

TOWN OF BLACK EARTH EMERGENCY OPERATIONS PLAN

NOVEMBER 2023

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Town Emergency Operations Plan Resolution

RESOLUTION NO: 2023-1

TOWN OF BLACK EARTH

TOWN EMERGENCY OPERATIONS PLAN

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

NOW, THEREFORE, the Town of Black Earth adopts the Emergency Operations Plan by the Town Board of the Town of Black Earth, and will be effective the day after publication. Dated the 7th day of November 2023.

Tom Turk, Town Chair
Don Ripp, Town Supervisor
Barb Parrell, Town Supervisor

Attested by:

Stephanie Zwettler, Town Clerk

Posted: November 17, 2023

LEGAL BASIS

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

FEDERAL ACTS

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

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

WISCONSIN STATUTES

Chapter 60 Towns, docs.legis.wisconsin.gov/statutes/statutes/60

Chapter 61 Villages, docs.legis.wisconsin.gov/statutes/statutes/61

Chapter 62 Cities, docs.legis.wisconsin.gov/statutes/statutes/62

Chapter 323 Emergency Management, docs.legis.wisconsin.gov/statutes/statutes/323

COUNTY ORDINANCES

Chapter 36 Emergency Planning, www.countyofdane.com/documents/pdf/ordinances/ord036.pdf

TOWN EMERGENCY OPERATIONS PLAN

A. PURPOSE:

The town plan has been developed to provide procedures for the Town of Black Earth and its municipal government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by state and county government since the Town of Black Earth is part of the Dane County Emergency Management Program. This specific municipal plan is to be used in conjunction with the Dane County Emergency Response Plan (ERP).

B. SITUATIONS AND ASSUMPTIONS:

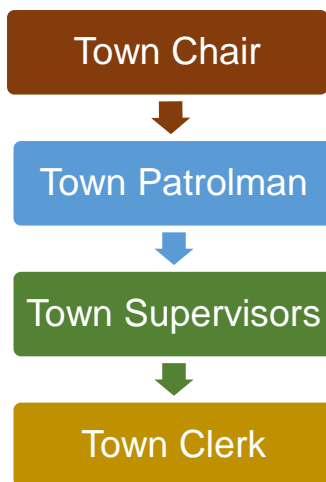
Natural, man-made, and technological hazards pose a threat to lives, property, or environment in Dane County and/or the Town of Black Earth. These hazards are outlined in the Dane County Hazard Analysis. A copy may be obtained from Dane County Emergency Management.

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility for disasters which take place in the municipality. The Town of Black Earth is responsible to activate the appropriate municipal agencies to deal with the disaster.

D. ORGANIZATION:

Lines of Succession



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

E. RESPONSIBILITIES AND TASKS:

See the attachments at the end of the Emergency Operations Plan for responsibilities of key officials in the Town of Black Earth, dictated by stated emergency.

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

F. MUTUAL AID AGREEMENTS:

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

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

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

H. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Black Earth Emergency Operations Team is composed of representatives from the Town Board, Police Departments, Fire Departments, Clerk, Treasurer, and Town Patrolman.

The Emergency Operations Team meets on an as-needed basis. The team reviews incidents, changes, and updates information as necessary, and makes revisions to this plan.

Attachment 1

INITIAL LOCAL EMERGENCY PERSONNEL ALERT NOTIFICATION LIST

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

Town Chair	Tom Turk, Town Chair Home: 608-767-3234 Cell: 608-235-7732
Town Patrolman	Cody Eastman, Town Patrolman Cell: 608-370-2285
Town Supervisor 1	Don Ripp, Town Supervisor Home: 608-767-3668 Cell: 608-712-0083
Town Supervisor 2	Barb Parrell, Town Supervisor Home: 608-767-2447 Cell: 608-218-0004
Clerk	Stephanie Zwettler, Clerk Home: 608-832-6747 Cell: 608-444-6425
Treasurer	Brenda Kahl, Treasurer Home: 608-767-2822 Cell: 608-279-2822
Dane County Sheriff's Office	Jodi Hager, Community Deputy Office: 608-283-1508 Cell: 608-444-7099
Black Earth Fire Department	Dan Mahockta, Fire Chief Office: 608-513-2123
Dane County District One EMS	Jim Wick, EMS Director Office: 608-795-9860

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

Attachment 2

TOWN CHAIR OFFICIAL CHECKLIST

The Town Chair is responsible for the overall management of the Town of Black Earth. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chair should:

1. Ensure that the Emergency Operations Team or designated person has activated the Emergency Operations Center (EOC).
2. Report to the designated Emergency Operations Center.
3. Ensure that the Emergency Operations Team or designated person provides an initial damage assessment and casualty report.
4. Ensure that the Emergency Operations Team and municipal officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a proclamation of emergency.
6. In consultation with the Emergency Operations Team, determine whether or not county, state, or federal assistance should be requested. (Municipal/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

Attachment 3

TOWN EMERGENCY RESPONSE CHECKLIST

October 2023

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

Response Concerns

Event Driven – Always performed for every response.

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

(Continued)

Impact Driven – performed as warranted by the incident.

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

Response Timeline (based on 12-hour operational periods)

0-2 Hours (1st Operational Period)

Goals –

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

Actions –

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

Considerations –

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

2-4 Hours (1st Operational Period)

Goals –

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

Actions –

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

Considerations –

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

4-12 Hours (1st Operational Period)

Goals –

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

Actions –

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

Considerations –

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

12-24 Hours 2nd Operational Period)

Goals –

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

Actions –

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

Considerations –

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

24-48 Hours (3rd thru 6th Operational Periods)

Goals –

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

Actions –

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

Considerations –

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

48+ Hours (7th and subsequent Operational Periods)

Goals –

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

Actions –

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

Considerations –

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

Attachment 4

DAMAGE ASSESSMENT CHECKLIST

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

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

Attachment 5

TOWN EMERGENCY OR DISASTER PROCLAMATION

WHEREAS, the Town of Black Earth has suffered from a [Name Incident Type] that occurred on (include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of the Town of Black Earth within the disaster area.

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

THEREFORE, the Chairperson of the Town of Black Earth Town Board has declared a state of emergency on behalf of the Town of Black Earth, and will execute for and on behalf of the Town of Black Earth, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State of Wisconsin.

Town Board Chairperson (or appointed
authorized representative)

WITNESS my hand and seal of my office

This ____ day of _____

Town of Black Earth Clerk

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

Attachment 6

TOWN OF BLACK EARTH PLAT MAP 2020

