

**CITY  
OF  
SOUTH MILWAUKEE**

**ALL-HAZARD  
EMERGENCY  
OPERATIONS  
PLAN**

UPDATED SEPTEMBER 25, 2008 (Sensitive Information has been removed)

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09/2008

Revised

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## **MUNICIPAL EMERGENCY OPERATIONS PLAN** **BASIC PLAN 9/2008**

### **PURPOSE**

This plan has been developed to provide a comprehensive guide of emergency management procedures for City of South Milwaukee government agencies to use in response to various types of emergencies or disasters that threaten the community. It is designed to interface with the procedures used by Milwaukee County Government Agencies since South Milwaukee participates in the Milwaukee County Division of Emergency Management program. This municipal plan is to be used in conjunction with the Milwaukee County Emergency Operations Plan (EOP). This municipal plan will be maintained in accordance with the current standards of the Milwaukee County EOP and any and all local / municipal government requirements. Review of this municipal plan shall be accomplished at least annually and, when possible, concurrently with the Milwaukee County EOP.

### **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(2)—*County Executive, Duties and Powers*
  - § 59.033(2)—*County Administrator, Duties and Powers*
  - § 59.05—*Chairperson, Vice Chairperson, Powers and Duties*
  - § 59.07(146)—*General Powers of County Board, Local Emergency Planning Committee*
  - § 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*
  - § 166.03(4)—*Powers and Duties of Counties and Municipalities*
  - § 166.03(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*
- CITY ORDINANCES
- MUTUAL AID AGREEMENTS

**SITUATIONS AND ASSUMPTIONS**

**SITUATIONS**

The City of South Milwaukee, and Milwaukee County in general, is exposed to a variety of natural, technological, civil/political, physical, and specific hazards that can and have posed a threat to the lives and property of our citizens. These hazards have the potential for disrupting the community, causing physical damage, and creating casualties. Potential hazards which may occur in and around the City of South Milwaukee include:

| Natural                  | Technological                    | Civil / Political  | Physical                        | Specific                     |
|--------------------------|----------------------------------|--------------------|---------------------------------|------------------------------|
| Tornado                  | Chemical Release                 | General Strike     | Airport<br>(Plane Crash)        | Water Treatment<br>Facility  |
| Wind Storm               | Fixed Facility<br>Transportation | Terrorism          | Railroad Tracks<br>(Derailment) | PPG Industries               |
| Snow Storm               | Explosion / Fire                 | Hostage Situation  | Chemical Storage<br>(Propane)   | Mitchell Int'l<br>(Jet Fuel) |
| Ice Storm                | Power / Utility<br>Failure       | Bomb Threats       | (Natural Gas)                   | OC Power Plant               |
| Biological<br>(Health)   | Radiological<br>Incident         | Civil Disturbances | (Chlorine)                      | Gas Stations                 |
| Lightning Storm          | Building / Structure<br>Collapse |                    |                                 | Mass Casualty<br>Incidents   |
| Heavy Rain /<br>Flooding |                                  |                    |                                 | Water Rescue<br>Incidents    |

**ASSUMPTIONS**

The City of South Milwaukee will continue to be exposed to the hazards identified above as well as others that may develop in the future. Government officials will continue to recognize and acknowledge their responsibilities with regard to the safety of the public and exercise their authority to implement this municipal plan in a timely manner when confronted with real or threatened disasters.

South Milwaukee is able to call on the services of outside and mutual aid agencies to supplement the resources available within the municipal organization. When possible, the City of South Milwaukee will prepare for, respond to, mitigate and recover from the effects of disasters independently. However, when all local resources have been exhausted, outside assistance will be coordinated through the Milwaukee County Division of Emergency Management, and if necessary, onto the State Division of Emergency Management through it's Southeast Regional Office.

If implemented properly, this municipal plan will reduce or prevent disaster-related losses.

City of South Milwaukee EOP

| HAZARDS                                      | Responsible Agency* |               |              |               |                   |
|--|---------------------|---------------|--------------|---------------|-------------------|
|  | Law Enforcement     | Fire Services | Public Works | Water Utility | Health Department |
| <b>Natural</b>                               |                     |               |              |               |                   |
| Tornados / Wind Storms                       | S                   | P             | S            | S             | S                 |
| Heavy Rain / Flooding                        | S                   | P             | S            | S             | S                 |
| Winter Storms (Snow / Ice)                   | S                   | S             | P            | S             | S                 |
| <b>Physical / Technological</b>              |                     |               |              |               |                   |
| Hazardous Materials Release – fixed facility | S                   | P             | S            | S             | S                 |
| Hazardous Materials Release – transportation | S                   | P             | S            | S             | S                 |
| Building Collapse                            | S                   | P             | S            | S             | S                 |
| Fires / Explosions                           | S                   | P             | S            | S             | S                 |
| Water Rescue Incidents                       | S                   | P             | S            | S             | S                 |
| Mass Casualty Incidents                      | S                   | P             | S            | S             | S                 |
| Railroad Emergencies                         | S                   | P             | S            | S             | S                 |
| Aircraft Emergencies                         | S                   | P             | S            | S             | S                 |
| Motor Vehicle Accidents                      | P                   | S             | S            | S             | S                 |
| Power / Utility Failure                      | P                   | S             | S            | S             | S                 |
| Radiological Incident                        | S                   | P             | S            | S             | S                 |
| Water Supply Contamination                   | S                   | S             | S            | P             | S                 |
| <b>Political / Social / Civil</b>            |                     |               |              |               |                   |
| Bomb Threat                                  | P                   | S             | S            | S             | S                 |
| Civil Disturbances                           | P                   | S             | S            | S             | S                 |
| Health Emergencies                           | S                   | S             | S            | S             | P                 |
| Hostage Situations                           | P                   | S             | S            | S             | S                 |
| Terrorism                                    | P                   | S             | S            | S             | S                 |
| Strikes                                      | P                   | S             | S            | S             | S                 |

\*Key: P – Primary agency responsible for establishing an incident management system.

S - Secondary agency responsible for providing appropriate support to the primary response agency.

Although certain emergency incidents involve cooperative efforts by many agencies, a unified command structure *must be* initiated to guarantee safe and proper mitigation of the incident.

Because of the nature of municipal operations, it shall be directed that the first arriving City of South Milwaukee Official, whether representing a municipal department or elected / appointed government, shall establish an incident command system utilizing the National Incident Management System (NIMS) until such time as the appropriate agency is represented and able to assume Command of the incident.

In a Unified Command Structure, all involved parties work cooperatively from a centralized Command Post. The presence of a representative from all involved agencies is required at the Command post.

## **CONCEPT OF OPERATIONS**

### **A. GENERAL**

It is the responsibility of the Mayor, Fire Chief, and the Common Council to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This responsibility includes the development of this plan which is based upon the concept that the emergency functions performed by persons responding to the emergency will, when possible, generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Local government, including Law Enforcement, Fire, Health, Public Works, Water Utility, Wastewater Treatment, Elected and Appointed Officials and others, have the primary responsibility for emergency management activities within the City of South Milwaukee. More specifically, the Mayor (Director of Emergency Government) or the Fire Chief (Emergency Management Coordinator) have the responsibility of coordinating the response of municipal agencies to the emergency and with outside agencies, if necessary.

### **B. PLAN DEVELOPMENT TEAM**

The City of South Milwaukee Emergency Operations Plan Development Team is composed of the following representatives:

|   |   |
|---|---|
| Mayor (Director of Emergency Government)      |   |
| Fire Chief (Emergency Management Coordinator) |   |
| City Clerk - Comptroller                      | Chief of Police                             |
| City Administrator                            | City Engineer                               |
| City Assessor                                 | City Treasurer                              |
| Public Health Administrator                   | Street Superintendent                       |
| Wastewater Facility Superintendent            | Water Utility Superintendent                |
| Senior Center Director                        | Building, Electrical, Plumbing<br>Inspector |
| Library Director                              |   |

These representatives are responsible for developing and maintaining this EOP and necessary Suggested Operating Guidelines (SOG) for their respective department or operation, as well as participating in the planning, training, exercising, communications, warning, damage assessment and other functions as required. The Plan Development Team will meet on an as-needed basis or as determined by the Fire Chief. The Team is responsible for reviewing incidents, initiating changes and making revisions to this plan at least annually. In coordination with the Milwaukee County Division of Emergency Management, the Team conducts after-action reviews of all exercises and major incidents.

### **C. TRAINING AND EXERCISING**

It is the responsibility of the Director/Coordinator of Emergency Management to work with all department heads, elected officials, and impacted services to ensure that all emergency response agencies and members of the City of South Milwaukee Emergency Operations Plan Development Team receive sufficient training in the City's (EOP), and other specific disaster contingency plans to ensure their proper response when required.

City of South Milwaukee EOP  
**PLAN DEVELOPMENT**

**ACCEPTANCE PAGE**

The following list depicts the representatives of the City of South Milwaukee Plan Development Team and serves as a record of acceptance, support, and participation in the City of South Milwaukee All-Hazard Emergency Operations Plan.

\_\_\_\_\_  
Thomas Zepecki  
Mayor /  
Director of Emergency Govt.

\_\_\_\_\_  
Jay Behling  
Fire Chief /  
Emergency Management Director/Coordinator

\_\_\_\_\_  
Kathleen Lisowski  
City Clerk - Comptroller

\_\_\_\_\_  
Karen Skowronski  
City Treasurer

\_\_\_\_\_  
Tami Mayzik  
City Administrator

\_\_\_\_\_  
Ann Wellens  
Chief of Police

\_\_\_\_\_  
Dan Walker/Ad Valorem, Inc.  
City Assessor

\_\_\_\_\_  
Kyle E. Vandercar  
City Engineer

\_\_\_\_\_  
Jacqueline Ove  
Public Health Administrator

\_\_\_\_\_  
Sandra Quinlan  
Senior Center Director

\_\_\_\_\_  
Andy Bakalarski  
Wastewater Facility Superintendent

\_\_\_\_\_  
Doug Fischer  
Water Utility Superintendent

\_\_\_\_\_  
Robert Pfeiffer  
Library Director

\_\_\_\_\_  
Richard Davidoff  
Street Superintendent

\_\_\_\_\_  
Steve Petery  
Building, Electrical, Plumbing Inspector

City of South Milwaukee EOP  
**PLAN DEVELOPMENT**

**RECORD OF DISTRIBUTION**

The following list represents agencies / persons that have received copies of the City of South Milwaukee All-Hazard Emergency Operations Plan.

|   |                              |
|---|------------------------------|
| Mayor   | City Administrator           |
| City Clerk – Comptroller                          | City Treasurer               |
| Fire Chief  | Chief of Police              |
| City Assessor                                     | City Engineer                |
| Public Health Administrator                       | Senior Center Director       |
| Wastewater Facility Superintendent                | Water Utility Superintendent |
| Library Director                                  | Street Superintendent        |
| Building Inspector                                | Administrative Assistant     |
| City Attorney                                     |                              |
| Common Council (8)                                |                              |
| Public File                                       |                              |
| Milwaukee County Division of Emergency Management |                              |
| EOC 28 copies                                     |                              |

City of South Milwaukee EOP  
**PLAN DEVELOPMENT**

**RESOLUTION TO ADOPT**

**RESOLUTION NO.  
RESOLUTION TO ADOPT AN EMERGENCY OPERATIONS PLAN  
FOR SOUTH MILWAUKEE**

**WHEREAS**, the City of South Milwaukee Emergency Operations Plan is intended to be all-hazard and comprehensive in its nature. South Milwaukee has a variety of natural and technological hazards; and

**WHEREAS**, the Mayor and Common Council assume responsibility for ensuring the life and safety of its citizens at all times. This responsibility includes the pre-planning and response to various natural and technological hazards that can impact South Milwaukee.

**NOW THEREFORE**, be it resolved that the Common Council of South Milwaukee adopts the Emergency Operations Plan as introduced this \_\_\_\_\_ day of \_\_\_\_\_, 2008

Introduced and adopted by the Common Council of the City of South Milwaukee this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Thomas Zepecki, Mayor

Attest:

\_\_\_\_\_  
Kathleen Lisowski, City Clerk

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

## **INCIDENT COMMAND ORGANIZATION**

The City of South Milwaukee has adopted by resolution the National Incident Management System (NIMS), and will respond to any hazardous situation utilizing this system.

### Command Post - (CP)

Whenever an incident occurs that requires the response of municipal departments, such as law enforcement, fire, public works, health, water utility, wastewater treatment, emergency management, and others, an organized system is essential to properly coordinate and manage all available resources. The Incident Command System (ICS), as recognized by the Federal Emergency Management Agency (FEMA), allows logistical management to apply to tactical resources – both personnel and equipment – from one or more agencies and from one or more jurisdictions, insuring the highest efficiency of all resources at the scene.

The hub of the ICS is a functional Command Post (CP). The CP can range from a single vehicle to multiple vehicles placed in close proximity to each other, able to provide multi-agency and multi-jurisdictional communications capabilities as well as a centrally located place to view incident operations and act as a reference point for locating the Incident Commander.

### Emergency Operations Center - (EOC)

The Emergency Operations Center (EOC) is activated to support the overall management of an incident and to assist the Incident Commander in the response. When the size or complexity of the incident escalates to outgrow the capabilities of a CP or to a level requiring the response of multiple agencies or departments, an Emergency Operations Center (EOC) shall be activated. The EOC is the place where the Director/Coordinator of Emergency Management, appointed and elected city officials, major department heads, Division of Emergency Management representatives, and special resources will come together and handle decision and policy-making tasks, media relations, personnel requests and deployment, and resource procurement. The EOC is especially essential when wide-spread damage or far-reaching results are encountered or expected during the incident.

### LOCATION

The primary EOC is located in the basement of the South Milwaukee Fire Department, 929 Marshall Ct. The alternate EOC is located at the South Milwaukee City Administration Building at 2424 15th Avenue, there are currently two sites that could be utilized, the Conference room of the Common Council Chambers and the Clinic/Conference room located in the Health Department. The location of the EOC is dependant on the location of the incident. It should, however, be located in an easily accessible location that has the availability of emergency power, additional phones lines, communications abilities and the ability to accommodate media activities. In addition, mobile EOC/Command Posts (CP) are available from the Oak Creek Fire Department, Milwaukee County Emergency Management, and the State of Wisconsin Division of Emergency Management.

### SITUATION

The level of emergencies may vary markedly in speed of onset and potential for escalation to disaster proportions. The extent to which the EOC is activated for emergency operation depends on the situation, its potential for escalation, geographical extent, necessity for additional response resources, and other factors.

### Unified Command

When an EOC is activated and multiple agencies or departments are required in response to the incident, a Unified Command shall be established. This Unified Command allows one person to remain in ultimate control of the incident while relying on the assistance of representatives of the outside departments and agencies for information and direction.

## **PHASES OF MANAGEMENT**

Four distinct phases of emergency management operations are identified in the National Incident Management System. This municipal plan will follow the guidelines set forth within NIMS for establishing the responsibilities for all functions and agencies before, during, and after a major disaster or emergency.

1. *Mitigation* - Those activities before or after an incident which are intended to eliminate or reduce the probability of a recurrence of a similar incident or the lessening of its effects in the future. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.
2. *Preparedness* - Actions that serve to develop policies and procedures that ensure capable response in the event an emergency should arise. Planning, training, informing and exercising of all participants are among the activities conducted under this phase.
3. *Response* - Following the occurrence of an incident, those functions, responsibilities and reactions designed to provide the actual emergency services during an emergency or disaster. These actions help to reduce casualties, reduce property and environmental damage, bring the incident under control and speed recovery after the incident. Warning, evacuation, and rescue are examples of Response Phase activities.
4. *Recovery* - Pre-planned efforts, both short-term and long-term, by all involved agencies, to restore vital services to the community, provide basic needs to the public, and return the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

### GENERAL

Most departments within the City of South Milwaukee local government organization have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOG) or Procedures (SOP) to fulfill these responsibilities. Suggested specific responsibilities are outlined in the *Key Action Checklists*.

## **ANNEX A- DIRECTION AND CONTROL 9/2008**

### **RESPONSIBILITIES AND TASKS**

#### **DIRECTOR OF EMERGENCY GOVERNMENT (MAYOR/ FIRE CHIEF) *KEY ACTION CHECKLIST***

The Mayor/Fire Chief is responsible for the overall emergency government management function for the City of South Milwaukee. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- When appropriate, ensure that the Emergency Management Coordinator – EMC or designated person has activated / is activating the Emergency Operations Center (EOC) or Command Post (CP).
- When notified, report to the EOC or CP.
- Direct tasked organizations to ensure response personnel report to the appropriate locations (EOC, incident scene, staging area, etc.) in accordance with established SOGs / SOPs.
- Ensure that the EMC or designated person provides an initial damage assessment and casualty report.
- Ensure that the EMC, City Officials, and the EOC staff are briefed as to the status of the situation.
- If necessary, issue a Declaration of Emergency Proclamation.
- Ensure that a Public Information Officer (PIO) or designated person is assigned and reports to the EOC.
- In consultation with the EMC, determine whether or not County, state, or federal assistance should be requested. (City and County resources must be fully committed prior to state or federal notification.) If outside assistance is requested, specify the type and amount of assistance needed.

**RESPONSIBILITIES AND TASKS**

**EMERGENCY MANAGEMENT COORDINATOR  
(FIRE CHIEF)  
KEY ACTION CHECKLIST**

The Emergency Management Coordinator (EMC) coordinates all components of the emergency management program in the City of South Milwaukee. These duties include hazard analysis, preparedness, mitigation, response and recovery activities for all real or threatened emergencies or disasters. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- When notified of an emergency or disaster, responds to the EOC or CP.
- When appropriate, immediately notify the local Director of Emergency Government of significant emergency situations that could affect the City.
- When directed by the Director of Emergency Government, or when circumstances dictate, notifies respective municipal organizations, informs them of the situation, and directs them to take the action appropriate for the situation in accordance with this plan and their organization's SOPs / SOGs.
- Ensure that City Officials and Milwaukee County Division of Emergency Management Director have been notified and if necessary, requests their response to the EOC.
- Activate the EOC when directed to do so by the Director of Emergency Government. Manage EOC resources and direct EOC operations.
- Oversee initial damage assessment and reporting. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor and to the Milwaukee County Emergency Management Director.
- Conduct regular briefings of EOC staff.
- Coordinate logistical support of all available resources, including response personnel and incident victims. If deficiencies exist, take necessary actions to obtain necessary resources.
- Ensure that all department heads initiate tracking of exhausted supplies, including record-keeping of incident-related expenditures.
- Assign personnel to form Damage Assessment Team (DAT) to begin evaluation of the damage.

**RESPONSIBILITIES AND TASKS**

**INCIDENT COMMANDER  
(DEPENDANT ON INCIDENT)  
KEY ACTION CHECKLIST**

The Incident Commander (IC) sets objectives, develops and implements action plans, controls and coordinates incident operations and resources, considers safety in decision-making, provides logistical support, evaluates the action plan and provides for emergency medical services, if necessary. The identity of the IC remains dependant on the nature of the incident as indicated. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Upon arrival, initiate an Incident Command System (ICS). Establish and identify an Incident Commander (IC).
- Perform a size up of the situation.
  - Look at the nature of the incident, hazards presented, how large an area is or could be affected, location for a staging area, establish the entrance and exit routes for response personnel and equipment.
  - Identify the resources needed, where to get them, how long it will take and of there are any special requirements.
- Perform IC responsibilities. Establish respective tasks and responsibilities through effective chain of command and coordination.
- Protect lives and property.
- Maintain effective control of resources.
- Establish an effective personnel accountability system for incident safety and task accomplishment.
- Establish effective liaison with outside agencies and resources.
- Remember Murphy's Law.

**CITY OF SOUTH MILWAUKEE  
DISASTER PROCLAMATION  
(Sample)**

**WHEREAS**, a disaster, namely \_\_\_\_\_ has struck the City of South Milwaukee, and

**WHEREAS**, because of such emergency conditions, the Common Council is unable to meet with promptness:

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to State Statute 66.325 and State Statute 166, as Chief Elected Official of the City of South Milwaukee, I do hereby proclaim a state of emergency in effect until further notice.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and have caused the great seal of the City of South Milwaukee to be affixed.

Done at the City Hall this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Thomas Zepecki, Mayor

Ratified by Resolution No. \_\_\_\_\_ of the City of South Milwaukee Common Council for the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against.

Attest:

\_\_\_\_\_  
Kathleen Lisowski, City Clerk

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

## **GUIDELINE FOR REQUESTING ASSISTANCE FROM THE WISCONSIN NATIONAL GUARD**

Whenever an emergency exists and a request for National Guard assistance is made, certain essential information about the emergency and the desire for Guard assistance is required by the Governor to assist him in making a decision. The situation must be extremely serious and clearly beyond the capability of the requesting agency and / or local government to cope with it before the Guard can and will be committed.

According to Wisconsin Statute 21.11, *Call to active service*, the Mayor is the authorized representative of the City empowered to forward a request for National Guard Assistance to the Governor.

To expedite requests for use of the Guard, the following procedure will be used:

Telephone the State Division of Emergency Management on a 24-hour basis at (608) 242-3232 or 1-800-943-0003. Advise who you are and give the following information to the officials who answer the call:

- 1) What is the situation? Give all the facts available.
- 2) Exactly what is being asked of the National Guard? That is, what task(s) is the National Guard being asked to perform? For how long? How many Guard troops and what support equipment do you believe would be necessary?
- 3) On whose authority is the request being made (name, title, telephone)?  
How and when can the individual be reached?
- 4) Have local and/or County resources been committed or expended? Explain local action(s) being taken or contemplated.
- 5) Could the resources necessary to handle the problem be supplied through mutual aid or other regional cooperative agreements? If the problem cannot be fully handled through mutual aid, to what extent could it be partially handled?
- 6) How long can an acceptable level of order be maintained without the assistance of the National Guard?
- 7) If the decision is made to send assistance from the National Guard:
  - a) Where does the National Guard liaison officer go?
  - b) To whom does the liaison officer report?
- 8) The person communicating the request should provide the following information:
  - a) his or her name,
  - b) title,
  - c) telephone number,
  - d) when he or she can be reached.

## **RESPONSE TIMELINE CHECKLIST**

### **Response Timeline 0 - 2 Hours**

- \_\_\_\_\_ Establish Incident Command System
- \_\_\_\_\_ Notify all of the agencies with a role in your plan
- \_\_\_\_\_ Determine the size and nature of the area affected by the disaster
- \_\_\_\_\_ Determine the number of people, buildings and businesses affected by the disaster
- \_\_\_\_\_ Conduct search and rescue operations as needed
- \_\_\_\_\_ Open shelters as needed
- \_\_\_\_\_ Determine if the area needs access control and set up road blocks
- \_\_\_\_\_ Begin clearing roads and streets
- \_\_\_\_\_ Begin to determine the types and amount of outside assistance you may need
- \_\_\_\_\_ Notify the County Emergency Management Director
- \_\_\_\_\_ Notify Wisconsin Emergency Management
- \_\_\_\_\_ Begin public information activities and issue protective actions for the public if necessary
- \_\_\_\_\_ Hold one or more Command Staff briefings
- \_\_\_\_\_ Consult your agency's Response Checklist
- \_\_\_\_\_ Activate mutual aid agreements
- \_\_\_\_\_ Consider the need to declare a State of Emergency

### **Response Timeline - 2 to 4 hours**

- \_\_\_\_\_ Continue search and rescue operations if necessary
- \_\_\_\_\_ Continue public information activities
- \_\_\_\_\_ Consider the need for 24 hour operations and the establishment of 12 hour shifts
- \_\_\_\_\_ Continue shelter operations as needed
- \_\_\_\_\_ Inform the hospital(s) of potential casualties
- \_\_\_\_\_ Begin preparations for establishing a Pass System
- \_\_\_\_\_ Activate damage assessment team
- \_\_\_\_\_ Assign people to handle request for assistance and to track the needs of Special Populations
- \_\_\_\_\_ Assign people to track request for information on disaster victims
- \_\_\_\_\_ Assign people to track offers of assistance and donations
- \_\_\_\_\_ Continue clearing roads and streets

City of South Milwaukee EOP

- \_\_\_\_\_ Determine how debris will be disposed
- \_\_\_\_\_ Begin to determine the public health effects of the disaster
- \_\_\_\_\_ Begin to consider the needs of Special Populations
- \_\_\_\_\_ Begin to take care of the needs of the responders
- \_\_\_\_\_ Consult your agency's Response Checklist
- \_\_\_\_\_ Hold one or more Command Staff Briefings
- \_\_\_\_\_ Keep records of actions taken

**Response Time - 4 to 12 Hours**

- \_\_\_\_\_ Continue search and rescue operations if necessary
- \_\_\_\_\_ Continue public information activities
- \_\_\_\_\_ Prepare for the next shift to take over
- \_\_\_\_\_ Consider the need for ongoing mutual aid
- \_\_\_\_\_ If necessary, activate the Pass System
- \_\_\_\_\_ Continue to inform the hospital of potential casualties
- \_\_\_\_\_ Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to the state
- \_\_\_\_\_ Continue clearing roads and streets
- \_\_\_\_\_ Take debris to an appropriate land fill
- \_\_\_\_\_ Prepare a prioritized list of repairs to critical facilities and transportation routes
- \_\_\_\_\_ Begin clean up activities on public and private property
- \_\_\_\_\_ Continue to track the request for assistance and the needs of Special Populations
- \_\_\_\_\_ Continue to track request for information on disaster victims
- \_\_\_\_\_ Continue to track offers of assistance and donations
- \_\_\_\_\_ Continue shelter operations as needed
- \_\_\_\_\_ Address the public health needs of the disaster victims and responders
- \_\_\_\_\_ Take care of the personal needs of the responders
- \_\_\_\_\_ Conduct several command staff briefings
- \_\_\_\_\_ Consult your agency's response checklist
- \_\_\_\_\_ Brief the next shift
- \_\_\_\_\_ Coordinate with utilities in the restoration of service
- \_\_\_\_\_ Anticipate and address Public Health Issues
- \_\_\_\_\_ Keep records of actions taken

**Response Time - 12 to 24 Hours**

- \_\_\_\_\_ Continue search and rescue operations if necessary
- \_\_\_\_\_ Continue public information activities
- \_\_\_\_\_ Continue operation of the Pass System if necessary
- \_\_\_\_\_ Continue damage assessment activities and submit USDR
- \_\_\_\_\_ Continue repairs to critical facilities
- \_\_\_\_\_ Consider the need for ongoing mutual aid
- \_\_\_\_\_ Inform the hospital(s) of casualties as necessary
- \_\_\_\_\_ Continue cleanup activities on public and private property
- \_\_\_\_\_ Take debris to an appropriate land fill
- \_\_\_\_\_ Coordinate with utilities in the restoration of service
- \_\_\_\_\_ Continue shelter operations as needed
- \_\_\_\_\_ Keep records of agency expenses and actions taken
- \_\_\_\_\_ Anticipate and address Public Health needs
- \_\_\_\_\_ Track the request for assistance and the needs of special populations
- \_\_\_\_\_ Continue to track request for information on disaster victims
- \_\_\_\_\_ Conduct several Command Staff briefings during each shift
- \_\_\_\_\_ Brief the next shift

**Response Time - 24 to 48 Hours**

- \_\_\_\_\_ Continue search and rescue operations if necessary
- \_\_\_\_\_ Continue public information activities
- \_\_\_\_\_ Continue operation of the Pass System if necessary
- \_\_\_\_\_ Continue damage assessment activities and submit USDR
- \_\_\_\_\_ Continue repairs to critical facilities
- \_\_\_\_\_ Consider the need for ongoing mutual aid
- \_\_\_\_\_ Continue cleanup activities on public and private property
- \_\_\_\_\_ Take debris to an appropriate land fill
- \_\_\_\_\_ Coordinate with utilities in the restoration of service
- \_\_\_\_\_ Continue shelter operations as needed
- \_\_\_\_\_ Keep records of agency expenses and actions taken
- \_\_\_\_\_ Anticipate and address Public Health needs
- \_\_\_\_\_ Continue to track the request for assistance and the needs of special populations
- \_\_\_\_\_ Continue to track request for information on disaster victims

City of South Milwaukee EOP

- \_\_\_\_\_ Coordinate activities of volunteers assisting with clean up efforts
- \_\_\_\_\_ Begin planning for reentry and long term recovery
- \_\_\_\_\_ Conduct several Command Staff briefings during each shift
- \_\_\_\_\_ Brief the next shift

**Response Time - 48 to ? Hours**

- \_\_\_\_\_ Continue public information activities
- \_\_\_\_\_ Continue operation of the Pass System if necessary
- \_\_\_\_\_ Continue damage assessment activities and submit USDR
- \_\_\_\_\_ Provide updated damage estimates to the state
- \_\_\_\_\_ Consider the need for ongoing mutual aid
- \_\_\_\_\_ Inform the hospital(s) of casualties as necessary
- \_\_\_\_\_ Continue cleanup activities on public and private property
- \_\_\_\_\_ Take debris to an appropriate land fill
- \_\_\_\_\_ Coordinate with utilities in the restoration of service
- \_\_\_\_\_ Continue shelter operations as needed
- \_\_\_\_\_ Keep records of agency expenses and actions taken
- \_\_\_\_\_ Anticipate and address Public Health needs
- \_\_\_\_\_ Continue to track the request for assistance and the needs of special populations
- \_\_\_\_\_ Continue to track request for information on disaster victims
- \_\_\_\_\_ Coordinate activities of volunteers assisting with clean up efforts
- \_\_\_\_\_ Continue planning for reentry and long term recovery
- \_\_\_\_\_ Provide people to participate in the Preliminary Damage Assessment
- \_\_\_\_\_ Brief the next shift

## **RESPONSIBILITIES AND TASKS**

### **DAMAGE ASSESSMENT (FIRE CHIEF/ CITY ENGINEER/ BUILDING INSPECTOR) KEY ACTION CHECKLISTS**

The Fire Chief is responsible for damage assessment activities. The following tasks represent a checklist of recommended actions which should be considered in an emergency or disaster situation.

- Report to the City EOC, CP or alternate site as designated.
- Record initial information from first responders such as law enforcement, public works or fire services.
- Activate the damage assessment team which consists of the following municipal department/agencies not involved in the immediate crisis (not in any specific order):
  - a. Street Department
  - b. Wastewater Treatment Facility
  - c. Water Utility
  - d. Engineering
  - e. Building Inspector
  - f. Police Department
  - g. Fire Department
  - h. Assessor
- Within the first 2-3 hours: Complete preliminary UDSR (Copy attached):
  - a. Number of fatalities.
  - b. Number of critical/minor injuries.
  - c. Number of home/businesses damaged/destroyed.
  - d. Number of power/telephone lines, poles damaged.
  - e. Number of public facilities such as highways, roads, bridges, etc. damaged.
  - f. Number of people who are homeless or in shelters.
- Within 8 hours:
  - a. Recount item #1 a-f above.
  - b. Complete another UDSR, estimating public and private damage.
  - c. Use the Police and Fire Departments video cameras to video tape and/or take photos of major damage.
- Within 24 hours:
  - a. Update item #1 a-f above
  - b. Complete updated UDSR.
- Provide damage assessment information to the Mayor or designee and Milwaukee County Director of Emergency Management to assist in the preparation of the UDSR.
- If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the Milwaukee County Director of Emergency Management.
- Plot damage assessment information on status boards in the EOC and locate damaged sites on a map.

## City of South Milwaukee EOP

- Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- Prepare press releases and reports for the PIO.

## **ANNEX B-WARNING AND COMMUNICATIONS 09/2008**

### **RESPONSIBILITIES AND TASKS**

#### **WARNING / COMMUNICATIONS COORDINATOR (CHIEF OF POLICE) KEY ACTION CHECKLIST**

The South Milwaukee Police Department is responsible for warning and communications activities in South Milwaukee. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- When notified of an emergency situation, reports to the EOC. If possible, this person should be permanently assigned to the EOC and have decision making authority.
- Implements alerting lists to notify the following:
  - a. Mayor (Director of Emergency Government)
  - b. Fire Chief (Emergency Management Coordinator)
  - c. Alderpersons / Elected and Appointed Officials
  - d. Milwaukee County Division of Emergency Management Director
  - e. Potential Evacuation Shelter Sites
  - f. Special Resources (Red Cross / Salvation Army)
- Ensure all agencies represented in the EOC have communications established with their respective offices as well as at the incident scene. Necessary communications equipment could consist of telephones, pagers, cellular phones, fax machines, and/or computer terminals.
- Manage the emergency communications in the EOC and supervise the personnel assigned to it.
- Establish communications with Milwaukee County Emergency Management officials to activate the Emergency Alerting System (EAS), if necessary.
- Two outdoor warning sirens are operational within the City of South Milwaukee. The city-owned siren is located at 929 Marshall Court. The County-owned siren is located at 1209 Memorial Drive. Both sirens can be activated by the Milwaukee County Division of Emergency Management on request of the Mayor, Chief of Police or Fire Chief.
- If appropriate, augment the EAS and warning siren system through the use of door-to-door notification, vehicles with public address systems, vehicle sirens, or telephone fan out.

**CITY OF SOUTH MILWAUKEE RADIO FREQUENCIES**

| Department                       | Frequency Use    | Transmit Frequency | TX PL | Receive Frequency | RX PL | CALL SIGN |
|----------------------------------|------------------|--------------------|-------|-------------------|-------|-----------|
| <b>FIRE DEPT.</b>                | DISPATCH         | 154.220            | ZB    | 154.220           | ZB    | KAS631    |
| (Zone E)                         | FIREGROUND       | 154.415            | 6Z    | 154.415           | 6Z    | KAS631    |
| South Milwaukee                  | FIRECOM          | 154.295            | --    | 154.295           | --    | KAS631    |
| Oak Creek                        | MARC             | 151.280            | 4Z    | 151.280           | 4Z    | KAS631    |
| Cudahy                           | TAC 1            | 154.265            | ZB    | 154.265           | ZB    | KAS631    |
| St. Francis                      | TAC 2            | 154.400            | ZB    | 154.400           | ZB    | KAS631    |
| Primary Fire Dispatch            | 800 MHz trunking |                    |       |                   |       |           |
| <b>POLICE DEPT.(Description)</b> | DEX              | HEX                |       | MODE              |       |           |
| Police A1 Dispatch               | 18064            | 469                |       | A                 |       |           |
| Police A2 Sec. &Car to Car       | 18096            | 46b                |       | A                 |       |           |
| Police A3Tactical                | 18128            | 46d                |       | A                 |       |           |
| Police A4                        | 18160            | 46f                |       | A                 |       |           |
| Police A5 Supervisors            | 18192            | 471                |       | A                 |       |           |
| Public Works                     | 18992            | 4a3                |       |                   |       |           |
| Fire 1                           | 34256            | 85d                |       |                   |       |           |
| <b>STREET DEPT.</b>              | DISPATCH         | 158.745            |       | 158.745           |       | KER998    |
|                                  |                  |                    |       |                   |       |           |
| <b>WASTEWATER</b>                | MOBILE           | 153.965            |       | 153.965           |       | KES273    |
|                                  |                  |                    |       |                   |       |           |

## **ANNEX C- RESOURCES 09/2008**

### **RESPONSIBILITIES AND TASKS**

#### **FINANCE OFFICER (CITY CLERK - COMPTROLLER / TREASURER / ASSESSOR) KEY ACTION CHECKLISTS**

The City Clerk - Comptroller, Treasurer, and/or Assessor (is) are responsible for their assigned activities as indicated below. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Report to the EOC / CP or alternate site as directed.
- Handle all procurement requests initiated by municipal departments. Delegate authority to department heads to permit acquisition of equipment and supplies needed following a disaster.
- Assign account numbers to which emergency expenditures may be charged to by department heads.
- Maintain records indicating city expenses incurred due to the disaster. Provides the Mayor / Fire Chief with summary briefings on financial status and transactions.
- Confirm that computer equipment is properly shut down or protected should a power outage occur.
- Change the city's telephone system answering machine to include updated messages as well as any emergency telephone numbers to contact (CLERK'S OFFICE ONLY HAS THE ABILITY TO DO THIS).
- Assist in the damage assessment process by:
  - a. Providing information regarding the dollar value of property damage as a result of the disaster.
  - b. Providing information (name, address, etc) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

### **AVAILABLE RESOURCES**

Attached to the end of this document is a resource list. This list is classified based on type of resource. Telephone numbers are reviewed on a periodic basis and will be amended as often as needed.

### **Mutual Aid Reciprocal Agreements**

Fire: All cities in Milwaukee County except Milwaukee\*  
Police: SMART Program  
Health: Milwaukee/Waukesha County Consortium for Emergency Public Health Preparedness

\*Level A Hazardous Materials Response provided by Milwaukee Fire Dept. Haz-Mat Team (Engine 25) as a recognized regional response team.

### **Fire / Rescue Services available for a fee**

Milwaukee Fire Department Heavy Urban Rescue Team (HURT)

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

Resources available from the Red Cross, Salvation Army, Schools, Clergy Assoc's, etc. phone numbers are on the resource listing.

### **Additional support from Milwaukee County Departments**

Refer to respective annexes contained within the Milwaukee County EOP.

### **Support from State and Federal Agencies**

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

## CITY OF SOUTH MILWAUKEE MAP



EMERGENCY TELEPHONE LISTINGS

|   |                                       |
|---|---------------------------------------|
|   |                                       |
| American Red Cross -<br>Gayle Hemmy-Disaster Action Team Chairman                     |                                       |
| ChemTrec  |                                       |
| Children's Hospital of Wisconsin  |                                       |
| City of South Milwaukee Fire Department<br>Fire / Rescue / Emergency Medical Services |                                       |
| City of South Milwaukee Police Department   |                                       |
| Coast Guard   |                                       |
| County Human Services   |                                       |
| County Medical Examiners Office (Coroner)   |                                       |
| Fire Bell Club  |                                       |
| Flight for Life   |                                       |
| Froedtert Memorial Hospital   |                                       |
|   |                                       |
| Medical Society   |                                       |
| Milwaukee County Division of Emergency Management<br>Gene Hibbler, Carl Stenbol       |                                       |
| Milwaukee County Sheriff's Department   |                                       |
| National Response Center - Biological/Chemical Hotline                                |                                       |
| <b>MADAC – Animal Control</b>   |                                       |
| Poison Center   |                                       |
| Saint Luke's South Shore Hospital   |                                       |
| Salvation Army  |                                       |
| St. Mary's Burn Center  |                                       |
| Telephone Company   |                                       |
| Union Pacific Railroad  | RR Police Office<br>Butler Yardmaster |
| Wisconsin DNR (Local Warden)<br>Mike Thompson (State)<br>(Emergency Spills)           |                                       |
| Wisconsin Electric Power Company<br>Dean Schultzbank, P.E.                            |                                       |
| Wisconsin Emergency Management<br>Duty Officer  |                                       |
| Wisconsin Humane Society  |                                       |
| Wisconsin Natural Gas Company   |                                       |

**CITY OF SOUTH MILWAUKEE 09/2008**

| <b><u>CHURCHES</u></b>                              | <b><u>ADDRESS</u></b>                    | <b><u>PHONE</u></b> | <b><u>FAX</u></b> |
|---|--|---------------------|-------------------|
| Divine Mercy, Marquette Parish Office               | 800 Marquette Ave.<br>1304 Manitoba Ave. | 762-6810            | 762-8326          |
| First Congregational United Church of Christ        | 1111 N. Chicago Ave.                     | 762-3121            |                   |
| Holy Resurrection Armenian Apostolic New Beginnings | 909 Michigan Ave.                        | 762-7460            |                   |
| Baptist Church                                      | 1315 Nicholson Ave.                      | 764-0610            |                   |
| So Milw Church of the Nazarene                      | 2114 9 <sup>th</sup> Ave.                | 762-6169            |                   |
| So Milw United Methodist                            | 1327 Marshall Ave.                       | 762-6030            | 762-7222          |
| St Luke's United Church of Christ                   | 2200 18 <sup>th</sup> Ave.               | 762-8260            |                   |
| St Mark's Episcopal                                 | 1314 Rawson Ave.                         | 762-1772            |                   |
| St Peter & Paul                                     | 1308 15 <sup>th</sup> Ave.               | 764-4860            |                   |
| Trinity Lutheran                                    | 2507 5 <sup>th</sup> Ave.                | 762-6626            | 762-6350          |
| Zion Lutheran                                       | 9 <sup>th</sup> /Michigan Ave            | 762-4466            | 762-1258          |

**SCHOOLS**

|                            |                            |          |          |
|----------------------------|----------------------------|----------|----------|
| Blakewood Elementary       | 3501 Blakewood Ave.        | 766-5900 |          |
| Divine Mercy, College Ave. | 695 College Ave.           | 764-4360 |          |
| E.W. Luther Elementary     | 718 Hawthorne Ave.         | 766-5326 |          |
| Lakeview Elementary        | 711 Marion Ave.            | 766-5252 |          |
| Rawson Elementary          | 1410 Rawson Ave.           | 766-2904 |          |
| South Milw. High School    | 801 15 <sup>th</sup> Ave.  | 766-5100 |          |
| South Milw. Middle School  | 1001 15 <sup>th</sup> Ave. | 766-5820 |          |
| Zion Lutheran              | 3600 S. Chicago Ave.       | 762-1258 | 762-1258 |

SEE SOUTH MILWAUKEE SCHOOL DISTRICT DIRECTORY

**DAYCARE/PRESCHOOLS**

|                                     |                            |          |          |
|-------------------------------------|----------------------------|----------|----------|
| Academy of Preschool Learning, Inc. | 1111 N. Chicago Ave.       | 764-6644 |          |
| Franciscan Villa Childcare Center   | 3601 S. Chicago Ave.       | 764-4100 |          |
| Kindercare                          | 1801 College Ave.          | 762-0045 | 762-0806 |
| Mary Linsmeier School               | 2979 S. Chicago Ave..      | 762-2366 | 762-2366 |
| Ms. Jane's House                    | 3700 Willow Court          | 764-0424 |          |
| Our Growing World                   | 1004 18 <sup>th</sup> Ave. | 571-9954 |          |
| Treasure Our Tots                   | 1314 Manitoba Ave.         | 764-0283 | 563-0043 |
| YMCA SACC Blakewood                 | 3501 Blakewood Ave.        | 274-0832 | 586-0943 |
| Zion Lutheran                       | 3600 S. Chicago Ave.       | 762-1258 |          |

**OTHER**

|                                      |                            |          |  |
|--------------------------------------|----------------------------|----------|--|
| Grobschmidt Senior Center            | 2424 15 <sup>th</sup> Ave. | 768-8045 |  |
| Kindcare Inc. (Daycare for disabled) | 1016 Milwaukee Ave.        | 571-5566 |  |

City of South Milwaukee EOP

| <b>MISCELLANEOUS</b>                    | <b>Phone</b>     | <b>Cell</b> | <b>Home</b> | <b>Radio</b> | <b>Pager</b> | <b>Fax</b> |
|---|------------------|-------------|-------------|--------------|--------------|------------|
| S.M. Rec. Dept.                         | 766-5081         | ----        | ----        | ----         | ----         | 766-5085   |
| MATC-South<br>Mike Kupsik<br>(Security) | 571-4500         | See         | Attached    | For          | Details      |            |
|   |                  |             |             |              |              |            |
| SM Yacht Club                           | 762-9819         | ----        | ----        | ----         | ----         | ----       |
| American Legion                         | 764-1827         | ----        | ----        | ----         | ----         | ----       |
| St. Luke's South<br>Shore               | 489-4033         | ----        | ----        | ----         | ----         | ----       |
| Emergency Dept.<br>Sgt. Cheryl Bower    | 489-4055<br>---- | ----        | ----        | ----         | ----         | ----       |
| S.M. Postmaster<br>Lynn Keyes           | 762-0601         | ----        | ----        | ----         | ----         | ----       |

**ANNEX D- LAW ENFORCEMENT 09/2008**

**RESPONSIBILITIES AND TASKS**

**LAW ENFORCEMENT  
(CHIEF OF POLICE)  
KEY ACTION CHECKLIST**

The South Milwaukee Police Department is responsible for law enforcement activities in South Milwaukee. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- When notified, ensure that all Police Department staff have been notified and that they report as situation directs.
- Identify an IC and establish a CP if appropriate; assign appropriate personnel to CP staff. Establish a staging area in the municipality
- Direct the designated law enforcement representative to report to the City Emergency Operations Center/Command Post.
- Secure the affected area, perform traffic, and crowd control to protect public and private property.
- Participate in warning the public as situation warrants.
- Coordinate and assist in the evacuation efforts with the Fire Department, if needed.
- Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Direct officer(s) to close off the damage site area and to stop all inbound traffic. If appropriate, establish an accountability system.
- Report above information to appropriate law enforcement agencies.
- If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
- Contact the Milwaukee County Sheriff's Department for additional County Deputies if necessary.
- 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 fire department with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Try to 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 or contact the Milwaukee County Sheriff for the dispatch of deputies.

## Staffing and Equipment

33 Sworn Officers  
6 marked/fully equipped squads

# TERRORISM RESPONSE PLAN

## PURPOSE

This plan provides operation procedures and guidelines necessary to minimize the effects of an act of terrorism on the people and the resources of the City of South Milwaukee. These procedures are designed for anticipated acts of terrorism/bioterrorism and to provide transition from incidents that are not initially determined to be terrorist incidents, but begin as a multi-victim or mass casualty incident, fire, rescue, hazardous material release or other type of incident. These guidelines will assist in providing organization and continuity to multi-agency and multi-discipline response operations.

## SITUATION

Terrorism is defined as “any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political, religious or social objectives.” The City of South Milwaukee could face acts of terrorism via a nuclear, biological or chemical attack. The act could potentially be transportation-related or involve a fixed site(s). Emergency preparedness and planning includes measures for prevention, immediate incident response and post-incident recovery.

## ASSUMPTIONS

The City of South Milwaukee has response elements in place with the ability to meet normal emergency response needs: performing fire fighting, hazardous materials response, law enforcement that includes bomb and tactical units, public health epidemiological response, emergency medical services and rescue tasks. Terrorism Response Resources are available through the Regional Hazardous Materials Response Team, and as needed, from Federal and State resources.

A local response to an act of terrorism would use the Incident Command System (ICS) and Unified Command to ensure that all responders and their support assets are coordinated for an effective and efficient response, which is necessary to (1) save lives, and (2) mitigate property and infrastructure damage. Specific resources have been identified for a terrorism response that can provide specialized response equipment and capabilities. Outside resources and assistance would complement and not supplant, Milwaukee County’s response under the City of South Milwaukee Emergency Operations Plan (EOP).

An act of terrorism/bioterrorism has some similarities to a natural disaster incident that occurs without warning. These similarities include the involvement of mass casualties, may include damage to buildings, may require evacuations and mass sheltering and may affect the economy.

There are also differences between a terrorist/bioterrorist incident and that of a natural disaster:

## City of South Milwaukee EOP

- A terrorist act is a *deliberate* act.
- It must *always* be treated as a federal crime scene.
- It may not be recognizable until there are multiple casualties.
- Responders to this type of incident are at a higher risk of becoming casualties.
- The incident may result in the contamination of critical facilities and large geographic areas.
- The incident may expand geometrically in scope and may affect mutual aid jurisdictions.
- It will cause a stronger reaction from the public than other types of incidents.
  1. There can be mass casualties and victims.
  2. The incident may require curtailment or suspension of critical services due to contamination of facilities or staffing shortages.
  3. There can be disruption of transportation systems.
  4. There can be severe psychological impact on the general public including the “walking well.”
  5. There could be decontamination issues related to the public needing to disrobe and surrender personal items.

An additional component of any terrorism/bioterrorism plan needs to include a change in the response paradigm. Time will be working against responders. The incident can expand very quickly and may worsen over time. **In order to protect first responders from becoming victims, the incident needs to be evaluated from a safe distance.** Response to a terrorist/bioterrorist incident may require extra protective equipment that is not always readily accessible on local response units. Support facilities such as 911 centers could be targets for such an incident, thereby inhibiting the receipt of information and response of emergency personnel.

The window of opportunity to positively affect the outcome of a terrorist/bioterrorist incident is small. First responders ability to identify aspects of the incident (including signs and symptoms exhibited by casualties) and report them accurately will be the key to maximizing the use of critical local resources and for triggering the State and Federal responses.

The results of a terrorist act can range from a single low-profile incident to large-scale acts where the terrorist is targeting mass destruction of property, infrastructure, lives or a combination of the three. Potential terrorist targets vulnerable to damage and loss resulting from the occurrence of a terrorist event at a given intensity and location have been identified based on historical evidence, empirical research and community perception.

## **TERRORISM HAZARD ANALYSIS SUMMARY**

The terrorism hazard analysis examined the vulnerability and risk for occupancies and sites within the City of South Milwaukee. (Sensitive information has been removed)

**Government Buildings:**

**Public/Commercial Facilities:**

**Recreational Facilities:**

**Industry:**

**Transportation:**

**Public Utilities:**

**Hospitals/Medical Centers:**

## City of South Milwaukee EOP

### **CHURCHES**

|  |  |
|--|--|
| Divine Mercy, Marquette Ave<br>Parish Office | 800 Marquette Ave.<br>1304 Manitoba Ave. |
| First Congregational United Church of Christ | 1111 N. Chicago Ave.                     |
| Holy Resurrection Armenian Apostolic         | 909 Michigan Ave.                        |
| New Beginnings Baptist Church                | 1315 Nicholson Ave.                      |
| So Milw Church of the Nazarene               | 2114 9 <sup>th</sup> Ave.                |
| So Milw United Methodist                     | 1327 Marshall Ave.                       |
| St Luke's United Church of Christ            | 2200 18 <sup>th</sup> Ave.               |
| St Mark's Episcopal                          | 1314 Rawson Ave.                         |
| St Peter & Paul                              | 1308 15 <sup>th</sup> Ave.               |
| Trinity Lutheran                             | 2507 5 <sup>th</sup> Ave.                |
| Zion Lutheran                                | 9 <sup>th</sup> /Michigan Ave            |

### **SCHOOLS**

|                            |                            |          |
|----------------------------|----------------------------|----------|
| Blakewood Elementary       | 3501 Blakewood Ave.        | 766-5900 |
| Divine Mercy, College Ave. | 695 College Ave.           | 764-4360 |
| E.W. Luther Elementary     | 718 Hawthorne Ave.         | 766-5326 |
| Lakeview Elementary        | 711 Marion Ave.            | 766-5252 |
| Rawson Elementary          | 1410 Rawson Ave.           | 766-2904 |
| South Milw. High School    | 801 15 <sup>th</sup> Ave.  | 766-5100 |
| South Milw. Middle School  | 1001 15 <sup>th</sup> Ave. | 766-5820 |
| Zion Lutheran              | 3600 S. Chicago Ave.       | 762-1258 |

### **DAYCARE/PRESCHOOLS**

|   |   |                      |
|---|---|----------------------|
| Academy of Preschool Learning, Inc.             | 1111 N. Chicago Ave.                      | 764-6644             |
| Franciscan Villa Childcare Center<br>Kindercare | 3601 S. Chicago Ave.<br>1801 College Ave. | 764-4100<br>762-0045 |
| Mary Linsmeier School                           | 2979 S. Chicago Ave..                     | 762-2366             |
| Ms. Jane's House                                | 3700 Willow Court                         | 764-0424             |
| Our Growing World                               | 1004 18 <sup>th</sup> Ave.                | 571-9954             |
| Treasure Our Tots                               | 1314 Manitoba Ave.                        | 764-0283             |
| YMCA SACC Blakewood                             | 3501 Blakewood Ave.                       | 274-0832             |
| Zion Lutheran                                   | 3600 S. Chicago Ave.                      | 762-1258             |

### **OTHER**

|                                      |                            |          |
|--------------------------------------|----------------------------|----------|
| Grobschmidt Senior Center            | 2424 15 <sup>th</sup> Ave. | 768-8045 |
| Kindcare Inc. (Daycare for disabled) | 1016 Milwaukee Ave.        | 571-5566 |

### **Special Community Events/Festivals:**

1. 4<sup>th</sup> of July Celebration
2. Spectacle of Music Drum & Bugle Corps Show
3. Heritage Days
4. National Night Out
5. Old-Fashioned Christmas Parade & Celebration
6. South Milwaukee High School Football Games, Athletic Events and Band Competitions

### **Military Units:**

1. 128<sup>th</sup> Air Refueling Wing

## EMERGENCY MANAGEMENT DIVISION RESPONSE & CREDIBLE WEAPONS OF MASS DESTRUCTION (WMD) THREAT ALERT LEVELS

In cooperation with the Federal Bureau of Investigation (FBI), the Emergency Management Division will use the following four levels to describe a developing potential WMD condition/situation and will initiate the suggested response for the designated threat level.

### THREAT CONDITION - LOW (GREEN)

DESCRIPTION: This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they have and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

### THREAT CONDITION - GUARDED (BLUE)

DESCRIPTION: This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

### Threat Condition Guarded – Local Response:

Communicate status to appropriate agencies utilizing the following Notification Standard Operating Procedure (SOP) as appropriate.

At the report of an act of terrorism or threat of an act of terrorism, the following notifications will be made:

#### City of South Milwaukee Contact List

(Appendix C of the City of South Milwaukee Emergency Operations Plan)

|  |          |
|--|----------|
| Milwaukee County Sheriff & Sheriff's Dispatch      | 278-4788 |
| FBI (Milwaukee Office)                             | 276-4684 |
| Milwaukee County Health Director                   | 286-3521 |
| Milwaukee County EMS Director                      | 805-6450 |
| City of Milwaukee FD EMS &/or Special Teams Chiefs | 286-8999 |

|  |                |
|--|----------------|
| City of South Milwaukee EOP                  |                |
| Milwaukee County Medical Examiner            | 223-1200       |
| Milwaukee County District Attorney           | 278-4670       |
| Milwaukee County Executive                   | 278-4211       |
| Milwaukee County Board of Supervisor's Chair | 278-4247       |
| State Emergency Management (as appropriate)  | 1-800-943-0003 |

If available, a written notice/incident report will be faxed to county fire, police and health departments, appropriate hospital emergency rooms and State Emergency Management.

### THREAT CONDITION – ELEVATED (YELLOW)

DESCRIPTION: An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increase surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

### Threat Condition Elevated - Local Response:

1. Maintain communication to appropriate agencies utilizing the Notification SOP
2. Follow EOP & SOP's as appropriate
3. As part of the on-going contingency planning process during the developing crisis, response and deployment plans for resources should be made as necessary.

### THREAT CONDITION - HIGH (ORANGE)

A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

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Threat Condition High – Local Response

1. Confirm Threat Condition High/Orange.
2. Ensure response agencies are aware of the situation utilizing the Notification SOP.
3. Maintain communication to appropriate agencies.
4. Anticipate the use of Unified Command.
5. Follow EOP & SOP's as appropriate.
6. Increase staffing, as necessary, call back/hold over personnel to meet needs.
7. Pre-identify staging areas.
8. Obtain the most current intelligence/situation reports.
9. Place liaison(s) at Command Post as necessary.
10. Monitor all activity within the impacted area.
11. Review procedures for the following:
  - Personal protective equipment
  - Shelter/evacuation operations
  - Mass casualty operations
  - Hazardous materials response operations
  - General safety
12. Develop communication plans for major areas of the incident.

THREAT CONDITION – SEVERE (RED)

A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.

**Follow all guidelines and procedures for WMD operations:**

- All potential chemical, biological or nuclear material should be approached by authorized, trained and equipped response personnel only; to include, but not limited to: Hazardous Materials Response Unit (HMRU) and Investigational Units or Technical Escort Units (under the direction of the HMRU).
- Unless trained and properly equipped with personal protective equipment, **NO** field personnel should enter or inspect the impact area due to risk of exposure to known or suspected chemical, biological or nuclear materials.
- Field monitoring and transportation of samples for lab testing is coordinated with HMRU.

**Threat Condition Severe (Red) – Local Response:**

1. Confirm Threat Condition Severe/Red and communicate to all responding agencies.
2. Communicate information on staging areas and incident command post location.
3. Communicate boundaries of identified impact area and update as needed.
4. Record actions on scene and prepare for briefings.
5. Coordinate with agencies at the command post.
6. Identify location of units in the field.

City of South Milwaukee EOP

7. Continue assessment of incident status and threat to human life and property.
8. Confirm areas that are secure from danger and safe to enter.
9. Utilize appropriate elements of the Milwaukee County Emergency Operations Plan (EOP) for guiding general terrorist incident response actions:

|                              |         |
|------------------------------|---------|
| DIRECTION & CONTROL          | ANNEX A |
| WARNING & COMMUNICATIONS     | ANNEX B |
| RESOURCE MANAGEMENT          | ANNEX C |
| LAW ENFORCEMENT              | ANNEX D |
| EVACUATION                   | ANNEX E |
| HUMAN SERVICES               | ANNEX F |
| PUBLIC WORKS                 | ANNEX G |
| PUBLIC HEALTH                | ANNEX H |
| RADIOLOGICAL PROTECTION      | ANNEX I |
| PUBLIC INFORMATION           | ANNEX J |
| FIRE & RESCUE OPERATIONS     | ANNEX K |
| DAMAGE ASSESSMENT & RECOVERY | ANNEX L |
| EMERGENCY MEDICAL            | ANNEX O |
| MORTUARY                     | ANNEX U |

**The Federal Response:**

- Primarily directed toward public safety and welfare and the preservation of human life.
- FEMA would lead the federal government’s efforts to respond to the devastation through consequence management in support of the FBI as the Lead Federal Agency (LFA).
- A Joint Operations Center (JOC) should be formed to integrate consequence management concerns with the law enforcement effort.
- The FBI investigation should continue under the JOC command concept until the threat of additional devices is mitigated or other contingencies regarding the incident are resolved.
- The incident site may expand to multiple sites that can be strategically coordinated by the JOC.

**APPENDIX A**

**TYPES OF THREATS:**

**INCENDIARY:** any mechanical, electrical or chemical device used to intentionally initiate combustion.

**EXPLOSIVE:** any substance, mixture, item or device designed to function by the instantaneous release of gas and heat, accompanied by light, loud noise and possibly shock waves.

**BIOLOGICAL:** living organisms or materials derived from them that cause disease and sickness.

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**CHEMICAL:** compounds, which, through their chemical properties, produce lethal or damaging effects to people, animals, plants or materials.

**NUCLEAR:** includes the application of a conventional nuclear device or the inclusion of radioactive materials as part of a “dispersal” type of device.

**BASIC RESPONSE PROCEDURE**

1. Protect yourself. Move uphill and upwind.
2. Upon observation of anything unusual or out of the ordinary, immediately cover nose/mouth with a cloth for temporary respiratory protection.
3. Use a SAFE approach:
  - Safety comes first
  - Assess the situation before taking any action.
  - Focus on avoiding the hazard and potential for exposure.
  - Evaluate the situation and report to/notify the proper authorities.
4. Identify and recognize the hazard.
5. Isolate the area and secure the scene. *Keep others away until help arrives.*
6. Request assistance – Call “911”.
7. Be aware of the potential for dangerous secondary devices.

**KEYS TO SELF-PRESERVATION**

1. Time: Minimize any exposure time.
2. Do NOT TEST (Taste, Eat, Smell, Touch).
3. Distance: Maximize the distance between you and the hazard (uphill/upwind).
4. Protection: Utilize appropriate personal protective equipment if necessary and available.
  
5. Utilize Emergency Self-Decontamination if there is a potential for exposure:
  - Carefully wet or blot exposed surfaces to prevent spreading agent.
  - Strip off all clothing to prevent further release of agent.
  - Flush the affected area with large amounts of water (Use soap if available.).
  - Cover the affected area.

**CRIME SCENE PROCEDURE**

1. Note people arriving or departing the scene (license #'s/descriptions).
2. Advise potential witnesses to remain at the scene in a safe location until law enforcement personnel can arrive and interview them.
3. Be alert to physical evidence present (foot prints, wrappers, paper, etc.)
4. If possible sketch/photograph/video tape scene.
5. Document victim’s statements and other evidence.
6. Do not touch, disturb, or remove any potential evidence without law enforcement approval.

**APPENDIX B**

|                 |                |   |                        |
|-----------------|----------------|---|------------------------|
| <b>INCIDENT</b> | <b>HAZARDS</b> | <b>NORTH AMERICAN<br/>EMERGENCY<br/>RESPONSE GUIDE –<br/>GUIDE NUMBER</b> | <b>PERSONAL SAFETY</b> |
|-----------------|----------------|---|------------------------|

City of South Milwaukee EOP

|                   |   |   |  |
|-------------------|---|---|--|
| <b>Incendiary</b> | Thermal, mechanical, chemical, asphyxiative             | Guide's #118, 127, 134, 136 & 139. Improvised materials may be extremely sensitive, reactive & unpredictable. | <b>For incendiary &amp; explosive:</b> <ul style="list-style-type: none"> <li>▪ Remove people from potential threat</li> <li>▪ Do not touch suspect items</li> <li>▪ Do not disturb or change environment</li> <li>▪ Do not use two-way radios</li> <li>▪ <b>Beware of booby traps &amp;/or secondary devices.</b></li> </ul>  |
| <b>Explosive</b>  | Mechanical, thermal, chemical, etiologial, radiological | Guide's # 112, 114. Improvised materials may be extremely sensitive, reactive & unpredictable.                |  |
| <b>Biological</b> | Etiological/biological                                  | Guide #158  | <b>For biological &amp; chemical:</b> <ul style="list-style-type: none"> <li>▪ Evacuate upwind</li> <li>▪ Use PPE &amp; respiratory protection if possible.</li> <li>▪ If incident is outside, seal doors &amp; windows &amp; turn off HVAC</li> <li>▪ When clear of contaminated area, start decon by removing all apparel &amp; aggressively wash skin &amp; irrigate eyes.</li> </ul> |
| <b>Chemical</b>   | Chemical, thermal, asphyxiative, mechanical             | Guide's # 123, 153. Improvised materials may be sensitive, reactive & unpredictable.                          |  |
| <b>Nuclear</b>    | Radiological, thermal, chemical, mechanical             | Guide # 163. Improvised materials may be extremely sensitive, reactive & unpredictable.                       | All of the above apply.  |

City of South Milwaukee EOP

**BIOLOGIC ORGANISMS THAT MAY BE DETECTED IN A BIOTERRORIST INCIDENT**

| <u>Disease</u>  | <u>Spread</u>  | <u>Diagnosis</u>  | <u>Signs &amp; Symptoms</u>   | <u>Nursing Considerations</u>   |
|---|--|---|---|---|
| <p><b>Anthrax, <i>Bacillus anthracis</i> spores</b></p> <p>Incubation: 1 – 6 days</p> <p>Man to man transmission: None except with Cutaneous disease</p> <p>Lethality: High</p>   | <ul style="list-style-type: none"> <li>Airborne when used by terrorists; produces inhalation anthrax</li> <li>No secondary spread with inhalation form</li> </ul>  | <ul style="list-style-type: none"> <li>Blood cultures &amp; gram stains, which may be negative early in the disease</li> <li>Enzyme-linked immunosorbent assays &amp; immuno-histologic assays</li> </ul>   | <ul style="list-style-type: none"> <li><b>Inhalation:</b> fever, dyspnea, headache &amp; chest pain, progressing to septic like syndrome; meningeal involvement in 50% of cases</li> <li><b>Cutaneous:</b> skin lesions that may develop into necrotic ulcers.</li> <li><b>Gastrointestinal:</b> fever, nausea, vomiting, abdominal pain, bloody diarrhea, ascites</li> </ul> | <ul style="list-style-type: none"> <li>Doesn't require isolation</li> <li>Provide supportive therapy for shock &amp; fluid volume deficit; maintain airway</li> <li>Administer ciprofloxacin or doxycycline as ordered</li> <li>Administer vaccine to prevent recurrence &amp; for prophylaxis</li> </ul>   |
| <p><b>Plague, <i>Yersinia pestis</i> bacteria</b></p> <p>Incubation: 2 – 3 days</p> <p>Man to man transmission: High</p> <p>Lethality: High unless treated within 12-24 hrs.</p>  | <ul style="list-style-type: none"> <li>Inhalation (pneumonic) form used by terrorists</li> <li>Secondary transmission from droplets possible; also via the natural form (bubonic) spread through the dermis</li> </ul> | <ul style="list-style-type: none"> <li>Culture of sputum, lymph node aspirate, or cerebrospinal fluid</li> <li>Presence of gram-negative bacilli with bipolar staining</li> <li>Pulmonary infiltrates or consolidation on chest x-ray.</li> </ul> | <ul style="list-style-type: none"> <li><b>Pneumonic:</b> fever, upper respiratory infection, then fulminant pneumonia with dyspnea, stridor &amp; bilateral infiltrates; severe ecchymosis possible.</li> <li><b>Bubonic:</b> fever with rigors, erythema, tender lymph nodes</li> </ul>  | <ul style="list-style-type: none"> <li>Treatment <b>must</b> begin within 24 hrs to be effective.</li> <li>Isolate patient for 48 hrs; wear surgical mask, gown, gloves &amp; eye protection when providing care.</li> <li>Administer streptomycin or doxycycline as ordered (Many strains are drug-resistant.)</li> <li>Administer prophylactic tetracycline or doxycycline X 7 days.</li> </ul>   |
| <p><b>Smallpox, <i>variola major</i> virus</b></p> <p>Incubation: 10 - 12 days</p> <p>Man to man transmission: High</p> <p>Lethality: High to moderate</p>  | <ul style="list-style-type: none"> <li>Airborne, spread by inhalation</li> </ul>   | <ul style="list-style-type: none"> <li>Appearance of vesicles, samples from vesicles viewed under electron microscope</li> <li>Easily misdiagnosed as chicken pox (varicella)</li> </ul>  | <ul style="list-style-type: none"> <li>Acute malaise, fever, rigor, headache, mental status changes</li> <li>After a few days: rash on hands, arms &amp; face, then macules, and pustular vesicles</li> </ul>   | <ul style="list-style-type: none"> <li>Isolate the patient immediately in a negative-pressure room with dedicated exhaust. Maintain isolation until all scabs have fallen off.</li> <li>Administer supportive treatment.</li> <li>Anyone vaccinated before 1985 lacks immunity.</li> </ul>  |
| <p><b>Viral Hemorrhagic fevers:</b></p> <p>Ebola, Marburg, Hantavirus, Lassa, Machupo, Congo fever, yellow fever, Rift Valley fever</p> <p>Incubation: 2 days – several weeks</p> <p>Man to man transmission: Moderate</p> <p>Lethality: Moderate to high</p> | <ul style="list-style-type: none"> <li>Transmitted via blood-to-blood contact</li> </ul>   | <ul style="list-style-type: none"> <li>Clinical presentation</li> <li>Although the CDC can confirm diagnosis, the response is not rapid enough to assist in treatment decisions.</li> </ul>   | <ul style="list-style-type: none"> <li>Leaking of the vascular bed resulting in bleeding &amp; disseminated intravascular coagulation.</li> <li>Fever, myalgia, prostration, leading to shock &amp; general mucous membrane hemorrhage involving respiratory, hematopoietic &amp; central nervous systems.</li> </ul>   | <ul style="list-style-type: none"> <li>Follow strict isolation &amp; contact precautions for at least 21 days, standard precautions to prevent spread.</li> <li>Provide supportive treatment, ICU monitoring &amp; comfort measures.</li> <li>Administer blood products as ordered.</li> <li>Avoid needle sticks, catheters &amp; other invasive procedures to minimize bleeding from capillary beds.</li> <li>Treat secondary infections.</li> </ul> |

City of South Milwaukee EOP

*CHEMICAL AGENTS THAT MAY BE DETECTED IN A TERRORIST INCIDENT*

| <b>Agents</b>   | <b>Persistency by Agent</b>   | <b>Symptoms of All Agents</b>   | <b>Hazards</b>  |
|---|---|---|---|
| <b><i>Nerve Agents:</i></b>   |   |   |   |
| <ul style="list-style-type: none"> <li>• Tabun</li> <li>• Sarin</li> <li>• Soman</li> </ul> | <ul style="list-style-type: none"> <li>• Minutes to hours</li> <li>• Minutes to hours</li> <li>• Hours</li> </ul> | <ul style="list-style-type: none"> <li>• Pinpoint pupils</li> <li>• Dim vision</li> <li>• Runny nose/salivation</li> <li>• Tightness of chest</li> <li>• Dyspnea</li> <li>• Twitching, paralysis, convulsions</li> <li>• Tachycardia</li> <li>• Vomiting</li> <li>• Loss of consciousness</li> <li>• Incontinance</li> <li>• Death</li> </ul> | <ul style="list-style-type: none"> <li>• Respiratory dose is effective within seconds to minutes. Skin dose is effective within minutes to hours.</li> <li>• Extremely toxic lethal agents</li> </ul>                     |
| <ul style="list-style-type: none"> <li>• VX</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Hours to days</li> </ul>   | <ul style="list-style-type: none"> <li>• Sweating</li> <li>• Nausea, vomiting &amp; diarrhea</li> <li>• Loss of consciousness</li> <li>• Convulsions</li> <li>• Death</li> </ul>  | <ul style="list-style-type: none"> <li>• Predominantly a liquid hazard. Effective 10 minutes to 18 hours after exposure.</li> </ul>   |
| <b><i>Blister Agents:</i></b>   |   |   |   |
| <ul style="list-style-type: none"> <li>• Mustard</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Hours to days</li> </ul>   | <ul style="list-style-type: none"> <li>• Reddening of the skin</li> <li>• Blisters</li> <li>• Eye pain &amp; reddening with eye damage.</li> <li>• Coughing</li> <li>• Airway irritation &amp; damage</li> </ul>  | <ul style="list-style-type: none"> <li>• Damage begins within minutes.</li> <li>• Eye effects may appear in a few hours, respiratory effects &amp; blisters in 2 – 24 hours.</li> <li>• Lethal in large doses.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Lewisite</li> </ul>                                | <ul style="list-style-type: none"> <li>• Hours to days</li> </ul>   | <ul style="list-style-type: none"> <li>• Immediate pain or skin irritation</li> <li>• Other symptoms similar to mustard agents</li> </ul>   | <ul style="list-style-type: none"> <li>• Immediate pain. Other symptoms in about 12 hrs.</li> <li>• Lethal in large doses.</li> <li>• Immediate pain &amp; damage to eyes, skin &amp; airways.</li> </ul>                 |
| <ul style="list-style-type: none"> <li>• Phosgene Oxime</li> </ul>                          | <ul style="list-style-type: none"> <li>• Hours to days</li> </ul>   | <ul style="list-style-type: none"> <li>• Immediate burning</li> <li>• Eye &amp; airway irritation &amp; damage.</li> </ul>  | <ul style="list-style-type: none"> <li>• Immediate pain &amp; damage to eyes, skin &amp; airways.</li> <li>• Lethal in large doses.</li> </ul>  |

**OVERALL FIRST RESPONDERS OBJECTIVES:**

**Protect yourself** – don't become a victim.

**Protect the victims and public** within your means.

**Notify appropriate authorities**, in accordance with your SOP's.

**The incident is a crime scene.** Preserve suspected evidence whenever possible.

**SCENE MANAGEMENT:**

1. Park vehicles and position responders upwind, uphill and a safe distance from the hazard area.
2. Protect yourself.
3. Immediately notify the South Milwaukee Dispatch Center (768-8060) that you are on-scene at a possible terrorist incident and establish the Incident Command System.
4. Provide Dispatch with the following information:
  - Incident description (include wind & weather conditions)
  - Exact location of the incident
  - Location of command (description of command location)
  - Type(s) of vehicles and/or structures involved
  - Type(s) of substances released or involved
  - Presence of fire, spilled liquids, vapors
  - Known injuries or casualties
  - Describe the extent of public exposure
  - Initiate public shelter-in-place or evacuation per SOP's
  - Alert hospitals to potential mass casualties (some may self-transport)
  - Request necessary resources immediately: law enforcement/bomb squad/hazmat units/HERC unit/EMS, etc.
  - Describe safe approach route for other responders (upwind of hazard)
5. Have Dispatch activate the City of South Milwaukee Contact Listing.

**APPENDIX C**

**RESPONDER ACTIONS AT THE SCENE:**

**Isolate Scene & Deny Entry:**

- Establish an isolation distance (hot zone).
- Prohibit entry. Keep traffic from entering the area. The isolation zone will vary depending on the type(s) of hazard(s) and the location of the incident.
- Emphasize the potential for secondary devices.
- Gather walking victims into a safe isolated area to prevent further contamination.

**Notification:**

- Notify South Milwaukee dispatch of the incident and provide critical information.
- Request appropriate emergency response.

**Identification:**

- Detect the presence of a terrorist incident/device if possible.
- Estimate likely harm without intervention.
- Terrorist Attack Indicators:
  - a) Statements and symptoms of casualties
  - b) Casualty pattern, large number of casualties
  - c) Damage to buildings and structures, unusual debris
  - d) Dead animals or vegetation
  - e) Unexplained vapor cloud, liquids or strange smells
  - f) Potential dissemination device detected

**Protection:**

- Initiate public protective actions (evacuation and/or shelter-in-place).
- Utilize protective equipment as needed and as available.
- Stay upwind and keep clear of any leaking material(s) and/or vapor cloud(s).
- Be alert for odd smells, unusual vapors, liquids or the sound of escaping gas, etc.
- Perform emergency self-decontamination.

**Spill-Leak-Fire Control/Rescue:**

- Wait for the appropriately trained and equipped responders to arrive.
- Do not perform operations without protection.
- Control access to the scene.
- Keep people out of the isolation zone.

## **ANNEX E- EVACUATION AND SHELTER 09/2008**

### **EVACUATION AND SHELTER GUIDELINES**

**PURPOSE:** As part of the City of South Milwaukee Public Health Department, this section provides the policies and procedures of public health activities as they relate to evacuation and sheltering during any emergency or disaster situation in the City of South Milwaukee.

**SITUATIONS & ASSUMPTIONS:**

The City of South Milwaukee can be impacted by many types of hazards and disasters that can cause loss of life, injury and damage to property (See *Basic Plan*.)

Geographic considerations, severity and type of incident, amount of warning time, estimated duration, population density and other factors will determine the area of evacuation, routes, shelter sites, reception area or shelter-in-place decisions.

We can assume that in a mass evacuation:

- There will be gridlock on all roads.
- Some people will refuse to evacuate.
- Accidents will cause minor, severe and/or fatal injuries.
- Looting may occur.
- Families will become separated.
- Congregate care facilities, disabled & other persons with special needs will require transport assistance.
- Sheltering-in-place may be necessary prior to evacuation.
- People will stay with relatives or friends outside the evacuation zone.
- Pets may be abandoned.

**CONCEPT OF OPERATIONS:**

**AUTHORITY**

The decision to evacuate may be made by the Incident Commander, the Mayor, the Fire Chief, the Police Chief or the Policy Group.

## CITY OF SOUTH MILWAUKEE EOP

Milwaukee County Emergency Management is the coordinator for evacuation and shelter notifications and resources during an emergency. This agency must be notified any time that a decision is made to open shelters within South Milwaukee or in behalf of South Milwaukee residents.

The American Red Cross is the Congressionally Chartered volunteer agency to provide emergency assistance, temporary shelter and mass feeding to individuals and families during the incident and recovery periods.

The Milwaukee County Department of Health and Human Services is the governmental agency that is responsible for providing assistance to individuals and families during and following a disaster incident.

### FUNCTIONS

The Mayor, Designee or Policy Group, after consulting with the first responders will determine the scope of the incident; may order an evacuation; activate the South Milwaukee EOC; request further resources and will provide direction and control during the incident.

The South Milwaukee Police Chief, as lead Law Enforcement Officer, coordinates the evacuation with other law enforcement agencies, DPW, National Guard or other personnel as needed. Law Enforcement will maintain traffic control on all roadways, assembly and rest areas, vital facilities, shelters and other areas as assigned.

The American Red Cross will take the lead for shelter site operations and management with assistance from the South Milwaukee Health Department, Milwaukee County Department of Health and Family Services, other volunteer agencies and the Division of Emergency Management. The American Red Cross will determine which shelters or reception centers will be opened.

The Department of Health and Family Services (Annex F of the Milwaukee County Emergency Management Plan) will assist disaster victims within the shelter or reception sites and provide necessary services that are available to them.

Milwaukee County Emergency Management will coordinate operations through the County EOC with the South Milwaukee EOC, identify and secure resources and provide public information through the media, Emergency Broadcast or Alert System or other sources as necessary.

DPW will assist Law Enforcement in traffic control, provide vehicles and fuel for transport of personnel and disabled, assist in the removal of abandoned vehicles, coordinate other public works resources and other duties as necessary.

The Humane Society of the United States and the American Red Cross have a statement of understanding regarding animal victims of a disaster. The Humane Society is the lead agency for providing shelter and/or referral resources for domestic and farm animals in the Milwaukee County area.

### OPERATING PROCEDURE FOR EVACUATION:

When it is determined by the Incident Commander or other emergency officials that an evacuation is necessary to protect the health and welfare of persons in the City of South Milwaukee, the IC will request the Police Department to organize and begin the evacuation.

- If the incident is contained to the city, the Police Department will conduct the evacuation under the “Incident Command System”.
- If the incident involves more than one community, the evacuation will be conducted under the “Joint Command System”.
- If the incident impacts several jurisdictions, the evacuation will be conducted under the “Unified Command System”.
- A uniform marking system will be used to indicate:  
Residents have been informed and will evacuate  
Residents were not in premises  
Residents refused to evacuate

### **EVACUATORS**

- A field command post will be used to deploy evacuators & log evacuation progress.
- Will be assigned sectors to evacuate and report method to be used.
- Will be provided with personal protective equipment where necessary.
- Will be given information on life safety issues prior to evacuation.
- Will be provided with evacuation and/or shelter-in-place guides.
- Will be provided with the marking system to be used.

Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.

### **EVACUATION ROUTES**

- Evacuation routes will be determined by the nature of the incident and other mitigating factors.
- It is assumed that main thoroughfares and the I system will be the first choice of evacuees.
- Public and private vehicles and other forms of transit may be used for those who need transportation to a shelter site.
- School officials will implement their emergency transportation contingency plan to move students and faculty to reception, shelter sites or shelter-in-place.
- The Emergency Alert System (EAS) may be used to inform citizens of evacuation routes and other emergency information.
- The National Weather Service (Sullivan, WI) may be used to alert citizens by activating the tone on alert radios.
- Door-to-door canvassing or loud speaker announcements may be used to alert the public.

### **EVACUATION CHECKLIST**

- **Prescription Medications**
- **House and Car Keys**
- **Personal Identification**
- **Checkbook, credit cards, cash**
- Address and phone numbers
- Dentures, Hearing Aids, Eyeglasses
- Flashlight, radio, batteries
- First Aid Kit, Medical Records
- Important Documents/Insurance papers
- Changes of Clothing/seasonal
- Blankets—sleeping bags
- Canned non-perishable food, can opener
- Water (1 gallon per person/day)

## CITY OF SOUTH MILWAUKEE EOP

- Special needs items: Baby formula, diapers, dietary supplements, oxygen tank, wheel chair, etc.
- Other
- For your Automobile: jumper cables, water, oil, anti-freeze, etc. blanket, water, gas can, spare tire, tire jack, flares, flashlight, batteries, sand or kitty litter, shovel, non-perishable snack foods, infant car seat, paper and pen to write down instructions, other special items.

### **EVACUATION INSTRUCTIONS**

- Stay calm
- Dress appropriately for the weather
- Pack essentials, use your pre-packed kit or the attached checklist
- pack quickly and evacuate as soon as possible
- Unplug/turn off electrical and gas appliances
- Lock doors and windows
- Listen to the emergency alert radio station for further instructions
- Do not pick children up from school or day care centers, they will be evacuated to predetermined shelter/reception sites. You will be given further information at the reception site.
- Do not use the telephone except for life threatening emergencies
- If you are going to stay at a relative or friends, try to let someone know your destination.
- Be alert to changing conditions.

### **TRANSPORTATION RESOURCES FOR EVACUATION**

- The Milwaukee County Transit System (MCTS) has an average of 485 buses in daily service with an approximate seating capacity of 47 seats/bus.
- The MCTS has 284 wheelchair accessible units with a majority of two (2) spaces/bus.
- Transit Plus is a service for individuals with disabilities who are not able to use the MCTS.
- A list of the school bus companies and capabilities servicing Milwaukee County is maintained at the Milwaukee County Emergency Management EOC.
- Statistics indicate that approximately 70% of evacuees will use privately owned vehicles.

## **SHELTERING IN-PLACE GUIDELINES**

Each incident must be evaluated separately as each will be unique, therefore the Incident Commander will decide if sheltering-in-place is an alternative to evacuation based on factors at the time of the incident.

Sheltering-in-place may be chosen if:

1. The incident will be of short duration (usually 1 to 3 hours)
2. It would be more harmful to evacuate (too dangerous to evacuate into the immediate area)
3. It is impossible to safely move certain groups of the population such as incarcerated, congregate care facilities, schools, hospitals, etc.
4. Prior to a decision to evacuate.

Recommended Sheltering-in-Place Instructions:

Select a room on an upper level with a minimum of windows (interior if possible), that can be sealed quickly. (Do not use the basement as some chemicals are heavier than air and may collect there).

Prepare a kit containing 2" duct tape, sheet plastic (or garbage bags), supply of towels, water (for wetting towels & drinking), battery powered radio, flashlight, extra batteries, a few snacks (non-perishable), toys or games for children, medication, a covered pail & toilet paper, pet needs, other personal items and store it inside your selected room.

1. Get people and pets inside. Close and lock all outside doors and windows.
2. Turn off all window fans, vents, exhaust fans, furnaces, air conditioners, fireplace dampers, etc. to keep outside air from infiltrating.
3. Close as many internal doors as possible. Move to the selected room.
4. In the room: seal around doors with the duct tape, cover exhaust fans and windows with the plastic and seal with tape, jam wet towels under door.
5. Turn on the TV or radio to receive further instructions and information.
6. Do not use the telephone unless you need emergency medical help.
7. If gas or vapor seeps into the room, hold a wet cloth or handkerchief over your nose and mouth.
8. If you are warned that an explosion is possible, close drapes, curtains and shades over plastic covered and taped windows. After sealing, keep away from the windows to prevent injury from flying glass.
9. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
10. When the all clear is given, go outside to get some fresh air, then, open all windows and doors to allow air to circulate. Repack your shelter kit with new supplies.

**EVACUATION PROCEDURE FOR THE  
SOUTH MILWAUKEE HEALTH DEPARTMENT**

Upon receipt of notification that all or part of the City of South Milwaukee will be evacuated, the South Milwaukee Health Officer or designee will utilize the following procedure:

1. \_\_\_\_\_ Activate the Health Department personnel to respond to the Health Department office.
2. \_\_\_\_\_ Activate Shelter volunteers as needed.
3. \_\_\_\_\_ Assure that the Milwaukee County Division of Emergency Management has been notified of the need for evacuation and the possibility of opening shelters.
4. \_\_\_\_\_ Assist in arranging for mass transportation of evacuees.
5. \_\_\_\_\_ Activate Mutual Aid Agreements as needed.
6. \_\_\_\_\_ Direct Health Department personnel to appropriate reception sites and/or shelters. These facilities are to be opened according to the appropriate reception site and/or shelter checklists.
7. \_\_\_\_\_ Carefully document Health Department involvement and all emergency-related costs.

## SHELTER SITE ORGANIZATION

A. Shelter Sites:

Milwaukee County Emergency Management and the American Red Cross will maintain a list of shelter sites in the Milwaukee County and adjacent sites. The Red Cross will establish temporary shelter sites where no shelter agreement exists on an as-needed-basis. The Health Department has first responsibility to open and manage shelter sites within the City as directed by the American Red Cross and shall operate them until relieved by Red Cross trained personnel.

B. Shelter Management:

The American Red Cross has trained Shelter Managers who are responsible for opening, closing and operating shelter sites during an emergency. The Red Cross, assisted by personnel from the Health Department, the Milwaukee County Department of Health and Family Services and other volunteer agencies will operate shelters on a 24-hour basis.

C. Shelter Functions:

Functions within the shelter site include food services, sleeping accommodations, sanitary facilities, medical assistance, counseling, referral, health and recreation services. No pets other than Service Animals, alcohol, drugs, smoking or weapons are allowed in the shelters.

D. Congregate Care:

Each congregate care facility is responsible for establishing and updating their own emergency plans. Disaster victims relocated from a congregate care facility must be accompanied and cared for by the congregate care facility staff during their stay in an alternate congregate care facility or shelter site.

E. Disaster Welfare Inquiry:

The American Red Cross is able to handle tracking, victim location, medical information, etc., during a disaster using their National Disaster Welfare Inquiry System. The Milwaukee County departments of Family Services and Veterans Affairs will also assist disaster victims during and after a crisis.

F. Emergency Assistance:

Disaster victims will be assisted with vouchers, temporary housing, medications and other services through the Milwaukee County Department of Family Services, the State Department of Health and Family Services, FEMA, the American Red Cross and the Salvation Army.

## REGISTRATION RESPONSIBILITIES

Upon notification from the Health Officer at the EOC, Health Department personnel will take the shelter kit from the Storage room at the Health Department and report to the appropriate reception site and utilize the following procedures:

1. \_\_\_\_\_ Place the reception desk near the entrance to welcome those entering the shelter, to answer their questions and to direct them toward the registration tables. Allow enough space for a waiting area.
2. \_\_\_\_\_ Post signs directing persons to the registration area and post signs clearly marking the registration tables.
3. \_\_\_\_\_ Use only one entrance to the building if possible. Post signs at other entrances to direct residents to appropriate areas. ***Make sure that fire exits are not blocked.***
4. \_\_\_\_\_ Use the *Disaster Shelter Registration* (Form 5972 – See Attachment A) to record information about families entering the shelter. If Form 5972 is not available, use index cards or pads of lined paper.
5. \_\_\_\_\_ Use one form, card or sheet of paper for each family. A family is defined as all persons living in a household.
6. \_\_\_\_\_ Provide a Shelter Resident Information sheet to each family as they register (See Attachment B.)
7. \_\_\_\_\_ Assign shelter volunteers or recruit shelter residents to do registration as needed.
8. \_\_\_\_\_ Indicate in the margin of the registration form those shelter residents who would like to volunteer for specific shelter jobs or have a specific skill that can be utilized in the shelter.
9. \_\_\_\_\_ Refer the following persons to the Public Health Nurse at the shelter or to the Disaster Health Services staff:
  - Ill or injured persons
  - Those people on special medications or diets
  - Those people who claim to have medical training**NOTE:** Nursing personnel should be available at the registration desk to help screen arrivals at the shelter who need medical attention.
10. \_\_\_\_\_ Refer persons with missing or deceased family members to the Disaster Mental Health Task Force staff, if activated by the Milwaukee County EOC.
11. \_\_\_\_\_ If you are using Form 5872, keep the registration copy in the completed registration folder at the registration desk. All other copies should be given to the shelter manager for distribution to the appropriate functions.

12. \_\_\_\_\_ Place a sign at each shelter exit reminding people who are leaving the shelter to go to the registration desk for “out-processing.” Flag the registration cards of those temporarily leaving the shelter to indicate their status. For those families who leave the shelter permanently, complete the information below the dotted line on the registration form and forward the form to the shelter manager.
13. \_\_\_\_\_ Maintain a log for visitors to sign in and out.
14. \_\_\_\_\_ Escort official visitors, including the media, to the shelter manager.
15. \_\_\_\_\_ Maintain a shelter census and report this information to the shelter manager on a regular basis.
16. \_\_\_\_\_ Inventory supplies belonging to the facility that may be used for the shelter.
17. \_\_\_\_\_ Prepare the building for operation by identifying areas for reception, registration, health and mental health services, the dormitory, the cafeteria, child care, recreation, the staff restroom, the shelter manager’s office and the storage area for supplies.
18. \_\_\_\_\_ Arrange for security inside and outside of the shelter.
19. \_\_\_\_\_ Establish procedures for controlling traffic and parking.
20. \_\_\_\_\_ Assure that there is an adequate number of showers and bathing facilities. If the water is not working, make alternative arrangements, such as delivery of bottled water.
21. \_\_\_\_\_ Assure that there is an adequate number of toilets. If the water is not working, make alternative arrangements, such as portable or chemical toilets.
22. \_\_\_\_\_ Arrange for garbage disposal and trash disposal through the South Milw. DPW or a private hauler.
23. \_\_\_\_\_ Assure that laundry facilities are available for cleaning towels, etc.

### FEEDING RESPONSIBILITIES IN A SHELTER

The shelter teams from the American Red Cross or the Salvation Army have the primary responsibility to provide food in a shelter. There will be times, however, when these personnel cannot arrive in time to meet the immediate nutritional needs of the shelter residents. In this type of situation, staff from the South Milwaukee Health Department will have to temporarily assume some of this responsibility.

1. \_\_\_\_\_ The PHN in charge of feeding should contact the Health Officer to discuss the best options for meals at the shelter. These options include:
  - Fast food or restaurant-prepared meals
  - School cafeteria workers
  - Staff from a church or other organization
2. \_\_\_\_\_ Establish a beverage and snack canteen as soon as possible. This may

CITY OF SOUTH MILWAUKEE EOP

require obtaining food, beverages and other supplies from local grocery stores such as Pick N Save. ***\*Be sure to get a bill from the merchant for later reimbursement.***

3. \_\_\_\_\_ With shelter personnel, the PHN in charge of feeding should determine:
  - When the first meal will be needed
  - Sources of food and water.
  - Food storage, food preparation, serving, dining and garbage disposal areas within the shelter
  - An inventory of the food on hand.
4. \_\_\_\_\_ If the food is to be obtained from a fast-food restaurant, the Health Officer or designee will make the contact with the company and arrange to have the food delivered, if possible to the shelter site.
5. \_\_\_\_\_ Set up serving and dining areas. Plan to serve the food cafeteria-style.
6. \_\_\_\_\_ Provide for disposal of food and utensils, etc.
7. \_\_\_\_\_ Keep records of all food and supplies obtained and/or received including the amounts and sources. Keep receipts for all food and supplies that you acquire locally. Record any food supplies belonging to the facility that were used. Record any breakage of facility-owned equipment.
8. \_\_\_\_\_ Provide the shelter manager with daily statistics on the number of meals and snacks served.
9. \_\_\_\_\_ Carefully document all activities relating to shelter food service.

|  |
|--|
| <p><b><u>NOTE:</u></b> <b><u>DO NOT</u></b> serve food that is donated from private citizens to shelter residents. Refuse these donations <u>very tactfully</u>.</p> |
|--|

## SHELTER DORMITORY RESPONSIBILITIES

When a shelter must be opened and the Red Cross has not arrived, the South Milwaukee Health Department will be responsible for the following:

1. \_\_\_\_\_ Consider allocating separate space for families with small children, the elderly, night workers who sleep during the day and other unique situations.
2. \_\_\_\_\_ Ensure that planning includes access to and movement within the building for persons with disabilities.
3. \_\_\_\_\_ When needed, identify a source of cots and blankets, using American Red Cross supplies if possible. Otherwise, obtain permission to use the supplies located in the facility being used as a shelter.
4. \_\_\_\_\_ Coordinate with law enforcement to provide security protection for the shelter.
5. \_\_\_\_\_ Recruit volunteers from shelter residents to keep the dormitory clean.

## INFORMATION RESPONSIBILITIES WITHIN A SHELTER

When a shelter is opened and the American Red Cross has not yet arrived, the South Milwaukee Health Department has the following responsibilities:

1. \_\_\_\_\_ Post directional signs from main roads, so that clients can locate the shelter.
2. \_\_\_\_\_ Post signs on the outside of buildings, indicating which entrance is to be used.
3. \_\_\_\_\_ Put up internal signage. Label and provide directional signs to registration, disaster health services and restrooms.
4. \_\_\_\_\_ Assure that registration staff are briefed and prepared to answer common questions from evacuees.
5. \_\_\_\_\_ Arrange for a television or radio so that clients and workers can obtain information about current disaster conditions.
6. \_\_\_\_\_ If possible, have copies of the daily newspaper available.
7. \_\_\_\_\_ Establish a bulletin board where messages, information and shelter rules and routines will be posted.
8. \_\_\_\_\_ Keep lines of communication with the So. Milw. EOC and Health Officer open.

CITY OF SOUTH MILWAUKEE EOP

9. \_\_\_\_\_ Work with shelter personnel to initiate regularly scheduled shelter meetings where staff and residents can discuss shelter issues.
10. \_\_\_\_\_ Maintain a communications log.
11. \_\_\_\_\_ If supplies need to be obtained, assure that all appropriate receipts and bills are retained for reimbursement.
12. \_\_\_\_\_ If approached by the media:
  - Be courteous
  - Get the reporter's name, station or newspaper, phone number, Requests for information and any deadline. Give this information to the South Milwaukee PIO or to the shelter manager immediately.
  - If the reporter wants to take pictures in the shelter, your first obligation is to the privacy of the residents. You can ask one or two residents if they would be willing to talk with the press. Arrange this and any other media activity away from sleeping areas.

DISASTER HEALTH SERVICES RESPONSIBILITIES

If a shelter needs to be opened and the American Red Cross has not arrived, the South Milwaukee Health Department has the following responsibilities:

1. \_\_\_\_\_ Determine the health needs of all shelter occupants and arrange to meet those needs. This includes:
  - Assess and refer the seriously ill and injured for health care.
  - Treat minor illness and injuries.
  - Look for unreported health problems of shelter occupants and take the necessary action to care for those problems.
  - Assist with arrangements for lost prescriptions.
2. \_\_\_\_\_ Be aware of anyone who may have a communicable disease, isolate from the rest of the shelter occupants and watch for potential outbreaks within the shelter.
3. \_\_\_\_\_ Arrange for health care for infants, elderly or persons who are disabled.
4. \_\_\_\_\_ Arrange for medical coverage by a physician as needed. Contact St. Luke's South Shore ER or South Milwaukee Health Department Medical Advisor, Dr. Sandra Scalzitti.
5. \_\_\_\_\_ Determine any special dietary needs including infant formula and baby food and communicate this information to the person in charge of shelter feeding.
6. \_\_\_\_\_ Prevent pre-existing health problems from worsening.
7. \_\_\_\_\_ Attempt to establish communications with other health care providers as needed.
8. \_\_\_\_\_ Arrange for inspections of the shelter including inspections of food storage, food preparation and food serving areas, restrooms and health care areas as well as the shelter as a whole.
9. \_\_\_\_\_ Assure the security of all medical supplies and equipment.
10. \_\_\_\_\_ Assure that 24-hour medical coverage is available for shelter residents.
11. \_\_\_\_\_ Maintain appropriate disaster health services records.
12. \_\_\_\_\_ Keep careful documentation of all health-related shelter activities and of any expenditures.
13. \_\_\_\_\_ Assure that common health and mental health concerns are being addressed. These concerns include:
  - Changing mental health needs
  - Stress of communal living
  - Stress reduction for workers and shelter residents

### PET CARE DURING A DISASTER

If a shelter is to be opened, the South Milwaukee Health Department has the following responsibilities for evacuees who arrive at a shelter with their pets:

1. \_\_\_\_\_ The PHN who is stationed at a shelter should identify an area with the building custodian for pets and their owners. This area should not be in the shelter proper.
2. \_\_\_\_\_ Discuss with pet owners that:
  - They are responsible for arranging a permanent shelter for their pets with other relatives, veterinarians or boarding kennels. Give lists and telephone numbers of possible animal shelters.
  - They are responsible for pet food and water.
  - They are responsible for cleaning up after their pets' elimination.
  - All pets will be leashed or in cages while awaiting a more permanent shelter.
3. \_\_\_\_\_ Contact the Health Officer/Designee regarding the number and kinds of animals that are accompanying their owners. The Health Officer may decide to contact the Wisconsin Humane Society or other agencies for assistance.
4. \_\_\_\_\_ Whenever possible, assist residents with making pet arrangements.
5. \_\_\_\_\_ Contact the appropriate agency if any animal appears injured or ill. Make the pet owner aware that they are responsible for any medical care for their animal.
6. \_\_\_\_\_ Document all activities regarding pets during the disaster.

### ASSISTING PEOPLE WITH DISABILITIES

#### **Persons Who Are Mobility Impaired:**

1. Look for handicapped-accessible entrances to the shelter. If there are none, look for alternatives such as a garage or provide a temporary ramp.
2. Portable toilets and showers may be secured if there is no access to these facilities.
3. If the shelter is only expected to remain open for a few hours, it is possible that another shelter resident could serve as a companion.
4. It may be necessary to provide hotel accommodations if a shelter cannot be made handicapped – accessible.

#### **Persons With Visual Disabilities:**

1. Provide a verbal orientation to the shelter.
2. Provide assistance with equipment such as phones.
3. Offer assistance when going through feeding lines.
4. Assign a cot space in an area with a permanent fixture such as a wall or column.
5. Post general information in large print.
6. Offer to read information aloud.

**Persons With Hearing Disabilities:**

1. If the shelter resident is hard of hearing or lip-reads, try to separate the client from a noisy and distracting environment.
2. If the information to be provided is lengthy, offer it in a written format. If there are numerous questions to be asked, write them out with space for the resident to complete them.
3. Post general information in numerous locations.

**Persons With Service Animals:**

1. For residents with service animals, offer a sleeping space in a separate room or a room with few people in it.
2. People with allergies or a fear of animals should be directed to space away from the service animal(s).
3. Address with the individual, their responsibility for feeding and care of their animal.
4. Designate a dog relief area and provide disposal containers.

SPECIAL SHELTER CONSIDERATIONS

1. **Never accept cash or checks.** Anyone who is interested in making a donation should be directed to send their check to the Milwaukee Chapter of the American Red Cross at 2600 West Wisconsin Ave., Milwaukee, WI 53233.
2. **Only accept food that is prepared in a State of Wisconsin inspected kitchen.**
3. **Used clothing cannot be accepted because of a general lack of laundry and/or dry cleaning facilities.**

**CITY OF SOUTH MILWAUKEE  
EVACUATION GUIDE**

**IF YOU ARE ASKED TO EVACUATE THE AREA, PLEASE DO SO IMMEDIATELY IN A ORGANIZED, CONTROLLED MANNER. IF A SHELTER HAS BEEN DESIGNATED, PLEASE REPORT TO IT TO MAINTAIN ACCOUNTABILITY OF ALL EVACUEES. THIS GIVES PERSONNEL AT THE SHELTER A WAY TO PASS ON MESSAGES OR INFORMATION FROM CONCERNED FRIENDS OR FAMILY.**

- TURN OFF**  
AIR CONDITIONERS, FANS, LIGHTS  
NON-ESSENTIAL ELECTRICAL APPLIANCES  
(DEHUMIDIFIERS, ETC.)
- WEAR**  
CLOTHING SUITABLE FOR WEATHER
- LEAVE**  
SUPPLY OF FOOD / WATER FOR PETS  
(IF EVACUATION IS FOR AN EXTENDED PERIOD, TAKE PETS, PET FOOD, LEASH & MEDICINES)
- LOCK**  
ALL WINDOWS & EXTERIOR DOORS

- TAKE ALONG**  
PRESCRIBED MEDICATIONS  
BABY FORMULA / FOOD / DIAPERS  
SPECIAL DIETARY NEEDS  
TOILET ARTICLES  
(TOOTHBRUSH / TOOTHPASTE / SOAPS)  
CASH, CHECKBOOK, CREDIT CARDS  
ID PAPER / CARDS  
HOUSE / CAR KEYS  
DENTURES / EYE GLASSES / HEARING AIDS  
ITEMS FOR HANDICAPPED / SPECIAL NEEDS PERSONS (WHEELCHAIRS, OXYGEN, ETC.)  
BLANKET / SLEEPING BAG  
IMPORTANT PHONE NUMBERS

**CITY OF SOUTH MILWAUKEE**

**IN-PLACE SHELTERING INSTRUCTIONS**

**IF YOU ARE TOLD BY EMERGENCY PERSONNEL THAT AN EMERGENCY EXISTS AND YOU ARE TO SEEK IN-PLACE SHELTERING, PLEASE OBSERVE THE FOLLOWING INSTRUCTIONS.**

- GO INSIDE, CLOSE & LOCK ALL DOORS & WINDOWS
- TURN OFF ALL HEAT / AIR CONDITIONING / VENTILATION SYSTEMS
- GO TO UPPER LEVEL OR INSIDE ROOM, SHUT DOOR
- TURN ON BATTERY-POWERED RADIO & LISTEN FOR FURTHER INSTRUCTIONS
  - STAY AWAY FROM WINDOWS
  - USE TELEPHONE ONLY FOR EMERGENCIES
- WHEN ALL CLEAR, GO OUTSIDE, THEN OPEN ALL WINDOWS & DOORS TO AIR OUT BUILDING
- IF ORDERED TO EVACUATE, FOLLOW EVACUATION INSTRUCTIONS OF EMERGENCY PERSONNEL

**CITY OF SOUTH MILWAUKEE**

**EVACUATION INFORMATION**

(PLEASE COMPLETE & PLACE IN MAILBOX UPON EVACUATING PREMISES)  
(IF NOT COMPLETED, REPORT TO SHELTER WITH CARD )

FAMILY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAMES & AGES OF MEMBERS EVACUATED \_\_\_\_\_  
\_\_\_\_\_

WE HAVE EVACUATED TO \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_ YES, THIS INFORMATION MAY BE MADE PUBLIC BY POSTING AT THE DESIGNATED EVACUATION SHELTER  
OR RELEASE TO THE MEDIA.

\_\_\_\_\_ NO, I DO NOT WANT THIS INFORMATION MADE PUBLIC.

**SHELTER SITE LOCATIONS**

## South Milwaukee

| <b>Location</b>                             | <b>Address</b>               | <b>Approx. Capacity</b> |
|---|------------------------------|-------------------------|
| Blakewood Elementary School                 | 3501 Blakewood Avenue        | 450                     |
| City Hall Council Chambers                  | 2424 15 <sup>th</sup> Avenue | 300-500                 |
|   |                              |                         |
| E.W. Luther Elementary School               | 720 Hawthorne Avenue         | 266                     |
| First Congregational Church                 | 1111 North Chicago Avenue    | 50-75                   |
| Franciscan Villa Care Center                | 3601 South Chicago Avenue    |                         |
|   |                              |                         |
| Knights of Columbus Hall                    | 732 Badger Avenue            |                         |
| Lakeview Elementary School                  | 711 Marion Avenue            | 382                     |
| Landmark Church of God                      | 1916 8 <sup>th</sup> Avenue  | 100                     |
| Middle School                               | 1001 15th Avenue             |                         |
| Rawson Elementary School                    | 1410 Rawson Avenue           | 1000-1500               |
| Senior Center                               | 2424 15 <sup>th</sup> Avenue | 300-500                 |
| Senior High School                          | 801 15th Avenue              | 1600-2200               |
| Divine Mercy Hall                           | 1611 Manitoba Avenue         |                         |
|   |                              |                         |
| St. Luke's UCC                              | 2200 18 <sup>th</sup> Avenue | 50-75                   |
|   |                              |                         |
| Divine Mercy<br>(Church, Cafeteria, School) | 659 College Avenue           | 900                     |
| Southeast Baptist Church                    | 1315 Nicholson Avenue        |                         |
| Wil-O-Way Rec Center                        | 207 Lake Drive               |                         |
| Zion Lutheran School                        | 3600 South Chicago Avenue    | 250                     |

## Surrounding Communities

| <b>Location</b>           | <b>Address</b>                                | <b>Approx. Capacity</b> |
|---------------------------|---|-------------------------|
| Cudahy High School        | 4950 South Lake Drive – Cudahy                | 500                     |
| Franklin High School      | 8222 South 51 <sup>st</sup> Street – Franklin |                         |
| Kelly Senior Center       | 6100 South Lake Drive – Cudahy                | 94                      |
| MATC – South Campus       | 6665 South Howell Avenue – OC                 | 500                     |
| Oak Creek High School     | 340 East Puetz Road – Oak Creek               | 300                     |
| St. Francis High School   | 4225 South Lake drive – St. Francis           | 100-200                 |
| St. Francis Seminary      | 3257 South Lake Drive – St. Francis           | 400-500                 |
| Thomas More High School   | 2601 E. Morgan Avenue – SF                    | 400                     |
| Wilson Park               | 1601 West Howard Avenue – Milw                | 87                      |
| Wilson Park Rec Center    | 4001 South 20 <sup>th</sup> Street – Milw     | 101                     |
| Wilson Park Senior Center | 2601 West Howard Avenue – Milw                | 200                     |

Revised 12/99

## **ANNEX F- HUMAN SERVICES 09/2008**

### **RESPONSIBILITIES AND TASKS**

#### **HUMAN SERVICES COORDINATOR (SENIOR CENTER DIRECTOR) KEY ACTION CHECKLISTS**

The Milwaukee County Department of Health and Human Services is responsible for providing for human services within the City of South Milwaukee; however, a liaison from the municipality should be appointed to assist the County Human Services Officer with implementing tasks assigned in the County EOP.

The person selected is from a department or agency within the municipality with human services type responsibilities and is familiar with the human services annex of the Milwaukee County EOP so that human services tasks in the municipal EOP are consistent with those assigned in the County plan.

The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Organize / coordinate and prioritize human service activities with municipal departments as well as a representative from the Milwaukee County Department of Health and Human Services.
- Work closely with the South Milwaukee Public Health Administrator, the American Red Cross, the Salvation Army, the Wisconsin Humane Society and other appropriate departments and agencies, especially in establishing and managing shelters.
- Keep the County Human Services Officer informed of all service activities performed, underway, or planned within the municipality.
- Report to the EOC/CP or alternate site as directed.
- Ensure canteen is notified to respond to provide for emergency workers in the municipality as well as coordinate that food is being distributed to all volunteers and employees at the various sites throughout the city.
- Work with American Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- Provide necessary outreach services, such as psychological counseling and crisis intervention, to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.

**ANNEX G- PUBLIC WORKS 09/2008**

**RESPONSIBILITIES AND TASKS**

**PUBLIC WORKS  
(CITY ENGINEER/ BUILDING INSPECTOR/ STREET DEPARTMENT  
SUPERINTENDENT/ WATER UTILITY SUPERINTENDENT/WASTEWATER  
SUPERINTENDENT)  
KEY ACTION CHECKLISTS**

The Street Department is responsible for coordinating public works activities with the Water Utility and Wastewater Treatment Facility. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP or alternate site as directed.
- Review the disaster situation with field personnel and report situation to the Mayor, Fire Chief, and / or IC.
- If necessary, coordinate and perform debris removal, flood fighting activities, including sandbagging, emergency de-icing, and pumping operations.
- Maintain transportation routes. Coordinate with Law Enforcement regarding travel restrictions and road closures within the municipality. Assist with traffic control and access to the affected area.
- Provide emergency generators and lighting.
- Assist the fire department with search and rescue activities as may be requested.
- Assist private utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the Damage Assessment Team.
- If the County EOC is activated, establish and maintain contact with the County personnel representing Public Works.

**ANNEX H- PUBLIC HEALTH AND EMERGENCY MEDICAL SERVICES**  
**09/2008**

**RESPONSIBILITIES AND TASKS**

**PUBLIC HEALTH SERVICES  
(PUBLIC HEALTH ADMINISTRATOR)  
KEY ACTION CHECKLISTS**

The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Coordinate and prioritize public health services in South Milwaukee and act as the liaison between the City of South Milwaukee and representatives from outside agencies such as:
  - Public Health Zone Director
  - Southeast Region Division of Public Health
  - Division of Emergency Management
  - American Red Cross
  - Salvation Army
  - City Emergency Medical Services
  - other agencies
  
- Open and manage shelter sites located within the City of South Milwaukee. When feasible, coordinate shelter site management with American Red Cross representatives.
  
- Assure that public health needs of disaster victims are met.
  
- Coordinate with Human Services Coordinator to meet needs of the community.
  
- Assume primary operational control for coordinating health-related emergencies such as pollution, contamination's, diseases and epidemics working with local authorities such as the DNR, Humane Society, Street Department, etc..
  
- Oversee sanitation concerns (potable water, food preparation, public health education) for shelter volunteers and community-at-large.
  
- May assist medical personnel in triage.

If the event is large scale and affects more than our municipality, the Public Health Administrator will coordinate public health services and work with other local health departments on a regional basis, utilizing the Public Health Emergency Plan developed by the Milwaukee/Waukesha County Consortium for Emergency Public Health Preparedness. The plan and resource binder can be located in the Health Department and in the EOC.

**RESPONSIBILITIES AND TASKS**

**EMERGENCY MEDICAL SERVICES  
(FIRE CHIEF)  
KEY ACTION CHECKLISTS**

The South Milwaukee Fire Department will designate an individual to coordinate Emergency Medical Services (EMS). This person will act as liaison to the Zone Medical Director, the County Medical Director,

## CITY OF SOUTH MILWAUKEE -EOP

and the Division of Emergency Management. This person will work with the South Milwaukee Public Health Officer in matters of public health.

In large scale disasters, operations will be coordinated by use of Annex O (Medical Services) of the Milwaukee County EOP; however, a liaison from the municipality should be appointed to assist with implementing tasks assigned in the County EOP. This person will work closely with the County EMS Officer and public health officer so that municipal/County resources can be prioritized and coordinated. The emergency medical liaison needs to be aware of the necessity of coordinating ambulance activities.

The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Establish a triage area for ill or injured victims.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Coordinate medical transportation for victims.
- Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
- Establish a staging area in the municipality for reserve medical resources.
- Assist the Medical Examiner's Officer with proper identification, care and transport of the deceased.

Arrange for crisis intervention services.

## **ANNEX J- PUBLIC INFORMATION 09/2008**

### **RESPONSIBILITIES AND TASKS**

#### **PUBLIC INFORMATION OFFICER (MAYOR /CITY ADMINISTRATOR/ CITY ATTORNEY OR DESIGNEE) KEY ACTION CHECKLISTS**

The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- When notified, respond to the EOC or incident scene as appropriate.
- Within 15 minutes of arrival, prepare a statement for the media for release after approval by the agency head.
- Function as the sole point of contact for the news media and public officials. Handle inquiries and inform the public about disaster damage, restricted areas, actions to protect and care for animals, and available emergency assistance.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals. Maintain situation status board in briefing area. Ensure gathering of necessary information and timely preparation of news releases.

CITY OF SOUTH MILWAUKEE -EOP

- If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the County in establishing a Joint Public Information Center.
- Assist the County with establishing a Rumor Control Center.
- Issue protective action recommendations or public service advisories as directed by the Director of Emergency Management .

Maintain a chronological record of disaster events.

**PIOs established for each department:**

City Hall/ Administration/ Clerk/ Treasurer  
 Health Department  
 Police Department

Fire Department  
 Water Utility  
 Wastewater Utility  
 Street Department  
 Library

Mayor/ City Administrator  
 Public Health Administrator  
 Police Chief / Command Staff  
 Fire Chief or designee  
 Mayor/ City Administrator  
 Mayor/ City Administrator  
 Mayor/ City Administrator  
 Library Director

**LOCAL MEDIA TELEPHONE AND FAX NUMBERS**

| <b><u>Television Stations</u></b> | <b><u>Telephone</u></b> | <b><u>Fax</u></b> |
|-----------------------------------|-------------------------|-------------------|
| *WISN – Channel 12                | 937-3331 news           | 342-7505          |
| *WITI – Channel 6                 | 355-6214 news           | 586-2141          |
| *WTMJ – Channel 4                 | 967-5318 news           | 967-5378          |
| WDJT – Channel 58                 | 607-8140                | 777-5802          |

| <b><u>FM &amp; AM Radio</u></b>          | <b><u>Telephone</u></b> | <b><u>Fax</u></b> |
|--|-------------------------|-------------------|
| *WKLH & WLZR                             | 454-0900                | 454-0877          |
| *WISN,<br>WOKY,WKKB,WRIT,W<br>LTQ,& WMIL | 545-8900                | 944-5488          |
| *WTMJ &WKTI                              | 967-5310                | 967-5492          |
| WMYX &WXSS                               | 529-1250                | 529-2122          |

\*Indicates media sources that should be contacted as a primary source of public information distribution.

## **ANNEX K- FIRE SERVICES 09/2008**

### **RESPONSIBILITIES AND TASKS**

#### **FIRE SERVICES (FIRE CHIEF) KEY ACTION CHECKLIST**

The City of South Milwaukee Fire Department is responsible for fire service activities in South Milwaukee. The following tasks represent a checklist of recommended actions to be taken during an emergency or disaster situation.

- Identify an IC and establish a CP; perform IC duties at the emergency scene, if appropriate; assign appropriate personnel to CP staff.
- Establish a staging area to coordinate the arrival and deployment of emergency personnel and equipment.
- When notified, respond to designated staging area, CP or EOC as directed by on-scene personnel.
- Direct/assist Law Enforcement in warning the affected population.
- Manage fire/rescue resources, directs fire operations, rescue injured/trapped persons during emergency operations, and determine need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
- Coordinate and assist in the evacuation efforts with Law Enforcement, if needed.
- In cooperation with the Street Department and utility companies, shut down gas and electric services, if necessary.
- Alert all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.
- Provide hazardous materials pre-planning and response. Request Level A Response for appropriate hazardous materials incidents.
- Assist Street Department with debris clearance, when necessary.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments / agencies.

## Staffing and Equipment

Chief

Administrative Secretary

3 - Fire Captains (EMT's)

3 - Fire Lieutenant (1- EMT, 2 - Paramedic)

5 - Fire Fighter/EMT

13 - Fire Fighter/Paramedics

2 – Engines

1 – Mini-pumper

1 – Aerial Ladder

4 – Ambulances

2 – Staff vehicles

1 – Utility pick-up

2 – Watercraft

1 – All terrain vehicle

1 – Equipment trailer

## **MILWAUKEE COUNTY EMERGENCY OPERATIONS BASIC PLAN**

The Basic Plan of the Milwaukee County Emergency Operations Plan has been included in it's entirety for use as a reference.

### **MILWAUKEE COUNTY EMERGENCY OPERATIONS**

#### **BASIC PLAN**

#### **I. INTRODUCTION**

This plan predetermines, to the extent possible, actions to be taken by the governments of Milwaukee County and its municipalities, and by cooperating private organizations, to prevent disasters if possible; reduce the vulnerability of county residents to any disasters that may strike; establish capabilities for protecting citizens from the effects of a disaster; respond effectively to the actual occurrence of disasters; and provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

#### **Purpose**

Actions may include, but are not limited to:

1. Facilitate the protection of lives, property, and the environment in major disasters of any nature.

2. Coordinate response to disasters, assess damages, identify mitigation opportunities, and implement recovery efforts.
3. Describe the county's relationship in support of local units of governments during response and recovery.
4. Serve as a coordinating document for supporting Internal Agency Plans (IAPs) (i.e., Policy and Procedures.)
5. Reflect information collected, decisions made, and procedures developed in the planning process and during response.
6. Provide a link between the county and municipal plans.

#### B. Scope

1. The Plan establishes fundamental policies, program strategies, and assumptions for a countywide comprehensive emergency management program.
2. The Plan establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
3. The Plan defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of intrastate, interstate and federal response and recovery assistance.
4. The Plan assigns specific functions to appropriate County agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
5. The Plan addresses the various types of emergencies that are likely to occur; from local emergencies, to minor, major, or catastrophic disasters.
6. The Plan identifies the actions that the EMB will initiate, in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.
7. The Plan establishes operational goals and objectives for the preparedness, response, recovery, and mitigation phases of the County's emergency management process.

## **II. Situation and Assumptions**

### **A. Situations**

Milwaukee County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include snowstorms, floods, tornadoes, downbursts, other violent storms, and earthquakes. There is also the threat of national security/terrorism incidents such as a nuclear, biological, chemical, or

conventional attack. Other disaster situations could develop from a hazardous material release, major transportation accident, or civil disorder. A comprehensive hazard analysis has been written addressing all currently-known threats that may impact Milwaukee County. This document is maintained in the Bureau's office and is updated on an annual basis.

## **B. Assumptions**

This plan is based upon the concepts that emergency functions for various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned. Assumptions include, but are not limited to:

1. While it is likely that outside assistance would be available in most major disaster situations affecting the County, and while plans have been developed to facilitate coordination of this assistance, it is necessary for Milwaukee County to plan for and to be prepared to carry out disaster response and short-term recovery operations on an independent basis.
2. A major emergency can exhaust the resources of a single jurisdiction or directly impact more than one jurisdiction. It may require resources from numerous agencies and levels of government.
3. Incidents will be operated under the Incident or Unified Command System in accordance with the National Incident Management System or NIMS. In keeping with the nationwide strategy of the Integrated Emergency Management System (IEMS), this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations. As per State guidance, this plan will be reviewed every year so appropriate changes can be made.

## **III. Concept of Operations**

### **A. General:**

Wisconsin Statute Section 166.03(4) delineates the responsibility of Milwaukee County government to protect life, property, and the environment. Local government has the primary responsibility for its own emergency management activities (CPG 1-20). When the emergency exceeds the local and county government's capability to respond, assistance will be requested from the State government. The Federal government will provide assistance, via the State, when appropriate.

**1. Milwaukee County:**

- a. Wisconsin Statute, section 166.03(5), requires the County to implement emergency management among local units of government.
- b. The Milwaukee County Sheriff's Office/Emergency Management Bureau (EMB) manages the system on behalf of the County Executive, the Milwaukee County Sheriff (as the appointed Director of Emergency Management), and the County Board of Supervisors. The Bureau also coordinates emergency management among local agencies and other levels of government, including State and Federal.
- c. Coordinates initial response resources in a major emergency from various municipal, County, and non-government agencies.
- d. Coordinates planning, training, exercising, and operations among local agencies, including the State and Federal levels of government.
- e. Maintains a 24-hour phone number (278-4709) as the County's single-point-of-contact for major emergencies and is the entry point to the County Alert Monitor system.

**2. State of Wisconsin:**

- a. Provides support services and guidance to the County and local agencies, coordinated by Wisconsin Emergency Management or other State agencies.
- b. Generally has a secondary response role to provide support to the County when local resources are exhausted or when it lacks specialized capability.
- c. The state has specific responsibilities for monitoring environmental, health, highway traffic matters, etc.
- d. The State Division of Emergency Management maintains a 24-hour telephone number, 1-800-943-0003, as the State's single-point-of-contact for major emergencies and is the entry point to the State alert monitor system.

**3. Federal Government:**

1. Provides emergency response on federally owned or controlled property, such as military installations and federal prisons.
2. Provides federal assistance as directed by the President of the United States under the coordination of the Federal Emergency Management Agency (FEMA) and in accordance with federal emergency plans.

3. Identifies and coordinates provision of assistance under other federal statutory authorities.
4. Provides assistance to State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the Federal Response Plan.
5. Manages and resolves all issues pertaining to a mass influx of illegal aliens.
6. Provides repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

## **B. Authorities and References**

1. Emergency Services Act, 1970, as amended.
2. Chapter 166 Wisconsin Statutes, as amended.
3. Wisconsin Statute Chapter 59 & 17
4. Milwaukee County Emergency Management Ordinance 99 (amended)
5. Milwaukee County Executive Order for Emergency Management
6. Milwaukee County Ordinance for Emergency Purchases
7. Milwaukee County Resolution Adopting State Plan Disaster Designee
8. Local Chapter of American Red Cross Memo of Understanding
9. County Board Resolutions for the Provision of Emergency Management Services to Municipalities.

## **C. Phases of Emergency Management**

1. **Mitigation.** Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities to minimize the potentially adverse effects of an emergency.
2. **Preparedness.** Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, educational services, and demonstration exercises are among the activities conducted under this phase.
3. **Response.** Response is an activity or program designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps reduce casualties, personal and property damage, and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

4. **Recovery.** Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

#### **D. Inter-Jurisdictional Relationships**

1. **Planning and Operations – Emergency Management Zones.** For emergency planning purposes Milwaukee County is divided into five (5) zones. Zone A encompasses Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay. Zone B encompasses the City of Milwaukee. Zone C encompasses Wauwatosa, West Allis, and West Milwaukee. Zone D encompasses Franklin, Greendale, Greenfield, and Hales Corners. Zone E encompasses Cudahy, Oak Creek, St. Francis, and South Milwaukee. The five zones are shown on Map A.

Memorandums of Agreements (MOAs) to coordinate emergency management services have been completed with each of the municipalities within the Milwaukee County area. The EMB offers coordination and support to General Mitchell International Airport and Timmerman Field for planning, exercising, resources, and response. The Milwaukee County Level B mobile unit is housed at the General Mitchell International Airport Fire Department and is available to all county & municipal fire departments.

2. **State.** In case of a major emergency, the State may provide support to County Government and/or direct services on the local level and serves as a channel for obtaining and providing resources from outside the State.

#### **E. Direction and Control**

As of January 1, 1998, the County Executive designated the Milwaukee County Sheriff to serve as Director of Emergency Management Services (County Ord. ch.99). The Sheriff has appointed an Administrator to head up the Emergency Management Bureau (EMB), manage the day-to-day operations, and to serve as the Sheriff's emergency management designee.

The Sheriff shall head the Policy group of the Direction and Control Organization. The EMB Administrator, the Municipal Emergency Service Coordinators, and the EMB clerical staff provide support and coordination for Countywide and municipal emergency operations. Each of the municipalities within Milwaukee County will exercise full authority over emergency operations when the emergency situation exists entirely within the boundaries of their jurisdictions.

If more than one municipality or zone is affected or if there is a very serious emergency, the County organization will be activated but will not necessarily assume control of all functions. The County organization may decide to restrict its activities--relative to the affected area--to monitoring, coordinating, and providing requested support. In case of a threat or actual occurrence of a very

destructive, widespread disaster, the entire County Emergency Management organization may be activated.

**F. Continuity of Government**

**1. Succession of Command.**

- a. The procedures for County and municipal line of succession follow: Chapter 59 and 17 of the Wisconsin State Statutes, as well as local charters, ordinances, and resolutions.
- b. The line of succession in Milwaukee County is from the County Executive to the Sheriff to the County Board of Supervisors' Chairperson to the Vice-chairperson to the Second Vice-chairperson to the Chairperson of County Board Judiciary, Safety, and Environment Committee and then to the Chairperson of the Health & Human Needs Committee. Should it become necessary, succession is then to the Chairperson of any remaining County Board Standing Committee.
- c. The line of succession from the Administrator of the Emergency Management Bureau is to the Captain, Sheriff's Communications, followed by the Deputy Inspector, Special Operations Bureau, followed by the Deputy Inspector, Police Services Bureau.
- d. The line of succession to each department head is according to the operating procedures established by each department.

- 2. **Preservation of Records.** Preservation of important records and measures to ensure continued operation of local government during and after catastrophic disasters or national security emergencies shall be established by each jurisdiction. Each government agency and department shall establish procedures to ensure the selection, preservation, and availability of records essential to the effective functioning of government and to the protection or rights and interests of persons under emergency conditions.

**IV. Organization and Assignment of Responsibilities**

**A. General**

Most departments within local government have emergency functions, in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below under "Task Assignments", as well as in individual annexes. Responsibilities for certain organizations that are not part of local government are also presented. A chart showing the normal organization of the Milwaukee County government is given in Tab II-A.

**B. Emergency Organization**

Milwaukee County's Emergency Organization consolidates the existing agencies of the county and municipal governments and resources of private organizations that have accepted responsibility for emergency management functions. Situations under which all organizations would be merged and centrally controlled are covered in Annex A (Direction and Control) or other Hazard-Specific Appendices to this plan. The Milwaukee County Emergency Organization and the participating agencies are shown in Tab II-B.

**C. Task Assignments: General**

In addition to specific assignments, all government or private sector organizations that have been assigned tasking in the EOP to perform response functions shall:

1. Maintain current internal personnel notification rosters and Standard Operating Procedures (SOPs) to perform assigned tasks.
2. Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
3. Analyze need and determine specific communications resource requirements.
4. Identify potential sources of additional equipment and supplies.
5. Provide for continuity of operations by taking action to:
  - a. Establish lines of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
  - b. Protect records, facilities, and equipment deemed essential for sustaining government functions.
  - c. Ensure assigned personnel are properly trained.
  - d. Maintain records of actions taken and expenditures of personnel and equipment.
  - e. Coordinate and conduct training exercises within the organization.

**D. Director of Emergency Management (Sheriff)**

1. Directs and manages the overall emergency situation.
2. Advises and consults with the Policy & Advisory Groups.

**E. Administrator of Emergency Management Bureau**

1. Special Staff Officer to the Sheriff
2. Coordinates all phases of emergency management in the EOC.
3. Integrates emergency management planning.

**F. Emergency Operations Center Manager, Coordinator of:**

1. Resource management
2. Support Service management.
3. Communications and warning.
4. Staff Training
5. Documentation of time, personnel, resources, and actions.

**G. Law Enforcement.**

1. Maintenance of law and order.
2. Traffic control (including aerial monitoring).
3. Control of restricted areas.
4. Protection of vital installations and critical infrastructure facilities.
5. Warning support.
6. Damage assessment support.
7. Liaison and coordination with other law enforcement agencies.
8. Evacuation of prisoners and general public.
9. Search and rescue support.
10. Policy, coordination, and operations groups.

**H. Fire & Safety**

1. Coordination of fire resources throughout County.
2. Containment and suppression of fire.
3. Containment and suppression of hazardous materials.
4. Search and rescue of victims.

5. Decontamination support.
6. Medical services support.
7. Evacuation support.
8. Radiological operations support.
9. Damage assessment support.

**I. Public Works**

1. Coordination of engineering and transportation operations.
2. Utilization and maintenance of all county vehicles during a disaster.
3. Maintaining a resource list of municipal and private sector transportation modes to meet the emergency needs of Milwaukee County.
4. Planning design, construction, reconstruction, demolition, debris removal, and emergency repairs for restoration of vital services.
5. Maintaining accurate records of costs of personnel, equipment, and materials utilized for emergency response.
6. Damage assessment of county owned facilities.
7. Support services to law enforcement and fire service.

**J. Emergency Medical Services (EMS)**

1. Provide emergency medical care in field and conventional settings.
2. Provide preventive and remedial measures to neutralize the effects of radiological, biological, and chemical agents during technological or natural disasters.
3. Maintain an inventory of personnel and resources of all medical disciplines in the County (including Emergency Veterinary Services).
4. Coordinate and implement training programs.
5. Support EMS development.
6. Support EMS communications development.
7. Rapid Assessment & Documentation.

**K. Emergency Public Health and Environmental Services**

1. Provide preventative health services, such as communicable disease monitoring and reporting.
2. Monitor and evaluate shelter sites – personnel, food handling, preparation, storage, etc., – in cooperation with the American Red Cross.
3. Ensure adequate sanitary facilities, air quality, potable water, etc., in shelter sites and public buildings.
4. Monitor and evaluate environmental health risks.
5. Provide epidemiology and laboratory services.
6. Maintain inventory of resources of all public health disciplines in the county.
7. Procure and distribute state and federal supplies.
8. Provide ancillary public health services to medical personnel as required.
9. Keep accurate records of personnel, equipment, resources, and actions.
10. Provide training and education to public health personnel and the public.
11. Determine health safety for re-entry of evacuees.
12. Follow Rapid Assessment and documentation procedures

**V. Administration and Logistics**

Administrative procedures are frequently designed for the most cost-effective approach to solving a problem. This may require more time than an alternative approach that achieves the same results. It is clear, therefore, that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered and the consequences projected realistically. Clearly, it is desirable that such changes in procedure be foreseen and allowed for in plans. This should be done, to the extent possible, in annexes to this plan. Administration must facilitate emergency managers in their ability to carry out appropriate disaster response actions. Procedures to achieve this goal will be detailed in this plan, and any necessary departures from business-as-usual methods will be noted.

**VI. Plan Development and Maintenance**

**A. Responsibility**

This plan is the principal source of documentation of Milwaukee County's emergency management activities. Almost every agency of the government has responsibility for developing and maintaining some part of this plan.

Overall coordination of this process will be carried out by the Milwaukee County Sheriff's EMB.

It is frequently necessary for emergency management planning and operations to be coordinated across jurisdictional boundaries; therefore, State and Federal Government authorities may become involved in the planning process. The nature and extent of this involvement will be coordinated through the Milwaukee County Sheriff's EMB and all personnel involved will be fully informed. Nothing in the process of coordination and support should be interpreted as relieving agency chiefs of their responsibilities for emergency planning. Following is a listing of agencies responsible for development and maintenance of each plan element:

|  |  |
|--|--|
| <b>Basic Plan</b>  | Milw. County Emergency Mgmt.   |
| <b>Annex A</b> (Direction & Control)   | Milw. County Emergency Mgmt.   |
| <b>Annex B</b> (Comm. & Warning)   | Milw. County Emergency Mgmt. and County Communication Officers   |
| <b>Annex C</b> (Resource Management)   | Milw. County Emergency Mgmt.   |
| <b>Annex D</b> (Law Enforcement)   | Milw. County Emergency Mgmt. and Milw. County Law Enforcement Agencies.  |
| <b>Annex E</b> (Evacuation & Shelter)  | Law Enforcement, Public Health, Milw. County Emergency Mgmt., Milw. County Human Services, and American Red Cross. |
| <b>Annex F</b> (Human Services)  | Milw. County Emergency Mgmt, Milw. County Human Services and American Red Cross.                                   |
| <b>Annex G</b> (Public Works)  | Milw. County Emergency Mgmt. and Milw. County Transportation and Public Works                                      |
| <b>Annex H</b> (Public Health, Medical & Director of Emergency Public Health Mortuary) | Emergency Medical Services, Milw. County Medical Examiner and American Red Cross                                   |
| <b>Annex I</b> (Radiological)  | Director of Emergency Public Health  |
| <b>Annex J</b> (Public Information)  | Milwaukee County Emergency Mgmt.   |
| <b>Annex K</b> (Fire)  | Milwaukee County Fire Departments.   |

**Annex L (Disaster Assessment)**

Milwaukee County Emergency Mgmt.  
and Municipal Governments.

**VII. Distribution And Revision Of Plan**

This plan and accompanying annexes will be updated annually with revisions distributed to each organization/agency that is assigned the responsibility for implementation of the plan.

**VIII. SUPPORTING OPERATIONS PLANS AND DOCUMENTS**

- |   |                                |
|---|--------------------------------|
| 1. County Emergency Operations Plan     | County Emergency Management    |
| 2. Standard Operating Procedures        | County Emergency Management    |
| 3. County Hazard Analysis               | County Emergency Management    |
| 4. County Hazard Mitigation Plan        | County Emergency Management    |
| 5. County Wide Hazardous Materials Plan | County Emergency Management    |
| 6. County Wide Terrorism Response Plan  | County Emergency Management    |
| 7. State Emergency Operations Plan      | Wisconsin Emergency Management |
| 8. The National Response Plan<br>Agency | Federal Emergency Management   |

## **MILWAUKEE COUNTY EMERGENCY OPERATIONS PLAN**

### **ANNEX A – DIRECTION AND CONTROL**

Annex A (*Direction and Control*) of the Milwaukee County Emergency Operations Plan has been included in its entirety for use as a reference.

#### I. PURPOSE

This annex describes how the county will direct and control resources during response and recovery. The authority is set forth in state statutes, local laws, and ordinances. The county's chief elected official or designee is the decision-maker in response and recovery operations in support of municipalities. The chief elected official or designee will direct and control county resources.

The Milwaukee County Emergency Operations Center (EOC) is activated to support the overall management of an incident and to assist the Incident Commander in the response. Annex A denotes the personnel, procedures, resources, and requirements for activating the Milwaukee County EOC and for directing and controlling emergency operations.

#### II. LOCATION

The primary EOC is located in the Safety Building, 821 W. State Street, Milwaukee, Room G-12 (basement). Incident operations may begin in the Emergency Management Mini-EOC, Room 304 of the Safety Building, and move to the primary EOC, as the situation warrants. The alternate EOC is located at the Milwaukee County Sheriff's Training Academy, located at South 68<sup>th</sup> Street and Ryan Road in Franklin, Wisconsin.

#### III. ASSUMPTIONS

A hazard analysis indicates that the County may have the potential for large-scale disasters, thus making a centralized command and control center necessary. Most emergency situations are routinely handled by the various emergency service agencies of Milwaukee County. Most major emergencies will be handled at the field level under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS). In large scale or multi-jurisdictional emergencies, a centralized EOC for direction and control is the most effective approach to management of emergency operations, thereby allowing field forces to concentrate on essential on-scene tasks.

#### IV. SITUATION

The level of emergencies may vary markedly in speed of onset and potential for escalation to disaster proportions. The extent to which the EOC is activated for emergency operation depends on the situation, its potential for escalation, geographical extent, necessity for additional response resources, and other factors.

#### V. CONCEPT OF OPERATIONS

The Milwaukee County Sheriff's Emergency Management Bureau (hereafter referred to as EMB) is a 24-hour operation with regular office hours of 8AM to 4PM. An "ON-CALL DUTY OFFICER" is always available to respond to emergencies when notified by Sheriff's Communications. Sheriff's Communications operates on a 24-hour basis. The

Communications Captain, or designee, who serves as the Communications and Warning officer and is likely to be aware of any major emergency situation affecting Milwaukee County, will notify the Emergency Management on-call duty officer. The Bureau will always respond to the site of an incident when the responding jurisdiction's incident commander makes such a request. The Bureau's on-call duty officer will assist with notification of appropriate agencies.

#### VI. INTER-JURISDICTIONAL RELATIONSHIPS

Under Wisconsin Statutes, the State of Wisconsin and the County have primary responsibility for emergency management. If a state of emergency is declared, the jurisdiction's *Chief Elected Official* will have the authority to assume command of emergency operations for the situation, if circumstances warrant. In practice, however, the level of government for the scene of the emergency, whose jurisdiction includes the threatened area, will manage emergency operations under the ICS. If the emergency situation involves more than one municipality, the unified command system will be implemented. County Emergency Management will not ordinarily become involved in response operations unless assistance is requested from the responding jurisdiction(s). However, the County is obligated to closely monitor any serious emergency situation within its jurisdiction to ensure that appropriate response resources are available.

#### VII. CONTINUITY OF GOVERNMENT

An essential part of any management system is the preservation of the continuity of government (COG). If it is foreseen that the primary Milwaukee County EOC will become untenable, operations will be shifted to an alternate facility. If time and safety permits, a phased relocation with off-duty personnel moving to the safer alternate location will be enacted. Once the alternate site is established and in control, personnel from the primary facility may evacuate. Selection of the alternate site will be based on suitability, taking into consideration its proximity to the prevailing hazard, as well as other mitigating factors.

### **Authorities and References**

- Emergency Services Act, 1970, as amended.
- Chapter 166 Wisconsin Statutes, as amended.
- Wisconsin Statute Chapter 59 & 17.
- Milwaukee County Emergency Management Ordinance 99 (amended).
- Milwaukee County Executive Order for Emergency Management.
- Milwaukee County Ordinance for Emergency Purchases.
- Milwaukee County Resolution Adopting State Plan Disaster Designee.
- Red Cross as Congressionally Chartered Disaster Relief Agency.
- County Board Resolutions for the Provision of Emergency Management Services to Municipalities.

### **Succession to Command in Milwaukee County**

Chief Elected Official – COUNTY EXECUTIVE  
COUNTY BOARD CHAIR  
COUNTY BOARD 1ST VICE-CHAIR  
COUNTY BOARD 2ND VICE-CHAIR

### **Emergency Management Bureau Personnel:**

Under Milwaukee County Ordinance Chapter 99, Emergency Management, (as amended 1998), the Milwaukee County Sheriff serves as the Director of Emergency Management. The Sheriff has appointed an emergency management “Bureau Administrator” who is responsible for oversight of day-to-day operations and management of EOC functions.

### **Contact Information**

Milwaukee County Emergency Management Bureau

Office: 414-278-4709\*

Fax: 414-223-1265

\*This is a 24-hour contact number to be used for emergencies, incidents, and notifications.

Wisconsin Emergency Management – Southeast Region, Waukesha:

Office: 262-782-1515\*

Fax: 262-782-1605

\*If, after-hours, you need to reach a “live body” call the State 24-hour duty officer (1-800-943-0003) and ask that the Regional Director be paged.

## **VIII. EMERGENCY OPERATIONS CENTER (EOC) ROLES AND RESPONSIBILITIES**

### **EMERGENCY MANAGEMENT BUREAU (EMB) OPERATIONS**

As the Sheriff’s designee, the EMB Administrator is responsible for the overall operation of the EOC and serves as staff liaison to the Sheriff. The Administrator is responsible for the day-to-day operation of the Bureau and will also provide briefings to the Policy and Advisory Groups, as well as the EOC staff and others, as necessary. The EMB Administrator serves as the EOC Group Chief.

The Public Information Officer (PIO) [ref. Annex J] is responsible for issuing official information, advice, and instructions to the public, as well as serving as the liaison to the Policy and Advisory Groups and EOC staff concerning public information and media relations.

The Liaison Officer (situational analysis) is the point of contact for agencies assisting in the EOC and the Incident Command counterpart. The Liaison Officer reports directly to the EMB Administrator and the Policy & Advisory Group. One of the Liaison Officer’s roles is to coordinate with the management of all assisting agencies, so as to avoid a duplication of effort. They will oversee the recording of an overall log of activities during the period of EOC activation and be available to brief the EMB Administrator, Policy & Advisory Groups, and/or Operations groups. The Liaison Officer works closely with the PIO in preparing press releases.

### **POLICY GROUP**

#### **COUNTY SHERIFF:**

Chapter 99 of the Milwaukee County Ordinances states, under 99.02 (1) and in accordance with s. 166.03(4) (b), Wis. Stats., that the County Executive hereby

designates the Sheriff as the County Emergency Management Director. (Ref. Wis. Stat. Chapter 166 and County Ordinance Ch.99 amended, Jan. 1998)

The Sheriff, or Sheriff's designated EMB Administrator, has overall responsibility for countywide emergency operations when the EOC is activated, and shall;

- coordinate and direct all administrative and management functions of the Milwaukee County emergency management program in accordance with s.59.031, Wis. Stats.
- consult with the County Executive, County Board Chairperson, the Coordinator of Emergency Management Operations, and others in policy matters, and;
- Prepare, as necessary, requests for National Guard, State, or Presidential Disaster assistance.

Additionally, the Sheriff, or Sheriff's designee (ref. Annex D), is the Coordinator of Public Safety and Security, and advises the Coordinator of Emergency Management Operations and the Policy and Advisory Group on law enforcement matters. He may also activate law enforcement resources from outside the county as needed.

#### DIRECTOR, DEPARTMENT OF ADMINISTRATION (DOA)

Is the Coordinator of Administration, and serves to assist and advise the EMB Administrator.

#### DIRECTOR, DEPARTMENT OF HUMAN SERVICES (ref. Annex F)

Serves as the Coordinator of Human Services for the County, and is responsible for the coordination of Human Services activity during an emergency. This Director will assist the Administrator of EMB Operations and others during the warning, movement to shelter, and sheltering-in-place phases. During the emergency phase, the Director works through outside organizational and welfare units. The Director is responsible for coordinating activities with other operations sections, resource groups, other levels of government, and military liaison personnel.

#### DIRECTOR, DEPT OF TRANSPORTATION AND PUBLIC WORKS (DTPW) (ref. Annex G)

The Director of the DTPW is responsible for the coordination of department operations throughout the community and serves as the coordinator of highway operations, public works, engineering, transportation, and sanitation. The Director maintains control over personnel (including reserves and auxiliaries), as well as vehicles, equipment, and facilities. The Director is responsible for coordinating its activities with other operations and appropriate groups.

#### CORPORATION COUNSEL

Serves as Special Staff Officer to the EMB Administrator and County Board. Advises the EMB Administrator, Policy Group, and County Board on legal matters related to the over-all emergency.

### **ADVISORY GROUP**

COUNTY BOARD AND STAFF (ref. State stat. 166 and County Ordinance Ch. 99)

Assists and advises the Policy Group and EMB Administrator in making policy decisions. Prepares, as necessary, legislative measures arising out of the emergency. If necessary, and when the situation permits, will convene the appropriate County Board Committee(s).

**COUNTY FIRE AND RESCUE (ref. Annex K)**

The County Fire and Rescue Chief (ref. Annex K) is responsible for the direction of fire department operations throughout the county, which includes combating fires, conducting rescue operations, and supporting shelter management. The Chief coordinates all fire department personnel, including reserves and auxiliaries, as well as fire-fighting vehicles, equipment, and facilities. In fire and rescue operations, the Chief is responsible for coordinating activities with other operations sections and with appropriate resource groups.

**LAW ENFORCEMENT (ref. Annex D)**

The Sheriff, as the chief elected county law enforcement official, coordinates and directs law enforcement operations throughout the county, and in cooperation with the President of the Milwaukee County Law Enforcement Executives' Association (MCLEEA) and the Suburban Mutual Aid Response Team (S.M.A.R.T.), coordinates activity with other operations sections, appropriate resource groups, and military liaison personnel. Law enforcement is the primary agent in an evacuation (Annex E) and provides protection at critical facilities and shelter sites. The MCLEEA President serves on the EOC Advisory Group as the County Law Enforcement Liaison.

**EMERGENCY PUBLIC HEALTH AND ENVIRONMENTAL SERVICES (ref. Annex H1)**

The County Emergency Public Health (EPH) Director is responsible for the response coordination for public health and environment within Milwaukee County in coordination with EPH Consortia #11. The Director will coordinate with local Public Health Officers, the American Red Cross, Milwaukee County DHHS, Regional Public Health Bureau, State DHHS, Medical Services, DNR, and other agencies, to address areas of sanitation, health, and safety for areas of public health.

**EMERGENCY MEDICAL SERVICES (ref. Annex H3)**

The County Emergency Medical Services (EMS) Director is responsible for the direction of medical treatment and care during an emergency. In exercising coordination, the Director works through Paramedic Base, hospitals, HRSA Region #7, healthcare clinics, public and private medical facilities, and the National Medical Disaster System (NDMS). The Director shall monitor the community's medical treatment and care capabilities. The Director is responsible for coordinating activities with operational elements in the EOP and appropriate resource groups. The Hospital EOC Liaison position can be activated under the direction of the County Emergency Medical Director.

**EMERGENCY MENTAL HEALTH TASK FORCE DIRECTOR (ref. Annex H2)**

The Milwaukee County Crisis Service Medical Director is responsible for coordinating the response to the mental health dimensions of major emergencies and large-scale disasters, and for working in conjunction with Emergency Public Health and Medical Services. The Director will provide advice and assistance to the policy and operations group, the local field organizations, and the public.

**DIRECTOR, INTERGOVERNMENTAL RELATIONS**

Will assist and advise the EMB Administrator, Policy and Advisory Groups, and act as liaison between local county governmental units.

**EMERGENCY OPERATIONS GROUP**

In order to ensure necessary response capability in the event of an emergency, the existing county government units will initiate all necessary operations to meet emergency response requirements. The following specific responsibilities are assigned to the following entities who will serve as Coordinators under County Emergency Management. (Milwaukee County Ord. #99 & WI State Statute 166)

**EMERGENCY OPERATIONS GROUP MANAGER**

The EMB Administrator serves as the Emergency Operations Manager and is responsible for the coordination of all activities within the Emergency Operations Group. This person also serves as liaison between the Operations Group and Policy Group.

**EVACUATION AND SHELTER (ref. Annex E)**

Evacuation will be coordinated by the Sheriff's Office Patrol Bureau; designating evacuation routes and emergency operations. They will work with WISDOT, local law enforcement agencies, and other transportation authorities as needed. The Shelter Operations Section is responsible for the coordination of emergency operations involving the utilization of the public shelter system. This Section must coordinate its activities with the American Red Cross. The Section maintains status records including the location, capacity, occupants, shelter supplies, and the post-incident condition of the shelter and their occupants. The Section shall participate in re-entry planning and operations.

**LAW ENFORCEMENT (ref. Annex D)**

The Law Enforcement Section is responsible for the coordination of emergency operations involving County Law Enforcement personnel. The Sheriff or Sheriff's designee shall direct the EOC Law Enforcement functions. The President of MCLEEA serves as the Law Enforcement EOC liaison.

**FIRE AND RESCUE (ref. Annex K)**

The Fire and Rescue Section is responsible for the coordination of emergency operations involving County Fire and Rescue personnel. The County Fire and Rescue Chief shall coordinate the EOC Fire and Rescue functions. The President of the Milwaukee County Fire Chiefs Association serves as the Fire and Rescue EOC liaison.

**HAZARDOUS MATERIALS/ENVIRONMENTAL (ref. Countywide Hazardous Materials/ Strategic Capability Plan)**

The SARA/LEPC Hazmat Planning Officer is responsible for resource coordination for emergency operations for hazardous materials response in conjunction with the County Fire Chief and serves as a liaison with the State Regional Hazardous Materials Response Team. The Environmental Services Section is responsible for the coordination of emergency environmental personnel and resources. The Wisconsin Department of Natural Resources liaison shall direct and coordinate the EOC Environmental Services functions with local environmental resources, and is

responsible for providing advice and assistance to the Policy & Operations group, local field organizations, and the public.

**RADIOLOGICAL EFFECTS** (ref. Annex I)

The Radiological Effects Section is responsible for the coordination of radiological incident emergency response and protective action recommendations.

**MEDICAL SERVICES** (ref. Annex H)

The Medical Services Section is responsible for the coordination of emergency medical personnel and resources. The County Emergency Medical Director shall direct and coordinate the EOC Medical Services functions with local EMS resources and is responsible for providing advice and assistance to the Policy & Operations group, local field organizations, and the public.

**EMERGENCY PUBLIC HEALTH SERVICES** (ref. Annex H)

The Emergency Public Health Services Section is responsible for the coordination of emergency public health personnel, mental health personnel, and emergency public health resources. The County Emergency Public Health Director shall direct and coordinate the EOC Public Health Services functions with local EMS resources, and is responsible for providing advice and assistance to the policy & operations group, local field organizations, and the public.

**MEDICAL EXAMINER (MORTUARY)** (ref. Annex H)

The Medical Examiner is responsible for providing advice and assistance to the Policy & Operations group, local field organizations, and the public. They coordinate activities with Public Health & Medical Directors, Police Services, and the Vital Records section, assists staff members in maintaining status records, including the location and capacity of mortuary areas and burial areas, directs mortuary teams, and arranges for participation of clergy at burial sites.

**SUPPORT SERVICES** (ref. Annex C)

Support Services is responsible for maintaining the EOC at optimum operational capacity. This includes security, maintenance, housekeeping, internal communications, monitoring of air, water, sanitary facilities, etc., within the EOC. This section works with the Support Services Chief who reports to the Operations Group Chief. An EMB Municipal Emergency Services Coordinator shall serve as the Support Services Chief, who is responsible for coordinating all support services to ensure the smooth operation of the EOC. This includes overseeing Clerical, Security, Food Service, Communications, and other personnel within the support services section, and acts as liaison with the Operations Group Chief.

**RESOURCE GROUP** (ref. Annex C)

The resource group is responsible for operational supply functions and for maintaining contact between local government and the various private, commercial, and industrial organizations that are participating in emergency operations. This includes actions to insure the availability of resources required to support the emergency operations of the County. This section works under the direction of the Resource Group Chief, who reports to the Operations Group Chief. An EMB Municipal Emergency Services Coordinator shall serve as Resource Service Group Chief and act as the liaison

between the Resource Group, municipal emergency response personnel, and the Emergency Operations Group Chief, to coordinate Incident Command or municipal agency requests for resources to the EOC. They also obtain and provide updates as to changing conditions and damage assessment information. This position is responsible for the coordination of public agency resources, private agency resources, private contractors, air operations resources (except Flight for Life), military resources, and utilities.

#### CLERICAL SERVICES

Under the direction of the Support Services Chief, clerical services provides support and assistance to the EOC, works with the personnel department and others to ensure 24-hour coverage of personnel, and keeps records of time and materials used to support the EOC.

#### COMMUNICATIONS OFFICER (ref. Annex B)

The Communications Officer is responsible for maintaining the total communication system for the EOC. Works closely with the Operations Group Chief to insure the smooth flow of information from the EOC to operational units and the public.

#### COMPTROLLER (ref. Annex C)

This section serves as lead agency in financial monitoring and management of operations during the emergency. Provides cost analysis to the Policy Group and Resource Group Chief. Post-emergency liability claims, disaster relief, and personnel matters. The County Treasurer provides support to the Comptroller Section in the form of personnel, supplies, equipment, and facilities in financial monitoring and management as needed.

#### FACILITIES MANAGEMENT (ref. Annex C and G)

Will assist with maintenance operations under the direction of the Support Services Group Chief, to include, but not limited to: security (non-law enforcement), housekeeping, maintenance, communications, food service, and supplies for EOC operations; maintain EOC during emergency phases; Food Service - oversee meal provisions for all personnel in the EOC.

#### PERSONNEL-HUMAN RESOURCES (ref. Annex C)

This section provides for the recruitment and allocation of all personnel as needed to meet personnel requirements during emergency phases. This section works under the direction of the Support Services Chief.

#### PROCUREMENT SECTION

The Department Of Administration (DOA) and County Purchasing Departments are responsible for providing advice and assistance to the EMB Administrator, Policy Group, Comptroller, and the other departments involved in the emergency. Also provides for the requisitioning, purchasing, storing, and transporting of supplies and equipment needed by these departments during emergency operations.

#### VITAL RECORDS-COUNTY CLERK AND CLERK OF COURTS (Annex C)

This section maintains all vital records and shall assist the DOA in providing personnel and record keeping.

**MEDIA SECURITY AND RELIABILITY COUNCIL (Ref. Annex J)**

This person will work closely with the County's Public Information Officer to draft public notices regarding the emergency, and will work with TV and Radio stations to get those messages out to the public.

**EMERGENCY MANAGEMENT – MUNICIPAL EMERGENCY SERVICES  
COORDINATORS**

The assigned EMB Municipal Emergency Services Coordinators (Zones A-E) will serve as liaisons to communicate municipal requests for assistance to the Emergency Ops Group Chief.

**EOC LISTINGS**

**EMERGENCY OPERATIONS CENTER (EOC)**

**PRIMARY EOC:** Milwaukee County Safety Building 414-278-4709  
821 W. State Street, Room B-12, Milwaukee, WI 53233

**MINI EOC:** Milwaukee County Safety Building 414-278-4709  
821 W. State St, Room 304, Milwaukee, WI 53233

**ALTERNATE EOC#1:** Sheriff's Training Academy 414-747-5000  
9225 South 68<sup>th</sup> Street (and Ryan Road), Franklin, WI 53219

**ALTERNATE EOC #2:** Zone D – City of Franklin City Hall 414-425-7500  
9229 W. Loomis Road, Franklin, WI 53219

**Primary EOC Supplies and Equipment**

**COMMUNICATION:** NAWAS radio, Alert Monitor System, US Coast Guard link, ARES link, In/Out phones, out only phones, fax machines, 800 MHz-UHF-VHF radio systems, Weather Monitoring System, river gauge system, Outdoor Siren Warning System, and cell phones.

**AV EQUIPMENT:** 2 large screen TV's-Cable, 2 VCR's, overhead projector, 35 mm slide projector, laptop computer and printer, PowerPoint projector, 7' AV screen, and tape recorder.

**OFFICE SUPPLY/EQUIPMENT:** Copy machines, message forms, portable easel w/flipchart, White boards, maps, SE WI phone books, paper, pens, markers, tables, desks, chairs, etc.

**OTHER:** Refrigerator, stove/oven, microwave, sink/disposal, bed/bedding, & first aid supplies.

**STANDARD OPERATION PROCEDURE(S)**

Standard Operating Procedures are contained in Attachment I, which follows.

**EOC NOTIFICATION LIST** - The master notification list is held in a secure location.