

**Town of New Haven
Emergency Operations Plan**

Developed March 2006

By

Town of New Haven Emergency Planning Team

Chair - Bob Krause

Supervisor - Myron Byers

Supervisor - Jim Beard

Clerk - Berniece Tangney

Treasurer - MaryLou Anderson

With special assistance and input from

Town of New Haven residents.

TABLE OF CONTENTS

Emergency Telephone Listings	1
EOC Alerting List	2
Legal Basis	3
Acronyms and Definitions	4
Emergency Operations Plan	
Purpose	14
Situation and Assumptions	14
Concept of Operations	14
Organization	15
Organizational Chart	16
Responsibilities and Tasks	16
Resource Management/Procurement	16
Plan Development and Maintenance	17
Signatures	18
Attachments – Key Action Checklists	
Town Chairman	19
Resolution No. _____	20
Disaster Proclamation	21
Evacuation Declaration	22
Town Emergency Management Director	23
Town Clerk/Treasurer	24
Warning/Communications	25
Law Enforcement	26
Social Services/Community Programs	28
Salvation Army	29
American Red Cross	30
Public Works	31
Emergency Medical Services	32
Public Information	33

Fire Services	34
Damage Assessment	35
Public Health Services	37
Hazardous Materials Transportation	38

EMERGENCY TELEPHONE LISTINGS

All numbers are 608 area code unless indicated otherwise.

	<u>IF APPROPRIATE</u>	<u>TELEPHONE (608)</u>
Town Chairman, Bob Krause		981-2228
Town Supervisor, Myron Byers		586-4833
Town Supervisor, Jim Beard		586-4374
Town Clerk, Berniece Tangney		253-3771
Town Treasurer, MaryLou Anderson		981-2605
Adams County Sheriff Department	911	339-3304
Adams County Emergency Management		339-4248
Adams County Department of Public Health		339-4513
Adams County Human Services		339-4505
Adams County Coroner's Office		(Notify Sheriff's Dept.)
Wisconsin Emergency Management Duty Officer		1-800-943-0000
WI Emergency Management Regional Office, Larry Reed		1-608-242-3336
Department of Natural Resources		339-2635
Dells Ranger Station		254-4451
Phone Company		1-888-928-2232
Utility Company, Adams Columbia Electric Co.		1-800-831-8629
Hospital, Moundview Memorial, Friendship		339-3331
Divine Savior, Portage		742-4131
St. Clare, Baraboo		356-1400
American Red Cross		1-800-236-8680
Salvation Army		1-800-264-6412
National Response Center		1-800-424-8802
ChemTrec		1-800-424-9300

EMERGENCY OPERATIONS CENTER ALERTING LIST

All local numbers are area code 608

Dept./Agency	Representative	Office	Home	Cell	Pager
Town Chairman	Bob Krause		981-2288		
Town Clerk	Berniece Tangney	253-3771			
Town Treasurer	MaryLou Anderson		981-2605		
Town Supervisor	Myron Byers		586-4833		
Town Supervisor	Jim Beard		586-4374		

Revised *March 2006*

LEGAL BASIS

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

PUBLIC LAW 103-337

WISCONSIN STATUTES

- 21.11 Call to Active Service**
- 26.97 Law Enforcement and Police Power (Town Chairs)**
- 59.025 Administrative Home Rule**
- 59.026 Construction of Powers**
- 59.031 County Executive, (2) Duties and Powers**
- 59.033 County Administrator, (2) Duties and Powers**
- 59.05 Chairperson; Vice Chairperson; Powers and Duties**
- 59.07 General Powers of County Board (146) Local Emergency Planning Committees**
- 59.08 Public Work, How Done; Public Emergencies**
- 59.083 Consolidation of Municipal Services, Home Rule, Metropolitan District**
- 59.24 Peace Maintenance**
- 61.34 Powers of Village Board**
- 66.325 Emergency Powers**
- 83.09 Emergency Repairs of County Trunk Highways**
- 166.03 (1) Powers and Duties of the Governor**
 - (4) Powers and Duties of Counties and Municipalities**
 - (5) Powers and Duties of Heads of Emergency Management Services**
- 213.095 Police Power of Fire Chief, Rescue Squads**
- 895.483 (2) Civil Liability Exemption; County Emergency Response Team**

ACRONYMS AND DEFINITIONS

406 HAZARD MITIGATION PLAN

A plan developed by the local unit of government to receive federal disaster assistance under Public Law 93-288. It outlines measures to be undertaken by the local unit of government to reduce the degree of long-term risk to natural and manmade disasters.

9.1.1 An emergency telephone number which puts the caller in touch with an emergency dispatch center.

AFTER ACTION REPORT

A written summary of what went well in an incident and what needs improvement.

ALERTING LIST A list with names and contact numbers used to advise key officials and emergency operating staff of the possibility of an emergency situation.

ALS Advanced Life Support

ARC American Red Cross

ARES Amateur Radio Emergency Services

BIODOOPHTE Bioterrorism, Other Infectious Disease Outbreaks and Other Public Health Threats and Emergencies

BLS Basic Life Support

BNICE Biological, Nuclear, Incendiary, Chemical, Explosive (A term used in anti-terrorism planning)

CAMEO Computer Aided Management of Emergency Operations; a software program for hazardous materials planning

CAP Civil Air Patrol

CBRNE Chemical, Biological, Radiological, Nuclear and Explosive acronym used in anti-terrorism planning.

CDC Centers for Disease Control in Atlanta, Georgia

CEB County Emergency Board, which is a County Agricultural committee which meets to determine crop damage and production losses.

CERT Community Emergency Response Team

CHEMTREC Chemical Transportation Emergency Center (1-800-424-9300)

CISD Critical Incident Stress Debriefing

CLEAN SWEEP PROGRAM

An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paint, etc).

CONGREGATE CARE Same as Shelter or Mass Care

CONSEQUENCE MANAGEMENT

Measures to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

COUNTYWIDE HAZMAT / STRATEGIC PLAN

Also known as the County Hazmat Plan, Countywide Hazardous Materials Plan, Countywide Hazmat / Capability Assessment and Strategic Plan.

CRISIS COUNSELING

Professional psychiatric or psychological services provided to victims and responders of a major disaster in order to relieve mental health problems caused by or aggravated by such disaster or its aftermath.

CRISIS MANAGEMENT

Measures to identify, acquire and plan the use of resources needed to anticipate, prevent and / or resolve a threat or act of terrorism.

DAC

Disaster Application Center. A facility established after a Federal Disaster Declaration, located near the disaster area, to provide victims with a “one stop” means to learn what emergency assistance they are eligible for. It will usually be open for a limited time and is staffed by representatives of local, state and federal governmental agencies, private sector organizations and certain representatives of the private sector. Now called Disaster Recovery Center (DRC).

DAMAGE ASSESSMENT TEAM

A group of qualified and trained individuals who conduct an assessment to determine the extent of damage and the estimated cost of repairs or restoration/replacement.

DATCP Department of Agriculture, Trade and Consumer Protection

DFO (DISASTER FIELD OFFICE)

A facility normally near the disaster location established by the Federal Coordinating Officer and utilized to coordinate federal and state efforts in support of the disaster relief and recovery operations.

DHS Department of Homeland Security (federal agency)

DIRECTION AND CONTROL

Overall operational control and / or coordination of emergency operations, whether it be the direction of field resources or the coordination of joint efforts of governmental and private agencies in the support of field operations.

DHFS Department of Health and Family Services (state agency)

DISPATCH CENTER

The location where radio communication coordination and direction takes place. May also be referred to as Communications Center, 911 Center, Comm Center.

DMA Department of Military Affairs (state agency)

DMAT Disaster Medical Assistance Team

DMORT Disaster Mortuary Team

DNR Department of Natural Resources (state agency)

DO Duty Officer

DOA Department of Administration (state agency)

DOJ Department of Justice (federal agency)

DOT Department of Transportation (state agency)

DPI Department of Public Instruction (state agency)

DRC Disaster Recovery Center. See DAC

DWD Department of Workforce Development (state agency)

E 9-1-1 Enhanced 911 System. Address location of the caller automatically comes up on screen upon receiving 911 call in the dispatch center.

EAS (Emergency Alert System)

A network means to communicate to the populace through the local broadcast stations in the event of an emergency or disaster.

EBS Emergency Broadcast System. See EAS

ECB Educational Communications Board

EMAC (Emergency Management Assistance Compact)

A state-to-state mutual aid agreement.

EMERGENCY SHELTER

A facility provided to persons who have been evacuated from their homes because of an impending disaster or whose homes have been severely damaged due to a disaster, often a school or community building.

EMI Emergency Management Institute at Emmitsburg, Maryland. (FEMA national training facility).

EMPG Emergency Management Performance Grant

EMS Emergency Medical Service

EMT Emergency Medical Technician

EOC (Emergency Operating Center)

A designated room or area where governmental officials can gather to conduct operations during an emergency.

EOP Emergency Operations Plan

EPA Environmental Protection Agency (federal agency)

EPCRA (EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT) –

Federal legislation which requires local communities to prepare for emergencies related to hazardous materials releases through development of off-site emergency response plans for fixed facilities that meet threshold levels of certain extremely hazardous substances (also know as Title III of the Superfund Amendments and Reauthorization Act, or SARA).

EPI (EMERGENCY PUBLIC INFORMATION)

Information disseminated to the public by officials during an emergency, utilizing broadcast and print media.

EPNFS (EMERGENCY PLANNING NOTIFICATION FEE STATEMENT)

Facility using or storing certain extremely hazardous substances at threshold planning quantities or above must file this form and pay a one-time fee to Wisconsin Emergency Management under EPCRA.

EPS Emergency Police Services

ERT Emergency Response Team. Sometimes referred to as a SWAT team.

ESF Emergency Support Function

ESSENTIAL FACILITIES

Facilities that are essential for maintaining the health, safety and overall well being of the public following a disaster (e.g., hospitals, police and fire stations, utility buildings, etc. May also include buildings that have been designated for use as mass care facilities).

EVACUEE An individual who moves or is moved from a hazardous area to a less hazardous area with anticipation of return when the hazard abates.

FAA Federal Aviation Administration (federal agency)

FBI Federal Bureau of Investigation (federal agency)

FCC Federal Communications Commission (federal agency); handles radio frequency license applications and renewals.

FCO (FEDERAL COORDINATING OFFICER)

The individual representing the federal government at the Disaster Field Office (DFO). Responsible for coordinating all federal disaster assistance programs to ensure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

FEMA Federal Emergency Management Agency (federal agency)

FRP Federal Response Plan

FSA Farm Service Agency (federal agency with local offices at the county level)

GIS (GEOGRAPHIC INFORMATION SYSTEM)

A system for collecting, storing, analyzing and disseminating information using base maps and thematic layers which are linked together by spatial reference points.

GPS	Global Positioning System. A means of determining location on the earth's surface through triangulation of three orbiting satellites. Usually given in degrees longitude and latitude.
HAZARD	Any source of danger or element of risk.
HAZMAT	Hazardous materials
HAZMAT TEAM	Hazardous materials response team established to respond to hazardous materials releases.
HRSA	Health Resources and Services Administration (federal agency)
HF	High Frequency
I&G MEMO	Information and Guidance Memo. A series of memos issued by Wisconsin Emergency Management providing administrative, operational and programmatic information.
IAP	Individual Agency Plans
ICS	Incident Command System. A management system consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.
IDRG	Interagency Disaster Recovery Group
INCIDENT COMMAND POST	The individual responsible for management of all incident operations.
IFPG (INDIVIDUAL AND FAMILY GRANT PROGRAM)	A federal disaster program that addresses a disaster victim's immediate needs following a disaster.
JPIC	Joint Public Information Center. A location set up during an emergency where emergency information is gathered and released to the media under the auspices of the Public Information Officer (PIO). The JPIC is usually located in proximity to the disaster area but outside the immediate danger zone and provides consistent information about the incident and the response actions provided. Media briefings may also be conducted from the JPIC
LEPC	Local Emergency Planning Committee
LOS	Line of Succession

MARC Mutual Aid Radio Channel

MASS CARE FACILITY

A location such as a school at which temporary lodging, food, clothing, registration, welfare inquiry, first aid and essential social services can be provided to disaster victims.

MCC Mobile Command Center. A vehicle that is equipped with communications equipment and space for the command group to operate. The vehicle can be maneuvered near an incident scene.

MITIGATION Efforts undertaken to reduce or lessen the effect of a particular hazard.

MOU Memorandum of Understanding

MSAG Master Street Address Guide

MUTUAL AID AGREEMENT

An agreement that calls for reciprocal aid during time of need, given by and to those who have entered into the agreement. Can be either written or oral.

NAWAS National Warning System

NDMS National Disaster Medical System. A nationwide mutual aid network between the federal and non-federal sectors that includes medical response, patient evacuation and definitive medical care.

NFIP National Flood Insurance Program

NOAA National Oceanic and Atmospheric Administration (federal agency)

NPS National Pharmaceutical Stockpile; now known as the National Strategic Stockpile.

NWS National Weather Service (federal agency)

OJA Office of Justice Assistance (state agency)

OSHA Occupational Safety and Health Administration (federal agency)

PAC Public Assistance Coordinator

PDA Preliminary Damage Assessment

PIO Public Information Officer. The person who coordinates the gathering and release of information pertaining to an emergency or disaster.

POPULATION PROTECTION

Protection that is provided for which may be either in place or by evacuation to those confronted by a life-threatening hazard.

POW Plan of Work

POWTS Private Onsite Waste Treatment Systems

PREPAREDNESS

Planning that prepares a jurisdiction for response to an emergency or disaster.

PRESIDENTIAL DISASTER DECLARATION

A declaration that provides certain federal financial assistance to individuals and / or state and local units of government as a result of damage sustained. The declaration is requested by the Governor of the state on behalf of the local unit of government where the disaster occurred.

PSA Public Service Announcement. Media announcements usually of ten, twenty or thirty second duration that provides timely information to the public, normally provided by the media as a public service (without charge).

PSC Public Service Commission (state agency)

PSAP Public Service Answering Point

RACES Radio Amateur Civil Emergency Services.

RECOVERY Post response operations that continue until all systems return to normal or near normal.

RE-ENTRY The return to an area after an evacuation

REGIONAL OFFICE

One of Wisconsin Emergency Management's six field offices located throughout the state. Usually co-located with Wisconsin State Patrol, with the exception of the SW Regional Office, which is co-located with the Department of Military Affairs.

REP Radiological Emergency Planning

- RESPONSE** The action that occurs during and immediately following an emergency or disaster to provide assistance to the victims and reduce likelihood of secondary damage to property.
- RTAC** Regional Trauma Advisory Council
- RUMOR CONTROL**
A method of authenticating and coordinating all media releases.
- SAR** Search and Rescue
- SARA** Superfund Amendments and Reauthorization Act; also called EPCRA
- SBA** Small Business Administration (federal agency)
- SCO** State Coordinating Officer is the individual representing state government at the Disaster Field Office (DFO). Responsible for coordinating with the Federal Coordinating Officer all disaster assistance programs to ensure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.
- SEOC** State Emergency Operations Center
- SEOP** State Emergency Operations Plan
- SHMT** State Hazard Mitigation Team/Task Force
- SITREP** Situation Report
- SOG** Standard Operating Guidance; same as SOP
- SOP** Standing Operating Procedure is a set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness and is sometimes referred to as Standard Operating Guidelines (SOG).
- SPECIAL NEEDS GROUP**
People who require special consideration or attention because of their age, language, physical handicaps or other limiting conditions who are unable to properly care for themselves during times of emergency.
- STAFFORD ACT**
The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

SWAT	Special Weapons and Tactics
SWAT TEAM	A law enforcement special operations team of people and equipment.
TCMPA	Terrorism Consequence Management Preparedness Assistance; also known as Terrorism Assessment
TIME	Transaction Information for Management of Enforcement (Law Enforcement Teletype System)
UDSR	Uniform Disaster Situation Report. A Wisconsin Emergency Management standard report that summarizes disaster damages and status at the local and county level.
USDA	United States Department of Agriculture (federal agency)
UW	University of Wisconsin
VA	Veteran's Administration (federal agency)
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
VMAT	Veterinary Medical Assistance Team
WEM	Wisconsin Emergency Management (state agency)
WICORTS	Wisconsin Committee on Radio Tower Sites
WIICS	Wisconsin Interagency Incident Command System
WISPERN	Wisconsin Police Emergency Radio Network
WMD	Weapons of Mass Destruction
WSP	Wisconsin State Patrol
WWTP	Wastewater Treatment Plant

TOWN OF NEW HAVEN EMERGENCY OPERATIONS PLAN

A. PURPOSE

This town plan has been developed to provide procedures for the Town of New Haven government and its agencies to respond to various types of major emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of New Haven is part of the county emergency management program. The town plan is to be used in conjunction with the Adams County Emergency Operations Plan (EOP). The town plan will be maintained in accordance with current standards of the Adams County and State of Wisconsin EOPs. 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, and environment in the Town of New Haven. These hazards are outlined in the Adams County Hazard Analysis and the Countywide Hazardous Material Plan. Both documents are located in the county emergency operations center (EOC).

C. CONCEPT OF OPERATIONS

Town officials have primary responsibility for disaster response in the town. They will activate the appropriate town agencies to cope with the disaster. The town chairman and/or town officials are responsible for coordinating the response of town agencies and coordinating the response with Adams County officials should county assistance be necessary.

Actions that the town and county should consider when this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. When the situation can be mitigated, town officials will do so using the procedures in this plan.
 - a. The emergency management director informs the town chairman and coordinates all emergency response actions.
 - b. After consideration of the scope of the emergency or disaster, the town chairman may declare a local state of emergency and then notify the Adams County Emergency Management Director of this action.
 - c. Forward the local state of emergency declaration to the Adams County Emergency Management Office.
 - d. The County emergency management staff responds.
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined Attachments A – L.
 - f. The town chairman of the Town of New Haven directs

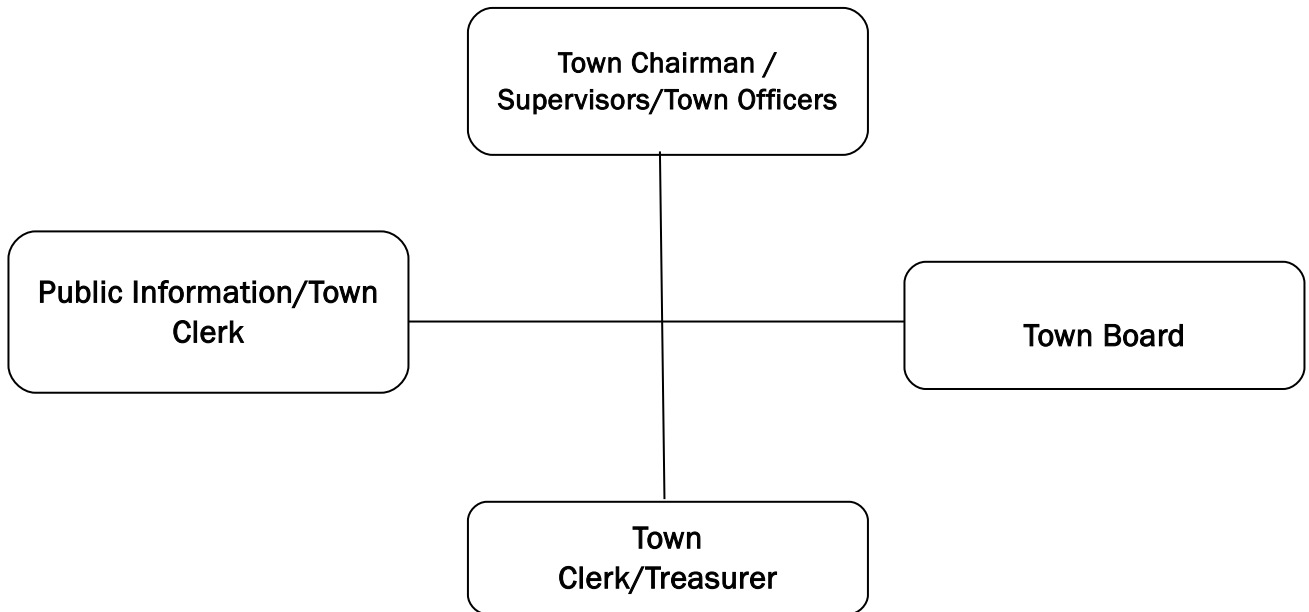
- departments/agencies to respond to the situation.
- g. The town chairman of the Town of New Haven issues directives as to travel restrictions on local roads and recommends protective actions when necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
3. When town resources become exhausted or if special resources are required, request county assistance through the Adams County Office of Emergency Management.
 4. When assistance is requested, Adams County Emergency Management Officials assess the situation and makes recommendations.
 5. Adams 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 local resources.
 - f. Notify Wisconsin Emergency Management.
 - g. Process the Uniform Damage Situation Report (UDSR) form.
 - h. Assist town with prioritizing and allocating resources.
 - i. Assist with coordination of federal and state resources.
 6. When town and county resources are exhausted, the county emergency management director can request state assistance through WEM.
 7. If state assistance is requested, the WEM administrator, in conjunction with the region director, county emergency management director, and municipal emergency management director, assess the disaster or emergency situation and recommend that personnel, services, and equipment be made available for response, mitigation, or recovery.
 8. The state administrator of WEM notifies the governor and makes recommendations.
 9. If state and/or federal assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the county EOP.

D. ORGANIZATION

Town Elected Officials serve as the emergency management direction for the Town of New Haven.

Refer to organizational chart.

TOWN OF NEW HAVEN EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



E. RESPONSIBILITIES AND TASKS

Refer to Attachments A – C for emergency responsibilities of town officials.

F. RESOURCE MANAGEMENT/PROCUREMENT

The town has not established an emergency resource management section. It is assumed the established resource system used on a daily basis could be expanded during major emergencies and disasters.

The established system utilized for tracking of expenditures could be expanded during major emergencies and disasters.

The suspension of established purchasing and finance procedures may become necessary, to support the responsibilities of responding agencies.

Annex C of the Adams County EOP and the Countywide Hazardous Material Plan contain a listing of private and public resources that are available to the town.

Mutual Aid Reciprocal Agreements:

The Kilbourn and Briggsville Fire Departments can exchange manpower and equipment throughout Adams County and its surrounding jurisdictions.

The State of Wisconsin Level A Regional HazMat Response Network is available to respond to certain hazardous material situations at the request of the fire chief. The nearest Level B teams are in Marquette, Columbia and Sauk Counties.

Law enforcement mutual aid is outlined in state statutes and in WEM's Emergency Police Services Guidelines.

For other response agencies a clear-cut system has not been developed for mutual aid beyond the town's jurisdiction.

Shelters

Reference Attachment F - Social Services.

Private Agencies/Volunteer Groups

Reference Attachment C – Town Clerk/Treasurer and Attachment F - Social Services.

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 must be made through the county emergency management director who will direct the requests to WEM.

G. PLAN DEVELOPMENT AND MAINTENANCE

The Town of New Haven EOP development team is composed of the town elected officials. These officials are responsible for developing and maintaining this plan.

This team meets on an as needed basis or as determined by the town chairman, but the plan shall be updated every other year. The team reviews incidents, changes to statutes, ordinances, and new information in the plan's review and update process.

This team also conducts after-action reviews of all exercises and major incidents and updates the plan accordingly.

H. SIGNATURES

By signing the following, the town officials indicate that they have read and approve the Town of New Haven Emergency Operations Plan. A copy of the plan has been provided to the Adams County Office of Emergency Management and Wisconsin Emergency Management.

Town Chairman

Town Clerk

Town Treasurer

Town Supervisor

Town Supervisor

-

ATTACHMENT A

TOWN CHAIRMAN KEY ACTION CHECKLIST

The town chairman is responsible for the overall management of the Town of New Haven, per Resolution No. _____ (attached). The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

THE TOWN CHAIRMAN SHOULD:

1. Ensure that the town emergency management director or designated person has activated/is activating the EOC or command post (CP).
2. Report to the EOC/CP.
3. Ensure that the town emergency management director or designated person provides an initial damage assessment and casualty report.
4. Ensure that the town emergency management director and officials brief the EOC staff as to the status of the disaster.
5. Be prepared to issue a declaration of emergency and evacuation declarations, if necessary.
6. Ensure the town public information officer (PIO) and/or designated person is notified and reports to the EOC.
7. Be prepared to issue travel restrictions and protective actions.
8. In consultation with the town emergency management director, determine whether or not additional assistance is needed. When additional assistance is required, contact the Adams County Office of Emergency Management, who in turn can access additional assistance from the State of Wisconsin, who in turn can request federal assistance. (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

RESOLUTION NO. _____

WHEREAS, disasters, natural and man-made, can occur at any time and any place;
and

WHEREAS, it is not always possible to convene the entire town board; and

WHEREAS, it is imperative that the property and well-being of our residents be
protected; and

WHEREAS, the New Haven Town Board desires to determine a procedure to
declare a State of Emergency;

THEREFORE BE IT RESOLVED, that in the event of a disaster, natural or man-
made, and the New Haven Town Board cannot be convened, the Town Chair may
declare a state of emergency, and in the absence of the town chair, the first supervisor
and in his/her absence the second supervisor may declare a state of emergency for the
Town of New Haven; and

BE IT FURTHER RESOLVED, this state of emergency shall be in effect for a time of
forty-eight (48) hours, during which time the New Haven Town Board shall convene to
extend or terminate the state of emergency.

Done at the town hall this _____ day of _____, 20_____.

Town Chair

Date

Town Clerk

Date

**Ratified by Resolution No. _____ of _____ Town
Board on this _____ day of _____ 20_____, by a vote of
_____ for and _____ against.**

**Disaster Proclamation
Town of New Haven**

WHEREAS, a disaster, namely _____, has struck the Town of New Haven; and

WHEREAS, because of such emergency conditions, the town board is unable to meet with promptness;

WHEREAS, the disaster has caused the Town of New Haven to expand or commit all of its available resources; and

WHEREAS, the Town of New Haven is asking for county assistance and requests the county to advise the State of Wisconsin or our emergency conditions;

NOW, THEREFORE, pursuant to Sec. 66.325 Wis. Stats. and Ch. 166 Wis. Stats., as Chief Elected Official of the Town of New Haven, I do hereby proclaim a state of emergency in effect for the time during which the emergency conditions exist or are likely to exist.

NOW, THEREFORE, FURTHER, pursuant to Sec. 66.325 Wis. Stats. and Ch. 166 Wis. Stats., the Chief Elected Official of the Town of New Haven shall exercise all of the powers conferred upon the governing body under Sec. 66.325(1) Wis. Stats., which within the discretion of the officer appear necessary and expedient during said state of emergency.

IN TESTIMONY WHEREOF I have hereunto set my hand.

Done at the town hall this _____ day of _____, 20_____.

Name
Title

**Evacuation Declaration
Town of New Haven**

WHEREAS, a disaster proclamation has been issued; and

WHEREAS, the disaster resulted in a state of emergency existing in our community;
and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists;

NOW THEREFORE, I do hereby proclaim that the area bordered by _____ on the north, _____ on the south, _____ on the east, and _____ on the west be immediately evacuated.

This proclamation is in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand.

Done at the town hall this _____ day of _____, 20____.

Name
Title

ATTACHMENT B

TOWN EMERGENCY MANAGEMENT DIRECTOR KEY ACTION CHECKLIST

The town emergency management director/town chairman coordinates all components of the emergency management program in the Town of New Haven. 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 person should consider. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

TOWN EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the town EOC/CP.
2. Ensure that town officials and the county emergency management officials have been notified. Ensure that key facilities are notified and a request is made for siren activation when required.
3. Activate the town 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 Disaster Report information and other relevant information. Relay this information to the town chairman and to the county emergency management office. (Reference Municipality Guidelines for Assessing and Documenting Disaster Damage.)
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

TOWN CLERK/TREASURER KEY ACTION CHECKLIST

The town clerk/treasurer is responsible for his/her assigned activities in the Town of New Haven. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

TOWN CLERK/TREASURER SHOULD:

1. Report to the town EOC/CP.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - Providing information regarding the dollar value of property damaged as a result of the disaster.
 - Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Assign department directors with acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.
6. Record all expenditures for personal equipment, supplies and services. Track all resources used and consumed, including volunteers (see Municipality Guidelines for Assessing and Documenting Disaster Damage).

ATTACHMENT D

WARNING/COMMUNICATIONS KEY ACTION CHECKLIST

The Adams County Sheriff's dispatch center, the county emergency management director and town officials are responsible for the warning and communications function in the Town of New Haven. The following tasks represent actions this function should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Dispatch center to notify the following:
 - A. Town chairman/emergency management director.
 - B. Schools and certain nursing homes via cable television override and/or NOAA weather radio.
 - C. Fire Department

The cable television override system written warning procedures are located in the county dispatch center.

2. Town agencies to notify:
 - A. Public, by door-to-door notification.
 - B. Special facilities as appropriate.

The town emergency management director is responsible for notification of the town's elected officials and EOC staff. The emergency management director should establish contact with the county EOC and/or the county emergency management director.

Each agency represented in the town EOC is responsible for communication between their staff, the incident site/command post, and the town EOC.

ATTACHMENT E

LAW ENFORCEMENT KEY ACTION CHECKLIST

The Adams County Sheriff's Department is responsible for law enforcement activities in the Town of New Haven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Ensure that all appropriate department staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the town EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as the situation warrants (PA systems/door to door).
5. Determine scope of the 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 inbound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area.
9. If appropriate and available, request of dispatch a communications vehicle to the CP or other appropriate location.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

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

Assist the coroner as appropriate.

Assist with search and rescue activities.

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

Initiate incident command system/unified command system as required.

Inform the town chairman as to travel restrictions and needed protective actions.

ATTACHMENT F

SOCIAL SERVICES/COMMUNITY PROGRAMS KEY ACTION CHECKLIST

The Adams County Department of Health and Human Services and Adams County Emergency Management are responsible for human services activities in the Town of New Haven, as authorized by Annex K of the Adams County EOP. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Coordinate activities of municipal agencies as pertains to social services tasks.
2. Report to the municipal emergency operations center and establish liaison.
3. Coordinate with the Red Cross/Salvation Army in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs. An overview of the Red Cross/Salvation Army services is attached to the social services checklist.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.

SALVATION ARMY EMERGENCY SERVICES

The Salvation Army is dedicated to providing the best possible emergency service to people that find themselves in difficult and desperate conditions. The Salvation Army works in cooperation with other disaster service agencies to provide the best possible service in any capacity needed. With its many contacts, needs of victims can be met quickly. The Salvation Army's centers of operation, along with other available units and facilities available for emergency use throughout Wisconsin and Upper Michigan are:

1	Service Center
25	Corps Centers
25	Quick Response Vehicles
70	Service Units
7	Mobile Canteens
1	Adult Rehabilitation Center
varies	Volunteers for Emergency Services

EMERGENCY PLAN

For any emergency, please reference directory on page one or call 800-949-3387. This Disaster Services number is in operation 24 hours a day. When you dial the 800 number you will reach an operator. Request Disaster Services. Leave a detailed message which includes your name, city, type of emergency and your phone number. Your message will be transferred within minutes and our nearest response team will be deployed to assist you.

FOOD – Mobile canteens are located in strategic spots to provide food service to disaster victims and workers. These canteens serve meals as well as coffee and sandwiches. The Salvation Army provides mass feeding shelters to families and emergency workers involved in disasters.

CLOTHING – Clothing, blankets and other necessities are made available to disaster victims at the Salvation Army Center.

SHELTER – The Salvation Army facilities near to the scene may be made available and put into service for shelter.

COUNSELING – The Salvation Army personnel are trained in counseling to provide comfort and guidance during an emotional upheaval caused by sudden calamities. Families of persons involved in these disasters are notified and given assurance that their relatives are receiving help and care.

COMMUNICATIONS – Mobile communication is provided between the Salvation Army vehicles and canteens for immediate service to disaster areas. Cooperation by ham radio operations provides more efficient communication to victim's families.

AMERICAN RED CROSS

(reference emergency telephone listing)

Purpose: Red Cross disaster relief focuses on meeting people's immediate emergency disaster-caused needs.

Services

- ✓ Shelter (temporary or permanent)
- ✓ Food for victims and emergency workers
- ✓ Clothing
- ✓ Household furnishings
- ✓ Medical items
- ✓ Cleaning supplies
- ✓ Occupational supplies
- ✓ Comfort items
- ✓ Counseling
- ✓ Advocacy (with insurance companies, etc.)
- ✓ Handle inquiries from concerned family members outside of area

Protocol for Emergencies

1. Determine that one or more of the above services is needed.
2. The Director of Emergency Management will give instructions to call the American Red Cross.
3. The caller shall be prepared to provide the following information:
 - I am calling on behalf of the municipality.
 - The Red Cross should respond to Town Hall.
 - Provide the location of the command post or EOC (when applicable)

ATTACHMENT G

PUBLIC WORKS KEY ACTION CHECKLIST

The Adams County Highway Department is responsible for public works activities in the Town of New Haven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the town EOC/CP.
3. Review the disaster situation with field personnel and report situation to the town emergency management director.
4. Maintain transportation routes.
5. Coordinate with law enforcement travel restrictions/road closures within the municipality.
6. Assist with traffic control and access to the affected area.
7. Provide emergency generators and lighting.
8. Assist private utilities with the shutdown of gas and electric services.
9. As necessary, establish a staging area for public works.
10. If the county EOC is activated, establish and maintain contact with the county highway commissioner.

ATTACHMENT H

EMERGENCY MEDICAL SERVICES KEY ACTION CHECKLIST

Dells-Delton EMS is the First Responder unit is responsible for EMS activities in the Town of New Haven. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Coordinate emergency medical care to victims.
2. Establish a triage area for victims.
3. Coordinate medical transportation for victims.
4. Establish a staging area in the municipality.
5. Establish liaison/assist coroner as appropriate.
6. Initiate incident command system/unified command system as required.
7. Participate in warning the public as situation warrants (PA systems/door to door).

ATTACHMENT I

PUBLIC INFORMATION KEY ACTION CHECKLIST

The town chairman or his designee is responsible for public information activities in the Town of New Haven. The following tasks represent a checklist of actions these officials should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. The 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 the 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. Coordinate press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a joint public information center.
7. Assist the county with establishing a rumor control center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT J

FIRE SERVICES KEY ACTION CHECKLIST

The Kilbourn and Briggsville Fire Departments are responsible for fire service activities in the Town of New Haven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Establish and/or respond to designated staging area, CP or town EOC as directed by on-scene personnel.
2. Participate in warning the public as situation warrants (PA systems/door to door).
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Assist law enforcement with evacuation, when warranted.
6. Assist utilities with shutting down gas and electric services when requested.

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.

ATTACHMENT K

DAMAGE ASSESSMENT KEY ACTION CHECKLIST

The town emergency management director will be responsible for damage assessment activities in the Town of New Haven. The following tasks represent a checklist of actions this team should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Report to the town EOC or CP.
2. Record initial information from first responders such as law enforcement, highway department or fire services.
3. Activate the damage assessment team, which consists of the following municipal department/agencies: the town emergency management director, town clerk/treasurer and town supervisors. These officials are responsible for public damage assessment and for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary Disaster Report:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of homes/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 are in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another Disaster Report, 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 Disaster Report.
4. Provide damage assessment information to the appropriate town officials and county emergency management director to assist in the preparation of the county UDSR.
5. If the situation warrants, assist the town chairman with reports and releases.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.

7. Prepare reports for the municipal public information officer.

A sample UDSR form is attached to this checklist. The municipality forms and instructions, which aid in the completion of the county UDSR, are located in the Municipality Guidelines for Assessing and Documenting Disaster Damage.

DEPARTMENT OF MILITARY AFFAIRS WISCONSIN EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT		WEM ONLY DATE AND TIME OF REPORT FACILITY NO.	
1. DISASTER REPORTING OFFICER		2. NAME OF MUNICIPALITY	
3. TYPE OF DISASTER	4. COUNTY	5. CITY	
6. LOCATION OF INCIDENT		7. ZIP CODE	
8. ESTIMATED NO. OF CASUALTIES		9. DAMAGE ESTIMATES	
7. PRIVATE SECTOR DAMAGE ESTIMATES			
RESIDENTIAL	COMMERCIAL	INDUSTRIAL	AGRICULTURE
10. NUMBER OF UNITS	11. NUMBER OF UNITS	12. NUMBER OF UNITS	13. NUMBER OF UNITS
14. NUMBER OF UNITS	15. NUMBER OF UNITS	16. NUMBER OF UNITS	17. NUMBER OF UNITS
8. PUBLIC SECTOR DAMAGE ESTIMATES			
18. NUMBER OF UNITS	19. NUMBER OF UNITS	20. NUMBER OF UNITS	21. NUMBER OF UNITS
10. DAMAGE TO COMMERCIAL AND INDUSTRIAL			
11. DAMAGE TO PUBLIC UTILITIES			
12. DAMAGE TO TRANSPORTATION			
13. DAMAGE TO COMMUNITY SERVICES			

ATTACHMENT L

PUBLIC HEALTH SERVICES KEY ACTION CHECKLIST

The Adams County Department of Public Health is responsible for public health activities in the Town of New Haven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation. The checklist is not all-inclusive but is intended to be a guide during the activation of the emergency operation plan.

1. Assure that public health needs of disaster victims are met.
2. Assume primary operational control for health related emergencies, such as pollution, contamination, diseases, epidemics, and biological health issues.
3. Establish liaison with municipal EOC.

ATTACHMENT M

HAZARDOUS MATERIALS/TRANSPORTATION

It is assumed that exposure to all transported hazardous substances in Adams County will be the result of road, waterway, air transportation, or pipeline delivery. The potential exists for the transport of any EHS listed on the United States Environmental Protection Agency's List of Lists or the Department of Labor's Occupational Safety and Health Administration's Toxic and Hazardous Substances List. These substances are transported in containers that range from 10-ounce agricultural packages to infinite amounts on sea going vessels.

When applicable, the extremely hazardous substance fixed-facilities are identified on the municipal map, and a facility fact sheet is included. The fact sheet contains facility contact information, chemical identification, container sizes, and maximum amounts, as well as vulnerability zone sizes.

A complete EPCRA offsite response plan for each facility is located in the Adams County EOC and at the municipal fire department.