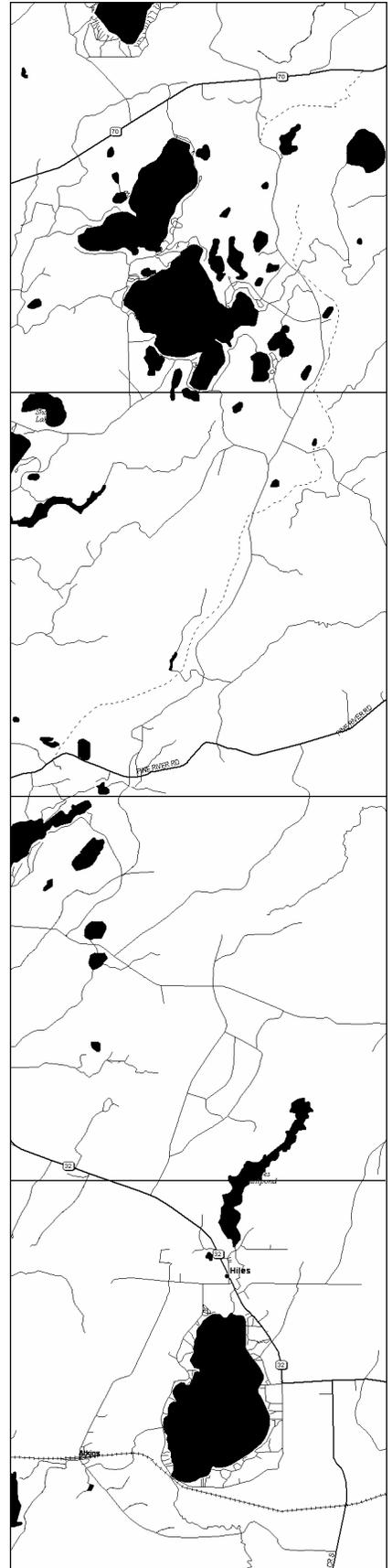


# TOWN OF HILES EMERGENCY RESPONSE PLAN



February, 2007



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**Town of Hiles  
Resolution 01-2006  
Resolution to Adopt the National Incident Management System (NIMS)**

**WHEREAS**, in Homeland Security Directive HSPD-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management, and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standard terminology, standard organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters, and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management process, and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the County, including current emergency management training programs, and

**WHEREAS**, the National Commission of Terrorist Attacks (911 Commission) recommended adoption of a standardized Incident Command System

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Supervisors of the Town of Hiles do hereby establish the National Incident Management System (NIMS) as the standard for incident management.

Adopted by the Town of Hiles Board this 15th day of August, 2006.

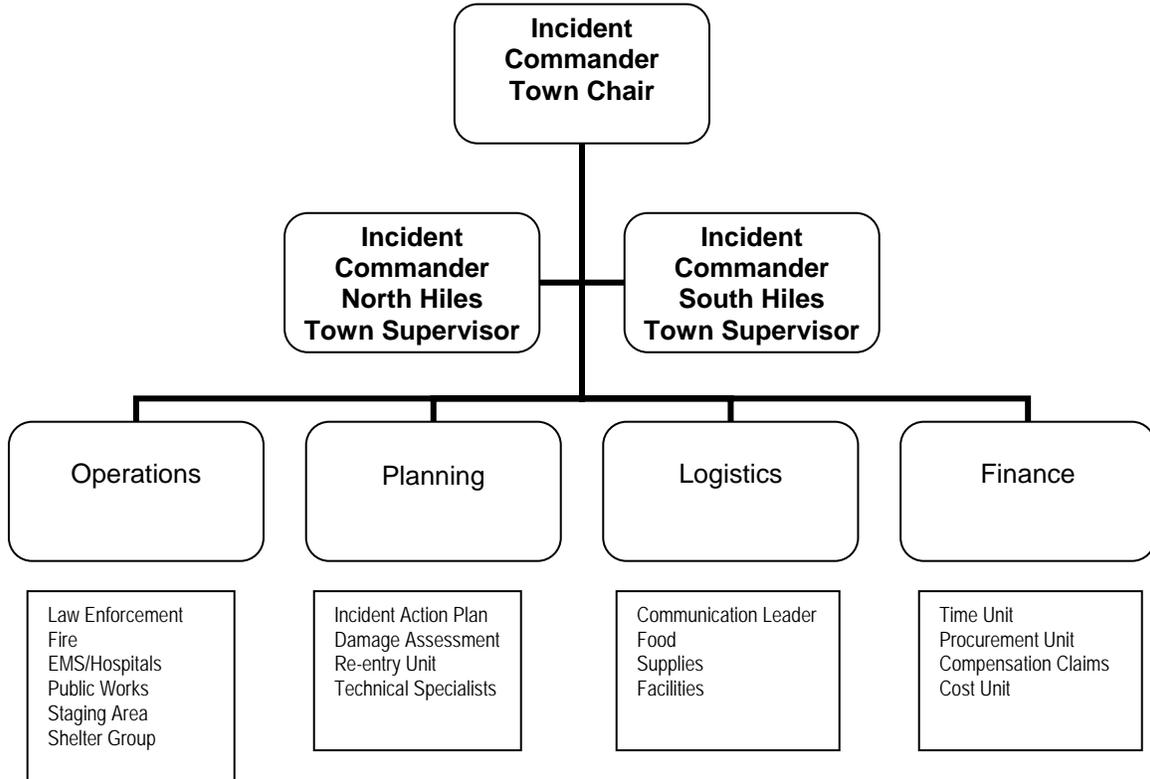
Attest \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Chair

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Town Supervisor

Name, Title	Address	Contact	Contact For —
Marilyn Pfeifer, Chairperson	10682 Fire Tower Road Hiles WI 54511	715-649-3381	General Town information, snow plowing, roads
Doris Lovrine, Supervisor	11032 Four Duck Lk Rd Three Lakes WI 54562	715-479-8047 doris@townofhiles.org	General Town information
Larry Berg, Supervisor	8506 E. Pine Lake Road Hiles WI 54511	715-649-3707 larry@townofhiles.org	General Town information
Judy McKay-Burkey, Treasurer	10744 W. Main Street Hiles WI 54511	715-649-3320	Snow plow contracts, real estate tax questions, dog licenses, transfer station permits
Cathy Votis, Clerk	9156 N. Main Street Hiles WI 54511	715-649-3469 cathy@townofhiles.org	Cemetery, alcoholic licenses, elections, hall bookings
Todd M. Pauls, Assessor BA Pauls & Associates	PO Box 2190 Wausau WI 54402	715-848-9300 bapauls@charter.net	Questions on tax assessments



## EMERGENCY TELEPHONE LISTINGS

Fire, Rescue, Law Enforcement.....	911
Marilyn Pfeiffer, Town Chairperson.....	home 715-649-3381
.....	Town Office 715-649-3680
Forest County Office of Emergency Management.....	715-478-3430
Wisconsin Public Service .....	800-450-7260
WE Energies .....	800-662-4797
Frontier Telephone Company .....	715-369-7260
Verizon .....	800-483-1000
Canadian National Railroad .....	715-345-2462
American Red Cross – Mark Damral, Stevens Point .....	715-344-4052
Salvation Army.....	800-949-3387
St. Mary’s Hospital.....	715-369-2000
.....	715-369-6700
Eagle River Memorial Hospital .....	715-479-7411
County Human Services.....	715-478-3351
County Medical Examiners Office (Sheriff Dept) .....	715-478-3331
County Health Department.....	715-478-3371
ChemTrec .....	800-424-9300
Crandon Ranger .....	715-478-3717
Rhineland DNR .....	715-365-8900
Wisconsin State Patrol (Wausau).....	715-845-1143
National Response Center .....	800-424-8802
FBI (Green Bay Office).....	920-432-3868
National Poison Control Center.....	800-222-1222
US Forest Service – Laona.....	715-674-4481
US Forest Service – Eagle River.....	715-479-2827

## LEGAL BASIS

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

### PUBLIC LAW 103-337

### WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE (2) DUTIES AND POWERS
59.033	COUNTY ADMINISTRATOR. (2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.07	GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.083	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.24	PEACE MAINTENANCE
61.34	POWERS OF VILLAGE BOARD
66.325	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
166.03 (1)	POWERS AND DUTIES OF THE GOVERNOR (4) POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES (5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483	(2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

### MUTUAL AID AGREEMENTS

#### Fire Department Mutual Aid

All Forest County Fire Departments  
Eagle River Area Fire Department  
Phelps Volunteer Fire Department  
Three Lakes Volunteer Fire Department

#### Mutual Aid Agreements for Use of Equipment To be determined

## ACRONYMS

<b>CP</b>	<b>COMMAND POST</b>
<b>DNR</b>	<b>DEPARTMENT OF NATURAL RESOURCES</b>
<b>DEG</b>	<b>DIVISION OF EMERGENCY GOVERNMENT</b>
<b>EMS</b>	<b>EMERGENCY MEDICAL SERVICES</b>
<b>EOC</b>	<b>EMERGENCY OPERATIONS CENTER</b>
<b>EOP</b>	<b>EMERGENCY OPERATIONS PLAN</b>
<b>PIO</b>	<b>PUBLIC INFORMATION OFFICER</b>
<b>UDSR</b>	<b>UNIFORM DISASTER SITUATION REPORT</b>

## **MUNICIPAL EMERGENCY OPERATIONS PLAN**

### **A. PURPOSE:**

This municipal plan has been developed to provide procedures for the Town of Hiles government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Hiles is part of the county emergency management program. This municipal plan is to be used in conjunction with the Forest County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Forest county EOP and in accordance with the local government. Review of this municipal plan shall be accomplished concurrently with the county plan.

### **B. SITUATION AND ASSUMPTIONS:**

Several types of hazards pose a threat to the lives, property or environment in Forest County. These hazards are outlined in the Forest County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

### **C. CONCEPT OF OPERATIONS:**

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

Actions that the municipality should consider if this municipal is activated:

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Town Chairperson advises the Town Board and coordinates all emergency response actions.
  - b. The Town Chairperson declares a local state of emergency and notifies Forest County Emergency Management of this action.
  - c. Forward the local state of emergency declaration to the county Emergency Management office.
  - d. The Town Chairperson activates the municipal EOC.  
This facility is located at Hiles Town Hall or designated location.
  - e. Town emergency response officials/agencies respond according to the checklists outlined in pages 12 through 18.
  - f. The Town Board Chairperson directs departments/agencies to respond to the situation.
  - g. The Town Board Chairperson issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h. Notify the public of the situation and appropriate actions to take.
  - i. Keep county officials informed of the situation and actions taken.

- 3. If Town resources become exhausted or if special resources are required, request county assistance through Forest County Emergency Management.**
- 4. If assistance is requested, the Forest County Emergency Management Director assesses the situation and makes recommendations.**
- 5. The county will do the following (to the extent appropriate):**
  - a. Activate the County EOC.**
  - b. Implement the County EOP.**
  - c. Respond with county resources as requested.**
  - d. Activate mutual aid agreements.**
  - e. Coordinate county resources with municipal resources.**
  - f. Notify Wisconsin Division of Emergency Government (DEG) Regional Director.**
  - g. Forward Uniform Damage Situation Report (UDSR) form.**
  - h. Assist municipality with prioritizing and allocating resources.**
- 6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State DEG.**
- 7. If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management director assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.**
- 8. After completing the assessment, the DEG Regional Director immediately notifies the State DEG Administrator.**
- 9. The State Administrator of Emergency Government notifies the Governor and makes recommendations.**
- 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.**

**D: ORGANIZATION:**

**TOWN OF HILES EMERGENCY RESPONSE ORGANIZATIONAL CHART**

<b>Name, Title</b>	<b>Address</b>	<b>Contact</b>	<b>Contact For —</b>
Marilyn Pfeifer, Chairperson	10682 Fire Tower Road Hiles WI 54511	715-649-3381	General Town information, snow plowing, roads
Doris Lovrine, Supervisor	11032 Four Duck Lk Rd Three Lakes WI 54562	715-479-8047 doris@townofhiles.org	General Town information
Larry Berg, Supervisor	8506 E. Pine Lake Road Hiles WI 54511	715-649-3707 larry@townofhiles.org	General Town information
Judy McKay-Burkey, Treasurer	10744 W. Main Street Hiles WI 54511	715-649-3320	Snow plow contracts, real estate tax questions, dog licenses, transfer station permits
Cathy Votis, Clerk	9156 N. Main Street Hiles WI 54511	715-649-3469 cathy@townofhiles.org	Cemetery, alcoholic licenses, elections, hall bookings
Todd M. Pauls, Assessor BA Pauls & Associates	PO Box 2190 Wausau WI 54402	715-848-9300 bapauls@charter.net	Questions on tax assessments

**E. RESPONSIBILITIES AND TASKS:**

**See PAGES 12. through 18 for emergency responsibilities of key officials in your jurisdiction.**

**F. RESOURCE MANAGEMENT:**

**Additional support from Forest County Departments may include:**

**Emergency Management Assistance  
Law Enforcement Assistance  
Emergency Medical Services  
Public Health Services**

**Support from State and Federal Agencies:**

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

**G. PLAN DEVELOPMENT AND MAINTENANCE:**

The Town of Hiles EOP Development Team is composed of representative from the Town of Hiles and Forest County Emergency Management. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Town Board Chairperson. The Team reviews incidents, changes and new information and makes revisions in this plan.

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

Marilyn Pfeiffer  
Town Chairperson

Victor Burkey  
Town Fire Chief

Marilyn Pfeiffer  
Town Emergency Management Director

Cathleen Votis  
Town Clerk

Larry Berg  
Town Supervisor

Doris Lovrine  
Town Supervisor

Judith Burkey  
Town Treasurer

## **TOWN BOARD CHAIRPERSON**

### **KEY ACTION CHECKLISTS**

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

#### **TOWN CHAIRPERSON SHOULD:**

- 1. Activate the Emergency Operations Center (EOC) or Command Post (CP).**
- 2. Report to the EOC/CP.**
- 3. Provide an initial damage assessment and casualty report.**
- 4. Brief the EOC staff as to the status of the disaster.**
- 5. Be ready to issue a declaration of emergency.**
- 6. The Town Chairperson should determine whether or not county, state or federal assistance should be requested. (Town/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)**

**If the situation can be handled locally, do so using the procedures in this plan, as appropriate. The Town Chairperson advises the Town Board and coordinates all emergency response actions. The Town Chairperson declares a local state of emergency and notifies Forest County Emergency Management of this action. Forward the local state of emergency declaration to the county Emergency Management office.**

**The Town Chairperson activates the municipal EOC. This facility is located at Hiles Town Hall or designated location. Town emergency response officials/agencies respond according to the checklists outlined in pages 12 through 18. The Town Board Chairperson directs departments/agencies to respond to the situation.**

**The Town Board Chairperson issues directives as to travel restrictions on local roads and recommends protective actions if necessary. Notify the public of the situation and appropriate actions to take. Keep county officials informed of the situation and actions taken.**

**If Town resources become exhausted or if special resources are required, request county assistance through Forest County Emergency Management.**

## **TOWN EMERGENCY MANAGEMENT DIRECTOR**

### **KEY ACTION CHECKLISTS**

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

#### **TOWN EMERGENCY MANAGEMENT DIRECTOR SHOULD:**

- 1. Report to the Town EOC/CP.**
- 2. Ensure that town officials and county emergency management director have been notified, key facilities warned, sirens activated, etc. The emergency signal will be a continuous Air Horn Blast**
- 3. Activate the Town /Municipal EOC. Make sure that it is fully operational and that EOC staff have reported/are reporting to it.**
- 4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town Chairperson and to the County Emergency Management Director.**
- 5. Conduct regular briefings of EOC staff as to the status of the situation.**
- 6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.**
- 7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.**

## **TOWN CLERK /TREASURER**

### **KEY ACTION CHECKLISTS**

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

#### **TOWN CLERK/TREASURER SHOULD:**

- 1. Report to the Town EOC/CP.**
- 2. Maintain records indicating town expenses incurred due to the disaster.**
- 3. Assist in the damage assessment process by:**
  - Provide information regarding the dollar value of property damaged as a result of the disaster.**
  - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.**

## **WARNING/COMMUNICATIONS**

### **KEY ACTION CHECKLISTS**

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

**The Forest County 911 Center located in the City of Crandon, is responsible for warning and communications activities in the Town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.**

- 1. Warn the following:**
  - a. Town Fire Department**
  - b. County Emergency Management Director/Coordinator**
- 2. Activate public warning system. This may consist of paging the town fire department. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.**
- 3. Establish communications with the county EOC if activated or the county emergency management office.**
- 4. Establish communications with Command Post if established.**

## LAW ENFORCEMENT

### KEY ACTION CHECKLISTS

The Forest County Sheriff's Department is responsible for law enforcement activities in the Town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

#### Other responsibilities may include:

Enforce curfew restrictions in the affected area.

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

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

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

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

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

## **FIRE SERVICES**

### **KEY ACTION CHECKLISTS**

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

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

#### **Other responsibilities may include:**

Assist with traffic control.

Assist with debris clearance.

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

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

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

## FOREST COUNTY MEDIA CONTACT LIST

Media Name	News Director/Chief Engineer/Editor	Telephone Number	Contact Name	After Hours Telephone Number	FAX Number
WLSL Radio FM 93.7		369-9575			
WXPR Radio FM 91.7	Ken Krall, News Dir Elmer Goetsch	362-6000	Walt Gander	(715) 617-8925 Walt Gander	(715) 362-6007
WRJO Radio FM 94.5 Eagle River	Chris Oatman wrjonews@wrjo.com	(715) 479-4451	Chris Oatman	(715) 479-4451 Ext. 228	(715) 479-6511
Forest Republican	Craig Sauer Editor	478-3315			478-3385
WJFW TV-12	Heather Schallock Brian Henning	365-4701 365-8812		282-5803 493-9838	365-8810 365-8810
New Radio Group WHDG FM 97.5 WOBT AM 1260	John Burton News Director	362-1975	John Burton	282-6558 Home	362-1973
Rhineland Daily News	Meredyth Albright Heather Schaefer	365-6373 365-9383		369-3471 282-5383	365-6367 same
Vilas County News-Review		479-4421			

For Immediate Release: March 10, 2005 9:45pm

On Thursday, March 10, 2005 at approximately 8:45pm a strong storm system passed through the Town of Hiles.

The path of the storm affected the southeastern portion of the Town. Damage from the storm consists of downed power lines, downed trees, structural damage and impassible roads.

The Town of Hiles emergency responder's and mutual aid departments are conducting search and rescue efforts in the affected area. These efforts are focused on locating and assisting persons within the area. A number of roads remain impassible slowing access to some areas.

Reports of personal injuries and property damages will be released as it becomes available and verified.

At this time the Town of Hiles is requesting the public to stay away from the affected area. A number of power lines and a large amount of debris in the area create a hazardous situation for all personnel.

The City of Crandon Fire Department, the Town of Argonne Fire Department, Forest County Sheriff's Department, and the Forest County Emergency Management Department are assisting the Town of Hiles.

\*\*\*\*END\*\*\*\*

For Immediate Release: March 10, 2005 10:45pm

On Thursday, March 10, 2005 at approximately 8:45pm a strong storm system passed through the Town of Hiles.

The path of the storm affected the southeastern portion of the Town. Damage from the storm consists of downed power lines, downed trees, structural damage and impassible roads.

The Town of Hiles emergency responder's and mutual aid departments continue to conduct search and rescue efforts in the affected area. These efforts are focused on locating and assisting persons within the area. The following roads remain closed and impassible: Pine Lake Road, Yellow Birch Road, and Atkins Road.

Emergency responders have confirmed one 14-year-old boy suffered a non-life threatening injury and an 82-year-old male reported a medical condition. Both names are being withheld at this time until relatives are notified.

The Town of Hiles is still requesting the public to stay away from the affected area. A number of power lines and a large amount of debris remain in the area creating a hazardous situation for all personnel.

The City of Crandon Fire Department, the Town of Argonne Fire Department, Forest County Sheriff's Department, Forest County Emergency Management, and the State of Wisconsin Emergency Management Department are assisting the Town of Hiles.

\*\*\*\*END\*\*\*\*

For Immediate Release: March 10, 2005 11:45pm

On **Thursday, March 10, 2005** at approximately **8:45pm** a strong storm system passed through the Town of Hiles.

The path of the storm affected the **southeastern** portion of the Town. Damage from the storm consists of downed power lines, downed trees, structural damage and impassible roads.

As of **11:00pm** emergency responders continue to work in the affected area. Search and rescue efforts gained access to all residences, and roads are open to emergency traffic only. Emergency responders have confirmed **one fatality and two injuries** as a result of the storm. **One person was fatally injured when his vehicle was struck by debris. A fourteen-year old boy suffered a leg injury and an eight two-year old male suffered a medical problem.** Names of the victims are not being released until relative notifications are made.

The public is requested to stay away from the affected area. A shelter has been setup at the **Town Hall** for local residents who do not have access to their homes. Public inquiries regarding relatives at the shelter can call the Town Hall at 649-3680..

The City of **Crandon Fire Department**, the **Town of Argonne Department**, **Forest County Sheriff's Department**, **Forest County Emergency Management**, **Forest County Medical Examiners Office** and the **State of Wisconsin Emergency Management Department** are assisting the Town of Hiles.

\*\*\*\*END\*\*\*\*

## **PUBLIC INFORMATION – CHAIRPERSON RESPONSIBILITY**

### **KEY ACTION CHECKLISTS**

The Town Public Information Officer or designee is responsible for public information activities the Town. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

- 1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.**
- 2. Maintain liaison with the EOC and CP in order to stay abreast of situation.**
- 3. Establish news media briefing room and brief the media at periodic intervals.**
- 4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.**
- 5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.**
- 6. Assist the county in establishing a Joint Public Information Center.**
- 7. Assist the county with establishing a Rumor Control Center.**
- 8. Issue protective action recommendations or public service advisories as directed by the chief elected official**
- 9. See sample news releases on pages 20 through 22.**

## **PUBLIC UTILITIES**

Wisconsin Public Service Damage Estimates

Contact: Sue 369-7131

WE Energies

**TO BE ADDED**

## **FOREST/AGRICULTURAL DAMAGE**

Contact the United States Department of Agriculture (Farm Service Agency) and report the location of any crop and farm damage. The USDA will have a representative come out and estimate the damage.

### Contact Information

Nicolet National Forest

Laona Ranger District 674-4481

Eagle River – Florence 479-2789

## **DAMAGE ASSESSMENT**

### **KEY ACTION CHECKLISTS**

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

- 1. Report to the Town EOC or Command Post.**
- 2. Record initial information from first responders such as law enforcement, public works or fire services.**
- 3. Assess the damage to public and private sector of the Town as follows:**
  - a. Within first 2-3 hours: Complete preliminary UDSR:**
    - 1. Number of fatalities.**
    - 2. Number of critical/minor injuries.**
    - 3. Number of home/businesses damaged/destroyed.**
    - 4. Number of power/telephone lines, poles damaged.**
    - 5. Number of public facilities such as highways, roads, bridges, etc. damaged.**
    - 6. Number of people who are homeless or in shelters.**
  - b. Within 8 hours:**
    - 1. Recount items 1-6 above.**
    - 2. Complete another UDSR, estimating public and private damage.**
    - 3. Video tape and/or take photos of major damage.**
  - c. Within 24 hours:**
    - 1. Update items 1-6 above.**
    - 2. Complete updated UDSR.**
- 4. Provide damage assessment information to the appropriate town officials and county emergency management director to assist in the preparation of the UDSR – see attachments.**
- 5. If the situation warrants, assist the Town Board Chairperson with the preparation of a local state of emergency declaration and forward to the County Emergency Management Director.**
- 6. Plot damage assessment information on status boards in the town EOC and locate damaged sites on a map.**
- 7. Record all expenditures for town personnel, equipment, supplies, services, etc., and track resources being used.**
- 8. Prepare reports for the town Public Information Officer.**

**Damage assessment attachments follow on pages 26 - 29**

# PRIVATE SECTOR DAMAGE

\*\*Use Quick Reference Guide for Damage Assessment.

NAME AND MAILING ADDRESS	
Name	Site Number
Address	Type of Reporting: <input type="checkbox"/> Phoned In <input type="checkbox"/> Inspected: _____
Municipality <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town	Cost Estimate
Phone	E-mail
DAMAGE INFORMATION	
Type of Structure	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Business <input type="checkbox"/> Other: _____
Type of Damage	<input type="checkbox"/> No Damage <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Destroyed
Photo Documentation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Structure Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Damage	

NAME AND MAILING ADDRESS	
Name	Site Number
Address	Type of Reporting: <input type="checkbox"/> Phoned In <input type="checkbox"/> Inspected: _____
Municipality <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town	Cost Estimate
Phone	E-mail
DAMAGE INFORMATION	
Type of Structure	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Business <input type="checkbox"/> Other: _____
Type of Damage	<input type="checkbox"/> No Damage <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Destroyed
Photo Documentation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Structure Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Damage	

NAME AND MAILING ADDRESS	
Name	Site Number
Address	Type of Reporting: <input type="checkbox"/> Phoned In <input type="checkbox"/> Inspected: _____
Municipality <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town	Cost Estimate
Phone	E-mail
DAMAGE INFORMATION	
Type of Structure	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Business <input type="checkbox"/> Other: _____
Type of Damage	<input type="checkbox"/> No Damage <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Destroyed
Photo Documentation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Structure Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Damage	

# PUBLIC SECTOR DAMAGE

APPLICANT/INCIDENT INFORMATION		
Municipality <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town	Date	
Name of Contact	Date Activities Began	
Address	Type of Incident	
Phone	Fax	E-mail

DAMAGE ESTIMATES					
Category	Supplies	Labor/Overtime	Equipment	Repairs	Cost Estimate
<b>A</b> Debris Clearance					\$
<b>B</b> Protective Measures					\$
<b>C</b> Road Systems					\$
<b>D</b> Water Control Facilities					\$
<b>E</b> Public Buildings & Equipment					\$
<b>F</b> Public Utility Systems					\$
<b>G</b> Other					\$
<b>TOTALS</b>					\$

DISASTER IMPACTS (Use separate sheets if necessary.)	
<p><u>NO</u></p> <p>Damages exceed available funds.</p> <p>Community lacks other resources to recover. (i.e., equipment, manpower, etc.)</p> <p>Will emergency services be impacted? (i.e., fire, ambulance, police, etc.)</p> <p>Will there be degradation of public services?</p> <p>Comments:</p>	<p><u>YES</u></p>

## QUICK REFERENCE GUIDE FOR DAMAGE ASSESSMENT

<u>SINGLE OR MULTI FAMILY</u>	<b>Tornado Event</b>	<b>Flood Event</b>	<b>Livable</b>
Destroyed	<ul style="list-style-type: none"> <li>* Foundation only remains</li> <li>* 2 or more walls destroyed</li> <li>* Roof substantially damaged</li> </ul>	<ul style="list-style-type: none"> <li>* Not economically repairable</li> <li>* Pushed off foundation</li> </ul>	No
Major	<ul style="list-style-type: none"> <li>* 2 walls and roof substantially damaged</li> </ul>	<ul style="list-style-type: none"> <li>* 2 or more feet on 1<sup>st</sup> floor – no basement</li> <li>* Structural damage; collapsed basement walls</li> </ul>	No
Minor	<ul style="list-style-type: none"> <li>* 1 wall, section of roof damaged</li> </ul>	<ul style="list-style-type: none"> <li>* Less than 2 feet on first floor – no basement</li> <li>* 1 to 8 feet in basement</li> </ul>	No
Affected	<ul style="list-style-type: none"> <li>* Intermittent shingle damage</li> </ul>	<ul style="list-style-type: none"> <li>* Less than 1 foot in basement</li> <li>* Minor access problem</li> </ul>	Yes
 <b><u>MOBILE HOMES</u></b>			
Destroyed	<ul style="list-style-type: none"> <li>* Frame twisted</li> <li>* Knocked off piers</li> </ul>	<ul style="list-style-type: none"> <li>* Water above floor level</li> <li>* Unit swept from foundation</li> </ul>	No
Major	<ul style="list-style-type: none"> <li>* Wall and roof damage</li> <li>* Shifted on piers</li> </ul>	<ul style="list-style-type: none"> <li>* Water-soaked bottom-board</li> <li>* Shifted on piers</li> </ul>	No
Minor	<ul style="list-style-type: none"> <li>* Utility connections broken</li> <li>* Foundation shifted</li> </ul>	<ul style="list-style-type: none"> <li>* Utilities flooded</li> <li>* Piers shifted/washed out</li> </ul>	No
Affected	<ul style="list-style-type: none"> <li>* Minor indentations to roof and siding</li> </ul>	<ul style="list-style-type: none"> <li>* Access problems, no water touched the unit</li> </ul>	Yes

**In all flood events, provide information regarding water levels and duration of flood.**

# Forest County Damage Assessment Information

## ROAD DAMAGE ESTIMATES

Type of Road	Construction Type	Cost Per Foot/Mile
Town	8" Sand Sub Grade 8" Crushed Aggregate Base Course x 26' Wide 2-1/4" Hot Mix Asphalt Surface x 20' Wide 3' shoulders	\$20.40 / \$107,745.00
County	12" Sand Sub-Grade X32" Wide 8" Crushed Aggregate Base Course X32' Wide 4" Hot Mix Surface X24' Wide with 4' Shoulders	\$32.57 / \$171,958.00
State	15" sand sub-grade x 42' Wide 12" Crushed Aggregate Base Course X 42' Wide 6" Hot Mix Asphalt Surface X 30' Wide with 6' Shoulders	\$56.77 / \$299,753.00
Gravel Road	Figured by taking the paved town road amount and dividing it by two.	\$10.20 / \$5,387.50

### Estimate Structure Damage

Inspect the damage to each structure and place it in one the three following categories:

1. Minor Damage: Repairable and usable while in repair.
2. Major Damage: Repairable but not usable while in repair.
3. Destroyed: Beyond repair.

Using the Average Improvement Chart identify the township the structure is located in and estimate the amount of the damage.

**SAMPLE DECLARATIONS/PROCLAMATIONS/CONTRACTS**

Town of Hiles – Disaster Declaration

WHEREAS, a disaster consisting of a \_\_\_\_\_ has struck the Town of Hiles; and

WHEREAS, because of emergency conditions, the Town Board of the Town of Hiles is unable to meet with promptness; and

WHEREAS, the disaster has caused the Town of Hiles to expend and commit all of it's available resources; and

WHEREAS, the Town of Hiles requests Forest County assistance and to advise the State of Wisconsin of it's emergency conditions:

NOW, THEREFORE, pursuant to State Statute 166, as Director of Emergency Management of the Town of Hiles, in testimony whereof I have hereunto set my hand and have caused the seal of the Town of Hiles to be affixed.

Done at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_

Town of Hiles – Disaster Proclamation

Proclamation informing public and designating a natural disaster area within the Town of Hiles, Forest County.

WHEREAS, all or portions of Section \_\_\_\_\_ of the Town of Hiles have been struck with disaster consisting of a \_\_\_\_\_; and

WHEREAS, such disaster area is from \_\_\_\_\_  
\_\_\_\_\_

WHEREAS, all non-essential vehicular traffic is hereby prohibited from entering or moving within the above described area until a formal cessation of the present emergency has been declared; and

WHEREAS, the Forest County Emergency Director has been called upon to render immediate assistance to mitigate the impact of this disaster; and

WHEREAS, the Forest County Division of Emergency Management has been asked to advise the State of Wisconsin of our emergency conditions and request appropriate state assistance in restoring to the citizens of the Town of Hiles their normal state of well being and tranquility.

NOW, THEREFORE, I within the jurisdiction of my office as Town of Hiles Emergency Response Director or as Town of Hiles Chairman for the Town of Hiles, do hereby proclaim that the emergency described above is of such magnitude as to imperil the public peace, health, safety and well being to the extent that I declare the conditions set forth in the Town of Hiles are now in affect and shall remain as such until rescinded by order of the Governor of the State of Wisconsin, the Forest County Emergency Director or the undersigned.

IN TESTIMONY WHEREOF, I have set my hand and caused the seal of the Town of Hiles to be affixed this \_\_\_ day of, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Town Chairman, or  
Emergency Director

\_\_\_\_\_  
Witness

Town of Hiles – Contractor Agreement

I \_\_\_\_\_, hereby agree to provide personnel and/or equipment resources which are under my ownership or jurisdiction (attached list) to the Town of Hiles during the period of a “Declared Emergency” or disaster.

Any changes which I may have to make for use of the above referred to resource will not exceed my normal commercial rate for the services performed plus the cost of fuel when properly received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company or Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

## Response Checklist and Time Line

- A. **Direction and Control - Incident Command**  
Set up incident command/unified command, span of control and unity of command.
- B. **Size Up the Incident**  
Determine the size of the area affected, population characteristics and economic profile of the area.
- C. **Search and Rescue**  
Search the damaged area, rescue the injured and recover bodies.
- D. **Damage Assessment**  
Activate a damage assessment team composed of people familiar with property values. This process is important to secure state and federal assistance!!
- E. **Public Information**  
Designate people to provide information to the media and establish a location to meet with media away from the EOC. Be sure to provide citizens of the status of the response and recovery.
- F. **Track Citizen's Needs**  
Designate someone to keep track of requests for assistance and the delivery of that assistance.
- G. **Track Offers of Assistance**  
Be prepared to deal with voluntary help and designate someone to keep track of offers of assistance. Discourage shipment of donated goods, however you need to identify a location to store any donated goods.
- H. **Debris Clean Up and Disposal**  
Work with the DNR on the proper disposal of debris and then inform the public of proper separation and disposal of debris.
- I. **Obtain Outside Assistance (Mutual Aid)**  
Activate your mutual aid agreements as necessary.
- J. **Determine Public Health Issues**  
Address health issues, such as safe water and food, disease, and mental health, as they relate to both victims and responders.
- K. **Site Security – Pass System**  
Establish a pass system to access the area. This relates to the orderly clean up and repair of the affected area.

## Response Timeline

### **0 – 2 Hours**

- ✓ Establish Incident Command
- ✓ Notify all 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 Forest County Emergency Management Director at (715) 361-5167
- ✓ Notify Wisconsin Emergency Management at (800) 943-0003
- ✓ 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

### **2 – 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 hospitals of potential casualties
- ✓ Begin preparations for establishing a pass system
- ✓ Activate damage assessment team
- ✓ Assign people to handle requests for assistance and to track the needs of special populations
- ✓ Assign people to track requests for information on disaster victims
- ✓ Assign people to track offers of assistance and donations
- ✓ Continue clearing roads and streets
- ✓ Determine how debris will be disposed of
- ✓ 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 responders
- ✓ Consult your agency's response checklist
- ✓ Hold one or more command staff briefings

### **4 – 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 requests for information on disaster victims
- ✓ Continue to track offers of assistance and donation
- ✓ 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 with the next shift
- ✓ Coordinate with utilities in the restoration of service
- ✓ Anticipate and address public health issues

### **12 – 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 UDSR
- ✓ Continue repairs to critical facilities
- ✓ Consider the need for ongoing mutual aid
- ✓ Inform the hospitals of casualties, as necessary
- ✓ Continue clean up 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
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift

### **24 – 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 UDSR
- ✓ Continue repairs to critical facilities
- ✓ Consider the need for ongoing mutual aid

- ✓ Continue clean up 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
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Coordinate activities of volunteers assisting with clean up efforts
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift

#### **48 - ? Hours**

- ✓ Continue public information activities
- ✓ Continue operation of the pass system, if necessary
- ✓ Continue damage assessment activities and submit UDSR
- ✓ Provide updated damage estimates
- ✓ Consider the need for ongoing mutual aid
- ✓ Inform the hospitals of casualties, as necessary
- ✓ Continue clean up activities on public and private property
- ✓ Continue shelter operations, as needed
- ✓ Keep records of agency expenses
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Plan for re-entry and long term recovery
- ✓ Provide people to participate in the preliminary damage assessment
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift