

MUNICIPAL EMERGENCY OPERATIONS PLAN GUIDANCE

A guide to assist local municipalities, incorporated into the county emergency management program, in developing a municipal emergency operations plan.

INSTRUCTIONS

This document is designed to provide guidance to municipalities that have elected to be part of the county emergency management program, but also feel the need to develop a municipal plan. The municipal plan is part of the county emergency operations plan and should be written to complement the county plan. The plan should contain procedures specific to the municipality. This guidance provides a basic format and lists actions that municipalities should consider in an emergency or disaster situation. It must be recognized, however, that this document is provided for guidance only. To make it workable, a municipality should adapt it to fit its own circumstances, needs and capabilities.

It is important for all local officials who are involved in emergency response to participate in writing this municipal plan. If there are more functions for one position, ensure that each official is involved in the development (for example, city clerk/assessor/treasurer; public health services/emergency medical services). It is these officials who know the resources, capabilities and normal operating procedures of their departments. If this is done, the plan is more likely to be used and supported by those who must implement it.

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EMERGENCY TELEPHONE LISTINGS

City of _____ Police Department (911) If appropriate Telephone
City of _____ Fire Department (911)
Town of _____ Police Department (911)
Town of _____ Fire Department (911)
_____ Area Rescue Squad (911)
_____ County Sheriff's Department (911)
_____ Mayor/City Administrator/Manager
1-800-943-0003 Division of Emergency Government Duty Officer
_____ Municipal Office of Emergency Government
_____ County Office of Emergency Government
Wisconsin Electric Company _____
Wisconsin Bell Telephone Company _____
Wisconsin Gas Company _____
Wisconsin Central Railroad 1-715-345-2462
American Red Cross _____
Salvation Army _____
Memorial Hospital _____
County Human Services _____
County Medical Examiners Office (Coroner) _____
ChemTrec 1-800-424-9300
Wisconsin DNR (Local Warden) _____
National Response Center 1-800-424-8802

**EMERGENCY OPERATIONS CENTER
ALERTING LIST
(Modify titles as appropriate)**

1. **City Emergency Management Director/Coordinator**
Office Telephone:
Home Telephone:
Pager:

 2. **Mayor/City Administrator/Manager**
Office Telephone:
Home Telephone:
Pager:

 3. **Police Chief/Deputy**
Office Telephone:
Home Telephone:
Pager:

 4. **Fire Chief/Deputy**
Office Telephone:
Home Telephone:
Pager:

 5. **City Engineer**
Office Telephone:
Home Telephone:
Pager:

 6. **City Clerk/Assessor/Treasurer**
Office Telephone:
Home Telephone:
Pager:

 7. **Public Health Officer**
Office Telephone:
Home Telephone:
Pager:

 8. **Emergency Medical Services**
Office Telephone:
Home Telephone:
Pager:
- Include a Line of Succession for each agency consisting of three people.**

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

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

ACRONYMS

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

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

Briefly summarize the purpose of this municipal plan and the general policies governing its development and use.

SAMPLE LANGUAGE (rewrite to fit your own policy):

This municipal plan has been developed to provide procedures for (insert name of municipality) 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 (insert name of municipality) is part of the county emergency management program. This municipal plan is to be used in conjunction with the (insert name of county) Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the (insert name of county) EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in (insert name of county). These hazards are outlined in (insert name of county) 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.

SAMPLE LANGUAGE (rewrite to fit your own policy):

Actions that the municipality and county should consider if this municipal plan 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 Emergency Management Coordinator advises the (insert title of municipal chief executive) and coordinates all emergency response actions.
 - b. (Insert title of municipal chief executive) declares a local state of emergency and notifies the county (insert title of county emergency management director) of this action.
 - c. Forward the local state of emergency declaration to the county (insert correct title) office.
 - d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at (insert location).
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
 - f. (Insert title of municipal chief executive) directs departments/agencies to respond to the situation.
 - g. (Insert title of municipal chief executive) issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
 - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the county (insert title of county emergency management director).
4. If assistance is requested, the county (insert title of 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 coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

8. After completing the assessment, the 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:

Insert the organizational chart for your municipality.

E. RESPONSIBILITIES AND TASKS:

See Attachments A-K for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Additional support from _____ County Departments may include: (list departments and resources available).

Mutual Aid Reciprocal Agreements: (list)

Support from Private Agencies/Volunteer Groups:

(Insert resources available from the Red Cross, Salvation Army, Schools, Clergy Associations, American Association of Retired Persons, etc.)

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 channelled through the County Emergency Management Director to the DEG Regional Director to the DEG Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The (insert name of municipality) EOP Development Team is composed of representative from (list agencies). These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the (Insert title of municipal chief executive). 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.

Mayor/City Administrator/Manager

City Emergency Management Director

City Clerk/Assessor/Treasurer

Police Chief

Fire Chief

City Engineer

ATTACHMENT A

MAYOR/CITY ADMINISTRATOR/MANAGER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE MAYOR/CITY ADMINISTRATOR/MANAGER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (Mayor/City Administrator/Manager) is responsible for the overall management of the (insert name of municipality). The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR/CITY ADMINISTRATOR/MANAGER SHOULD:

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

CITY EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE CITY EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The City Emergency Management Director/Coordinator coordinates all components of the emergency management program in (insert name of municipality). 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.

CITY EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the City/Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the (insert title of municipal chief executive) 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.

ATTACHMENT C

CITY CLERK/ASSESSOR/TREASURER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE CITY CLERK/ASSESSOR/TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The City Clerk/Assessor/Treasurer is responsible for their assigned activities in (insert name of municipality). The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY CLERK/ASSESSOR/TREASURER SHOULD:

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

ATTACHMENT D

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR WARNING AND COMMUNICATIONS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT/AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The Warning and Communications function is responsible for warning and communications in (insert name of Municipality). The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The (what department/agency), located at (where--central dispatch), is responsible for warning and communications activities in (insert name of municipality). The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

ATTACHMENT E

LAW ENFORCEMENT KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTION THE MUNICIPAL POLICE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THE MUNICIPAL POLICE DEPARTMENT HAS MUTUAL AID AGREEMENTS WITH:

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (insert name of municipality) Police Department is responsible for law enforcement activities in (insert name of municipality). The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

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

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

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

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

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.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO PROVIDE THE COUNTY DEPARTMENT OF SOCIAL SERVICES WITH THE RESPONSIBILITY FOR PROVIDING HUMAN SERVICES WITHIN (INSERT NAME OF MUNICIPALITY). HOWEVER, A LIAISON FROM THE MUNICIPALITY SHOULD BE APPOINTED TO ASSIST THE COUNTY HUMAN SERVICES OFFICER WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. IT IS RECOMMENDED THAT THE PERSON SELECTED BE FROM A DEPARTMENT OR AGENCY WITHIN THE MUNICIPALITY WITH HUMAN SERVICES TYPE RESPONSIBILITIES (I.E., HUMAN SERVICES DEPARTMENT, DEPARTMENT ON AGING). THE PERSON SELECTED SHOULD BE FAMILIAR WITH THE HUMAN SERVICES ANNEX OF THE COUNTY EOP SO THAT HUMAN SERVICES TASKS IN THIS MUNICIPAL PLAN ARE CONSISTENT WITH THOSE ASSIGNED IN THE COUNTY PLAN. THIS PERSON WILL WORK CLOSELY WITH THE COUNTY HUMAN SERVICES OFFICER SO THAT MUNICIPAL/COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR HUMAN SERVICES ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON WILL CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

(Insert name of person) from (insert department/agency) will serve as the Human Services Coordinator in (insert name of municipality) and is responsible for human services activities in (insert name of municipality). The Coordinator will organize human services activities with a representative from the (insert name of county) Department of Social Services. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human services type services. (Identified in County Resource Manual).
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.

5. **Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.**
6. **Provide necessary outreach services to citizens affected by emergency or disaster.**
7. **Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.**
8. **Provide psychological counseling and crisis intervention to disaster victims.**
9. **If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.**

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT/AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THIS DEPARTMENT/AGENCY UPON NOTIFICATION MAY RESPOND DIRECTLY TO THE EOC/CP.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (what department/agency?) is responsible for public works activities in (insert name of municipality). The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

ATTACHMENT H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC HEALTH SERVICES AND EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. (IN SOME COUNTIES THESE MAY BE TWO SEPARATE POSITIONS). PUBLIC HEALTH AND EMERGENCY MEDICAL ARE USUALLY COORDINATED AT THE COUNTY LEVEL THROUGH THE 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 PUBLIC HEALTH OFFICER AND THE COUNTY EMS OFFICER SO THAT MUNICIPAL/COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. AMBULANCE EMS DISTRICTS ARE TRAINED IN TRIAGE AND ARE INVOLVED IN PATIENT TRANSPORTATION. THE PUBLIC HEALTH LIAISON NEEDS TO BE AWARE OF THE NECESSITY OF COORDINATING AMBULANCE ACTIVITIES.

SAMPLE LANGUAGE (rewrite to fit your own policy):

(Insert name/title of persons) will serve as the Public Health and Emergency Medical Services Liaison in (insert name of municipality) and is responsible for public health and emergency medical services activities in (insert name of municipality). They will coordinate health services activities with a representative from the (insert name of county or district) Public Health Department and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

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

ATTACHMENT I

PUBLIC INFORMATION KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC INFORMATION ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT/AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (what department/agency) is responsible for public information activities in (insert name of municipality). 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.

ATTACHMENT J

FIRE SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (insert name of municipality) Fire Department is responsible for fire services activities in (insert name of municipality). 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.

ATTACHMENT K

DAMAGE ASSESSMENT KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT/AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

SAMPLE LANGUAGE (rewrite to fit your own policy):

The (what department/agency?) is responsible for damage assessment activities in (insert name of municipality). The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies: (insert name of agencies) responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.

5. If the situation warrants, assist the (insert title of municipal chief executive) with the preparation of a local state of emergency declaration and forward to the county (insert title of county emergency management director).
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map..
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

**OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO
CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN**

- 1. LIST OF FREQUENCIES (local, state and federal agencies)**
- 2. SHELTER LIST AND/OR MAPS**
- 3. LIST OF SARA FACILITIES AND CHEMICALS PRESENT**
- 4. EQUIPMENT/PERSONNEL RESOURCE LIST**
- 5. COMMUNITY MAP**
- 6. DEBRIS DISPOSAL SITE LOCATIONS**
- 7. DAMAGE ASSESSMENT TEAM CALL LIST**
- 8. SAMPLE DISASTER DECLARATION**
- 9. SOP ON REQUESTING GUARD ASSISTANCE**
- 10. PERSONNEL ROSTER (INCLUDING HOME TELEPHONE NUMBERS)**
- 11. MUTUAL AID AGREEMENTS**
- 12. LIST CLEAN-UP CONTRACTORS**
- 13. COPY OF COUNTY'S BASIC PLAN AND ANNEX A**
- 14. ESTABLISH A PASS SYSTEM**
- 15. LIST OF LOCAL MEDIA WITH TELEPHONE NUMBERS**
- 16. FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS**
- 17. OTHER SITUATIONS THAT MAY BE UNIQUE TO YOUR JURISDICTION**

