordinator/Director
  - c. County Emergency Management Director/Coordinator
  - d. Municipal Emergency Operations Center representatives
  - e. Special facilities (list)
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of (identify communications equipment i.e., telephone, pagers, mobile telephone, fax, etc.)
3. Activate public warning system. This may consist of (identify warning system i.e., sirens, door-to-door, telephone fan out). Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is (identify communications equipment i.e., telephone, pagers, fax, etc.)
5. Establish communications with Command Post if established.

## **Emergency Support Function (ESF) 3 Public Works**

### **KEY ACTION CHECKLISTS**

The Director of Public Works is responsible for public works activities in the Village of Random Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the City EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Village Emergency Management Director.
4. Maintain transportation routes.
5. Establish contact with all public and private utilities providers.
6. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
7. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
8. Provide emergency generators and lighting.
9. Assist with traffic control and access to the affected area.
10. Assist with urban search and rescue activities as may be requested.
11. Assist private utilities with the shutdown of gas and electric services.
12. As necessary, establish a staging area for public works.
13. Report public facility damage information to the Damage Assessment Team.
14. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.



## **Emergency Support Function (ESF) 4 Fire Services**

### **KEY ACTION CHECKLISTS**

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

1. Establish and/or respond to designated staging area, CP or Village EOC as directed by on-scene personnel.
2. Work with Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Work with Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

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

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer.

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

## **Emergency Support Function (ESF) 5 Emergency Management**

### **Village President - Key Action Checklists**

The Village President is responsible for the overall management of the Village of Random Lake. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Village President should:

1. Ensure that the Village Emergency Management Coordinator/Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the Village Emergency Management Coordinator/Director or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Village Emergency Management Coordinator/Director and village officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Contact the Sheboygan County Public Information Committee to initiate efforts, and notifies and reports to the EOC..
7. In consultation with the Village Emergency Management Director/Coordinator, determine whether or not county, state or federal assistance should be requested. (Village/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.)

## **Village Emergency Management Director - Key Action Checklists**

The Random Lake Fire Chief, acting as the Village Emergency Management Director, coordinates all components of the emergency management program in the Village of Random Lake. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

### **VILLAGE EMERGENCY MANAGEMENT DIRECTOR SHOULD:**

1. Report to the Village EOC/CP.
2. Ensure that village officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the Village EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village President and to the County Emergency Management Director. See Attachment 1 for key action checklists for Damage Assessment.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

## **Village Clerk/Treasurer - Key Action Checklists**

The Village Clerk/Treasurer is responsible for their assigned activities in the Village of Random Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

The Village Clerk/Treasurer should:

1. Report to the Village EOC/CP.
2. Maintain records indicating village expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damaged as a result of the disaster.
  - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.

## **Emergency Support Function (ESF) 6 Human Services**

### **Key Action Checklist**

The Director of the Sheboygan County Health and Human Services Department will be responsible for human services activities in the Village of Random Lake. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human services type service, as identified in the County Emergency Response Plan.
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.

## **Emergency Support Function (ESF) 8 Public Health Services/Emergency Medical Services**

### **Key Action Checklists**

The Manager of the Division of Public Health of the Sheboygan County Department of Health and Human Services will be responsible for public health and emergency medical services activities in the Village of Random Lake. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating assisted living facilities and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
5. Establish a triage area for victims.
6. Coordinate medical transportation for victims.
7. Establish a staging area in the municipality.

## **Emergency Support Function (ESF) 13 Law Enforcement**

### **Key Action Checklists**

The Sheboygan County Sheriff's Office is responsible for law enforcement activities in the Village of Random Lake.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Sheriff's Department staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the City EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

#### Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

Anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

## **Emergency Support Function (ESF) 15 Public Information**

### **Key Action Checklists**

The Sheboygan County Public Information Committee is responsible for public information activities in the Village of Random Lake. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

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



# Damage Assessment

## Key Action Checklists

The Random Lake Fire Department is responsible for damage assessment activities in the Village of Random Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Village EOC or Command Post.
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 representatives of the Fire Department, the Sheriff's Department, the Sheboygan County Drone Unit, and private industry contracted for this effort, responsible for public damage assessment and those responsible for individual damage assessment.
  - a. Within first 2-3 hours: Complete preliminary UDSR:
    1. Number of fatalities.
    2. Number of critical/minor injuries.
    3. Number of home/businesses damaged/destroyed.
    4. Number of power/telephone lines, poles damaged.
    5. Number of public facilities such as highways, roads, bridges, etc. damaged.
    6. Number of people who are homeless or in shelters.
  - b. Within 8 hours:
    1. Recount items 1-6 above.
    2. Complete another UDSR, estimating public and private damage.
    3. Video tape and/or take photos of major damage.
  - c. Within 24 hours:
    1. Update items 1-6 above.
    2. Complete updated UDSR.
  - d. Continue to update as new information becomes available.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Village President with the preparation of a local state of emergency declaration and forward to the county emergency management director.

6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map..
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

## **Local/County Emergency Management**

### **All-Hazards Response Checklist**

1. Determine the extent of the disaster occurrence county-wide.
2. Notify chief elected official of situation and confer on need for alert and recall of staff. Coordinate activation of sirens or alternate warning systems to alert public of situation and of appropriate protective actions.
3. Maintain ongoing communications with field command post or forward command post.
4. Notify Division of Emergency Government (WEM) Regional Director or State WEM Duty Officer of the disaster occurrence. Provide as much detail as possible about the situation and establish ongoing communication to keep WEM apprised.
5. Upon direction of the chief elected official activate the county Emergency Operating Center (EOC) using established call-up procedures. If there is no EOC activation, go to the Command Post.
6. Initiate appropriate mutual aid compacts.
7. Conduct regular briefings of EOC staff on status of the situation.
8. Determine in concert with chief elected official the need to declare a state of emergency.
9. Determine need for evacuation and implement procedures as per appropriate ESF in the Emergency Response Plan (ERP). Concurrently coordinate opening of shelters.
10. Coordinate and prioritize allocation of resources, such as generators, heavy or specialized equipment, etc.
11. Provide for feeding and billeting of emergency workers.
12. Assign/coordinate volunteer workers assignments.
13. Work through WEM to request and establish liaison with Wisconsin National Guard as may be appropriate.
14. Establish and coordinate public information activities. Ensure appropriate protective action recommendations are issued via the Emergency Broadcast System (EBS) or other appropriate means.
15. Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants.

16. Establish priorities for restoration of essential services. Ensure a utility representative is at the EOC or Command Post to coordinate! determine extent and duration of power outages. Coordinate the restoration of utilities on a priority basis to key facilities.
17. Determine need for additional state resources in terms of personnel, equipment, technical assistance. Coordinate appropriate requests for the county through the WEM Regional Director.
18. Initiate procedures, (i.e., activate county damage assessment team per ESF 3 & ESF 14 of the county ERP) to complete county-wide Uniform Disaster Situation Report (UDSR). Submit to WEM Regional Director and WEM Central Office as per established procedures.
19. Maintain separate records of disaster-related expenditures and apprise all county and local agencies to do likewise.
20. If appropriate, establish contact with National Weather Service to obtain weather information. Maintain ongoing communications.
21. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agencies.
22. Establish logistical support for Wisconsin Conservation Corps work crews.
23. Coordinate the management of donations, including early public information releases, which encourage monetary donations in lieu of goods and supplies.
24. Refer to ESF 5, Emergency Management of the County ERP for overall operations procedures.

## **Local/County Emergency Management**

### **All-Hazards Recovery Checklist**

1. Continue staffing of EOC as emergency escalates, then release staff and deactivate EOC as conditions permit.
2. Coordinate county/local debris removal operations. Coordinate with local Department of Natural Resources (DNR) representative to obtain required disposal permits or other necessary authorities.
3. Continue restoration of essential services in conjunction with local utilities.
4. Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate.
5. Authorize return of evacuees and begin closing shelters.
6. Keep media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repair and restoration procedures for damaged property, decontamination procedures, etc.
7. Continue to coordinate maintenance of accurate records of disaster-related expenditures.
8. Gather necessary disaster information to assist the State in documenting requests for federal disaster assistance (e.g., Individual & Family Grant Program (IFGP), Small Business Administration (SBA), presidential disaster declaration). Submit completed and amended UDSR to WEM as per procedures in ESF 3 & ESF 14 of the ERP.
9. Coordinate county/local participation in the Preliminary Damage Assessment (PDA) if a Presidential Disaster Declaration is being requested.
10. If a Presidential Disaster Declaration is received by the county, coordinate with WEM in implementing various disaster programs. Ensure the following actions are taken:
  - a. In coordination with the State Individual Assistance Officer, assist in locating a facility for establishment of a Disaster Recovery Center (DRC).
  - b. In coordination with the State Public Assistance Officer, make arrangement for facility/ies for Applicants Briefings and ensure that appropriate local officials (potential applicants) attend the briefing.
  - c. Coordinate with State Public Assistance Officer in arranging visits of inspection teams to complete damage survey reports for public assistance application.

- d. Coordinate with State Hazard Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program.
  - e. Ensure county health/human service agency/ies are involved in identifying the need for crisis counseling program both for victims and disaster workers.
11. Replenish supplies and ensure return of all borrowed equipment.
  12. Ensure that procedures are set up to monitor long-term impacts of the disaster.
  13. Coordinate clean-up efforts.
  14. Arrange for public information officer to distribute through media information on crisis counseling.
  15. Continue to monitor volunteer assignments.
  16. Determine when organized recovery efforts will terminate; debrief emergency response personnel, conduct after action critiques and revise emergency plans accordingly.

## **Local/County Law Enforcement**

### **All-Hazards Response Checklist**

1. Dispatch law enforcement personnel to assess impact of the disaster.
2. Initiate alerting procedures which include notifying law enforcement staff, other appropriate county and local law enforcement agencies and other support services as required.
3. Notify county emergency management director of situation status and provide periodic updates.
4. Prioritize use of personnel and resources to provide for continuity of ongoing day-to-day operations while also responding to the disaster.
5. Assist in determining and advise staff of all key operational locations (e.g., county EOC, Joint Public Information Center (JPIC), field command post, shelter, staging areas, etc.).
6. Dispatch law enforcement coordinator to county EOC if activated.
7. Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as:
  - a) Evacuating and securing the area;
  - b) Participating in search and rescue operations;
  - c) Participating in warning the public as situation warrants;
  - d) Assisting in establishing a joint command post;
  - e) Controlling access to the affected area;
  - t) Controlling traffic; enforcing curfew restrictions in the affected area;
  - g) Establishing emergency communications to the EOC/dispatch center and dispatching communications vehicle to disaster scene;
  - h) Initiating a pass system if necessary;
  - i) Providing disaster assessment information to the EOC/county emergency government director;
  - j) Transporting key public officials;
  - k) Assisting the medical examiner/coroner with mortuary services;
  - l) Maintaining accurate records of disaster-related expenditures.
  - m) Providing security for the EOC.
8. Determine the scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate.
9. Advise staff of public information procedures; coordinate with the county/state public information officers if unsure how to proceed.
10. Request mutual aid if necessary and coordinate deployment.

11. Provide for shift change and arrange for feeding of emergency workers. If EOC is activated, feeding should be coordinated through it.
12. Establish and manage staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment.
13. Maintain contact with county/state highway officials regarding road conditions, closures, etc.
14. As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
15. Coordinate the removal of vehicles impeding evacuation or other response activities.
16. Provide security for emergency responders, equipment and government facilities.
17. Refer to ESF 13, Public Safety of the County ERP for overall law enforcement operations.



## **Local/County Law Enforcement**

### **All-Hazards Recovery Checklist**

1. Ensure continued staffing of EOC and/or field command post as necessary.
2. Continue to prioritize use of personnel and equipment to provide for continuity of services.
3. Brief county emergency management director on recovery status.
4. Coordinate public information with Joint Information Center (JIC).
5. Continue to provide traffic control and security as situation dictates and/or as re-entry is occurring; phase out pass system as situation allows.
6. Assist emergency management director in assessing damages for purpose of completing county-wide UDSR submission.
7. Continue to compile disaster-related costs, including mutual aid, and keep accurate record of disaster-related expenditures. Submit to county emergency government director to recoup eligible costs in presidentially declared disasters.
8. Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.
9. Replenish supplies and repair damage to equipment.
10. Release personnel as appropriate and phase out mutual aid.
11. Recall equipment, vehicles, and personnel to assigned locations.
12. If necessary, arrange for decontamination of personnel and equipment and keep precise records of actions taken for each individual worker.
13. Attend critiques and revise emergency plans accordingly.

## **Local/County Public Works**

### **All-Hazards Response Checklist**

1. Dispatch public works/engineering personnel to determine the extent of the damage.
2. Notify county emergency management director and periodically report on emergency status.
3. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies, external support services and district highway engineer.
4. Prioritize use of personnel and resources to provide for continuity of existing services.
5. Ascertain and advise staff of all key operational locations (EOC, JIC, field command post, shelters, staging areas, etc.).
6. Dispatch public works/engineering coordinator to EOC if activated and relay any public facility damage information.
7. Coordinate the deployment of public works/engineering personnel to the affected area to perform such activities as:
  - a. Assisting law enforcement in securing area and controlling traffic;
  - b. Assisting in urban, search and rescue activities;
  - c. Recordkeeping;
  - d. Establishing emergency communications to the EOC/dispatch center;
  - e. Prioritizing debris removal.
8. Coordinate with other emergency groups in carrying out evacuation, including maintaining transportation routes.
9. Transport key public officials, emergency workers, supplies and equipment.
10. Check inventory to determine resources immediately available.
11. Request mutual aid if necessary and coordinate deployment.
12. Advise staff of public information procedures then coordinate and report any public information releases to the county public information officer.
13. Assist utilities in prioritized restoration of services.
14. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.

15. Provide emergency generators and lighting.
16. Assist private utilities with the shutdown of gas and electric services.
17. Arrange for porta-potties at strategic locations throughout the affected area.
18. Refer to ESF 3, Public Works & Engineering of the County ERP for overall public works operations.

## **Local/County Public Works**

### **All-Hazards Recovery Checklist**

1. Ensure continued staffing of EOC and field command post as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. At the direction of the recovery coordinator, take the following actions:
  - a. Continue to assist law enforcement in securing the area and in removal of necessary security measures as appropriate;
  - b. Continue prioritized debris removal;
  - c. Open and manage per DNR regulations predetermined disposal sites;
  - d. Continue to service temporary utility arrangement (i.e., generators).
5. Request and deploy outside assistance to expedite recovery efforts as needed.
6. Keep Public Information Officer (PIO) advised of recovery efforts.
7. Assist with transportation and engineering needs for re-entry of evacuated population.
8. Brief staff and revise plan as necessary.
9. Release additional personnel as appropriate and phase out mutual aid.
10. Compile and document disaster-related (to include infrastructure damage figures, public buildings/equipment), maps of damaged areas, and costs and submit to county emergency management director; include mutual aid costs.
11. Assist county emergency management director in compiling UDSR and other damage assessment reports.
12. Accompany state/federal engineering teams, as assigned by the county emergency management director, and participate in PDA process.
13. If a presidential disaster is declared, coordinate as assigned with state/federal engineering teams in completing damage survey reports.
14. Work with human services to identify need for and to provide crisis counseling services to emergency workers.
15. Replenish supplies and repair damage to equipment.

16. Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems, wells, etc.
17. Assist public health with distribution of water sample test bottles.
18. Assist public health as necessary in arranging for disposal of dead animals if quantities indicate.
19. Attend critiques and revise emergency plans accordingly.

## **Local/County Public Health Services/Emergency Medical Services**

### **All-Hazards Response Checklist**

1. Establish contact with emergency management director and report to EOC if activated.
2. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies and external support services.
3. Prioritize use of personnel and resources to provide for continuity of existing services.
4. Initiate mutual aid when necessary.
5. Brief county emergency management director on emergency status.
6. Advise staff of key locations then brief and dispatch health/medical personnel as appropriate (e.g., coroner to the scene) to address health/medical needs.
7. Advise staff of public information procedures then coordinate and report any public information releases to the county PIO.
8. Notify hospitals and other medical facilities to prepare to receive injured.
9. Coordinate emergency medical care to victims.
10. Provide for special emergency medical needs of residents in affected area (e.g., special medications, treatments).
11. Establish a triage area for victims.
12. Treat injured and arrange for transport to appropriate health/medical facilities.
13. Maintain records and compile disaster-related costs.
14. Assist in evacuating health/medical facilities as needed.
15. Ensure that emergency medical services are provided to emergency workers.
16. Refer to ESF 8, Public Health and Medical Services for overall operations.

## **Local/County Public Health Services/Emergency Medical Services**

### **All-Hazards Recovery Checklist**

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Continue to monitor situation for health/medical related problems (e.g., radiation, communicable disease, vector control, need to continue quarantine).
4. Brief county emergency management director on recovery status.
5. Keep PIO advised of recovery efforts.
6. Continue to inform public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris).
7. Cooperate with Red Cross and other agencies in identifying and addressing health/medical related needs.
8. Continue to compile and document disaster-related costs and submit to county emergency management director.
9. Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims.
10. Assist with phasing out of shelters and with return of patients/residents to health/medical facilities.
11. Release additional personnel as appropriate.
12. Replenish supplies and repair damage to equipment.
13. Provide emergency medical services support for volunteers engaged in cleanup efforts.
14. Arrange for sanitarian to be available for questions concerning septic systems, well, etc.
16. Assist with distribution of water sample test bottles.
17. Consider arrangements for disposal of dead animals if quantities indicate.
18. Debrief staff, attend critiques and revise emergency plans accordingly.

## **Local/County Fire Services**

### **All-Hazards Response Checklist**

1. Initiate alerting procedures, including notifying your own staff, other appropriate county and local agencies and external support services.
2. Brief county emergency management director on emergency status.
3. Prioritize use of personnel and equipment to provide for continuity of routine services.
4. Assist in determining and advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.).
5. Dispatch fire services representatives to EOC if activated.
6. Assist law enforcement in warning the affected populations.
7. Coordinate the deployment of fire personnel to the affected area to perform such activities as:
  - a. firefighting, evacuation, search and rescue;
  - b. maintaining accurate records of disaster-related expenditures;
  - c. providing disaster assessment information to the EOC;
  - d. establishing emergency communications to the EOC or dispatch center.
8. If a hazardous materials incident, contact county Level B response providers. If assistance beyond Level B is required, request Level A Regional Response Team assistance through WEM.
9. Advise staff of public information procedures. Coordinate and report any public information releases to the county PIO.
10. Request mutual aid or other additional assistance, if necessary, and coordinate deployment.
11. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.
12. Refer to ESF 4, Firefighting of the County ERP for overall operations.



## **Local/County Fire Services**

### **All-Hazards Recovery Checklist**

1. Ensure continued staffing of EOC and field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. Keep PIO advised of recovery efforts.
5. Assist emergency management director in compiling UDSR and other damage assessment reports.
6. Continue to compile and document disaster-related costs including mutual aid and submit to county emergency management director.
7. Work with human services to identify the need for and arrange crisis counseling services to emergency workers.
8. Replenish supplies and repair damage to equipment. Restore all equipment to a state of readiness.
9. Release additional personnel, as appropriate, and phase out mutual aid.
10. Compile and submit costs related to a hazmat response to the local reviewing entity for billing to the responsible party.
11. Debrief staff, attend critiques and revise emergency plans accordingly.

## **Local/County Human Services**

### **All-Hazards Response Checklist**

1. Establish contact with emergency management director and report to EOC or Command Post, if requested.
2. Notify all key staff members to be on standby.
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Establish communications with local health agencies, Red Cross and other volunteer agencies.
5. Establish communications with regional and state health and human services offices and request assistance, if needed.
6. Test emergency communications equipment.
7. Upon notification by emergency management, coordinate with Red Cross in opening and managing shelter operations including:
  - a. alerting appropriate staff and opening shelters (reference Red Cross manuals);
  - b. notifying owners/operators of facilities in which shelter space is to be made available;
  - c. opening reception centers;
  - d. transferring operation of shelters to American Red Cross once they are on-scene.
8. Assign liaison person to Red Cross Resource Service Center, if established.
9. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agency.
10. Brief county emergency management director on emergency status.
11. Coordinate with PIO to ensure that appropriate information is released including inquiry service locations, phone numbers, etc.
12. Advise EOC personnel where shelters are located.
13. Check inventories to determine if needed shelter resources are immediately available.

14. Based on known disaster information, determine the needs as related to human services including the established number of crisis counselors needed. Coordinate gathering information on extent of private damages, needs of citizens, and the impact on local human service resources.
15. Identify and provide human services for special needs groups, particularly at shelters.
16. Assume responsibility for transport of handicapped and elderly when evacuation is ordered.
17. Ensure that food and other essential items are provided to emergency workers.
18. Contact appropriate state, federal and volunteer agencies to arrange for additional supplies of food and clothing.
19. Establish need for trained debriefers for emergency workers.
20. Maintain accurate records of disaster-related expenditures.
21. Refer to ESF 6, Mass Care/Human Services of the County ERP for overall operations.

## **Local/County Human Services**

### **All-Hazards Recovery Checklist**

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Monitor both short and long term health/medical conditions of those affected by the disaster (e.g., by plume, if hazmat incident); monitor identified individuals in affected area; establish a mechanism for answering health questions; notify local health care providers and distribute information on the known health effects (e.g., substances released).
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Brief county emergency management director on recovery status.
5. Keep media advised of recovery efforts. Distribute emergency literature to disaster victims.
6. Provide necessary outreach and counseling services to citizens affected by emergency or disaster.
7. Continue to provide Disaster Welfare Inquiry Services per American Red Cross procedures.
8. If a presidential disaster is declared, provide personnel to work at DAC to assist with administration of various disaster assistance programs (i.e., crisis counseling, etc.)
9. Direct staff to identify potential clients for Crisis Counseling Program and assist State Department of Health & Social Services staff in preparing application to Federal Emergency Management Agency (FEMA) for immediate and long-term programs.
10. Close shelters at earliest opportunity by sending evacuees to stay with friends, relatives or other persons offering space.
11. Administer food coupon and food commodity programs, as prescribed.
12. Contact other local agencies (e.g., local housing authorities, Veterans Services; Agencies on Aging, community assistance programs), regarding their program offerings to affected individuals and families and provide information to the public on them.
13. Close reception center/s and phase out shelters.

14. Release additional personnel, as appropriate.
15. Replenish supplies and repair damage to equipment.
16. Continue to compile and document disaster-related costs and submit to local emergency management director.
17. Assist emergency management director in compiling UIDS and other damage assessment reports.
18. Provide or arrange to provide debriefing services for emergency workers. Notify emergency services personnel of the availability of the debriefing service.
19. Attend critiques and revise emergency plans accordingly.