

EMERGENCY OPERATION PLAN

CITY OF PORTAGE, WISCONSIN

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CITY OF PORTAGE

EMERGENCY OPERATION PLAN

MISSION STATEMENT

An emergency is a sudden, unexpected occurrence or set of circumstances that demands immediate action. The way an emergency is handled may determine whether or not severe consequences will follow. Emergency operation planning is an attempt, prior to the actual crisis, to determine emergency demands in order to make the community response more effective.

PURPOSE OF THE PLAN

1. To identify the persons in primary operational control of specific emergency/disaster situations and critical administrative functions.
2. Provide department/activity directors and other emergency workers a concise, easily readable and readily available listing of task assignments to be carried out as required in emergency situations.
3. Provide for continuity of City Government following any emergency situation.
4. Provide for the essential elements of the Integrated Emergency Management System (IEMS).

ELEMENTS OF THE IEMS

1. Mitigation: Activities designed to avoid or prevent emergencies from occurring, and to reduce the ill effects of those that are unavoidable. (*eg. zoning, building and fire prevention codes, insurance, and public education and information*)
2. Preparedness: If an emergency cannot be avoided, then be prepared to cope with it. Planning and training are the essential elements of preparedness. (*Installing warning systems, proper and adequate supplies, equipment, facilities, dedicated personnel, evaluating mutual aid plans, and public education*)
3. Response: Time and speed are the elements of response. Get to the scene of an emergency quickly and take immediate and decisive actions that will eliminate or reduce the severity of the incident, or will prevent it from intensifying. (*Warning, evacuation, suppression, search and rescue, treatment, and complete withdrawal for safety*)

4. Recovery: The return to normal or improved state of being. It applies to both individuals and organizations. It extends over both long and short terms and involves physical, mental and financial aspects. (*Repairing, replacing, or rebuilding property; regaining health, state of mind and monetary stability*)

NOTE: *Since rescue and relief activities must be well coordinated to be effective, the disaster plan should be tested by holding disaster drills. Then the plan should be evaluated to see where improvements in communications, training, and medical care can be improved. Disaster plans should be reviewed and updated annually.*

DIRECTION & CONTROL:

City's response to the disaster will take place from the Columbia County Emergency Operations Center (EOC). The EOC is located in the John Roche Room of the Law Enforcement Center at 711 E. Cook Street, Portage. The alternate EOC is located at the City's Emergency Operations Center, 119 West Pleasant Street, second floor training room.

Insert drawing/layout of EOC to identify location, communication capabilities, etc.

EOC ACTIVATION:

The EOC will be activated by the Mayor. In Mayor's absence, these duties will be conducted by the Council President, Police Chief (or designee), Fire Chief (or designee), or Council Members by seniority. (See "Emergency Notification List" on page 12.)

EOC STAFF:

Report to the EOC automatically upon the occurrence of a disaster.

EOC EQUIPMENT/SUPPLIES:

The City Emergency Management Coordinator is responsible for ensuring that the EOC is operational--that the necessary maps, tables, chairs, communications equipment, message logs, etc. are on hand.

Reference Portage Fire Department Standard Operating Guideline Chapter #1 Section #11 "Activation of Emergency Operations Center".

A footlocker labeled "Emergency Operation Supplies" contains all of the necessary administrative items required for the EOC such as:

- Phone books
- Pens and pencils
- Note pads
- Maps
- Name plates
- County Emergency Operations Plan
- Various forms (Incident Command, Volunteers, Donations, etc.)

RESOURCE MANAGEMENT/STAGING:

Resource management and the staging of same will be coordinated by the EOC staff in cooperation with the County Emergency Management Director.

RECEIPT OF WARNING:

The County Warning Point (Law Enforcement Center) is responsible for disseminating any warnings which it receives, that affect the City.

DISSEMINATION OF WARNING/NOTIFICATION:***For Natural Disaster:***

1. Sound siren(s) three-minute steady tone, and tone alert radios;
2. Notify key city personnel (see "Emergency Notification List" on page 12);
3. Notify TV/radio stations

All standard operating procedures for activation of warning; i.e., sirens, radio, television, mobile speakers, bull horns, etc. will be adhered to.

PRIMARY OPERATIONAL CONTROL - INCIDENT COMMANDER

Definition: Full and complete authority and responsibility, second only to the Mayor, commensurate with command. It means the person in charge of tactical operations in the field or the Incident Commander.

Judgment will be exercised, so far as the tactical situation permits, to confine assignments given to supportive personnel to traditional professional and technical duties for which they have been trained and with full consideration for the safety of all concerns.

The person who is assigned Primary Operational Control may call upon other departments/activities as required for support and assistance.

The person assigned Primary Operational Control of specific emergency situations and critical administrative functions as identified by categories on pages 7 and 8.

INCIDENTS: PRIMARY OPERATIONAL CONTROL

AIRCRAFT CRASH:

Fire Commander – fire suppression, rescue operations and hazardous materials.

Police Commander – Security of the area, evacuation, traffic control, and post crash investigations.

BOMB THREAT / DETONATION: Police Commander. Fire – stand by for threat.

CIVIL DISORDER, HOSTAGE, TERRORISM: Police Commander

COMMUNICATIONS: Telephone – Central Dispatch. Radio – Respective Department Heads

CONSTRUCTION ACCIDENT:

Fire Commander – fire suppression, rescue operations, and hazardous materials.

Police Commander – Law enforcement, evacuation, and traffic control.

Street Superintendent – Heavy equipment use and debris removal.

EARTHQUAKE:

Fire Commander – Fire suppression, rescue, and hazardous materials.

Police Commander – Law enforcement, evacuation, and traffic control.

Street Superintendent – Heavy equipment use and debris removal.

EMERGENCY INFORMATION CENTER: Public Information Officer as designated by the Mayor.

EMERGENCY OPERATIONS CENTER: City Emergency Management Coordinator

EVACUATION: Police Commander

EXPLOSION (NO BOMB DETONATION): Fire Commander

FIRE / RESCUE: Fire Commander

FLOOD: Public Works Director / Utilities Manager. **NOTE:** See Addendum A attached

FOOD POISONING: County Health Officer

HAZARDOUS MATERIALS:

Fire Commander – Fire suppression, rescue, chemical poison, biological, etiologic agent, and radiological releases.

Police commander – Traffic and crowd control, law enforcement, and evacuation from scene.

INITIAL DAMAGE ASSESSMENT: City and County Emergency Management Officers.

LAND CONTAMINATION: County Health Officer

MASS CASUALTY INCIDENT:

Fire Commander – Overall management
EMS Coordinator – Medical intervention
Police Commander – Scene security

MITIGATION: Respective Department Heads.

OIL SPILL: Fire Commander, DNR, and Street Superintendent (support)

PIPELINE ACCIDENT: Fire Commander and DNR

POWER OUTAGE (Major): Respective Department Heads

PRODUCT CONTAMINATION: County Health Officer

RAILROAD ACCIDENT: Fire Commander and Police Security

RESOURCES MANAGEMENT: Respective Department Heads

SNOW REMOVAL: Street Superintendent

STRIKE OF CITY WORKERS: Mayor and respective department heads

TRAINING: Respective Department Heads

TRANSPORTATION ACCIDENT (Major – i.e. railroad, bus, trucks):

Fire Commander – Fire suppression, rescue, and hazardous materials.
Police Commander – Law enforcement, evacuation, and traffic control.
Street Superintendent: Heavy equipment use and debris removal.

WATER CONTAMINATE: Director of Public Works / Utilities Manager

HOW TO OBTAIN FEDERAL AND STATE ASSISTANCE

The City is not permitted to call Federal, State or Military agencies directly for assistance.

The channel through which the City requests Federal, State or Military assistance, is through the Columbia County Office of Emergency Management at 742-4166, ext #1308 or #1309. The Mayor or his designee makes the formal request for assistance.

COMMON EMERGENCY TASK ASSIGNMENTS

Some emergency task assignments are the responsibilities of all Department/Activity Heads, as well as individual employees.

These common emergency task assignments are to specifically take place before, during and after an emergency.

BEFORE

There are preparatory and precautionary actions that should be taken before an emergency occurs:

1. Mitigate hazards and their ill effects.
2. Alert personnel of an emergency situation.
3. Provide protection for personnel and property.
4. Report an emergency situation quickly.
5. Establish and maintain line of succession.
6. Maintain alert roster of department key personnel.
7. Maintain inventory and sources of supply for emergency required equipment and supplies.
8. Maintain roster of contacts for outside assistance.
9. Conduct personnel training programs.
10. Familiarize all personnel with emergency duties.
11. Plan, prepare, maintain and implement internal departmental emergency operating procedures.
12. Identify known special needs population.

DURING

There are other common actions that are to be taken during emergency operations:

1. Provide food, appropriate clothing, supplies, equipment and facilities for emergency workers.
2. Rotate emergency workers to avoid excess fatigue.
3. Perform specific tasks assigned by proper authority.
4. Remain cool, collected, cooperative; DO NOT PANIC!
5. Document everything as much as possible.

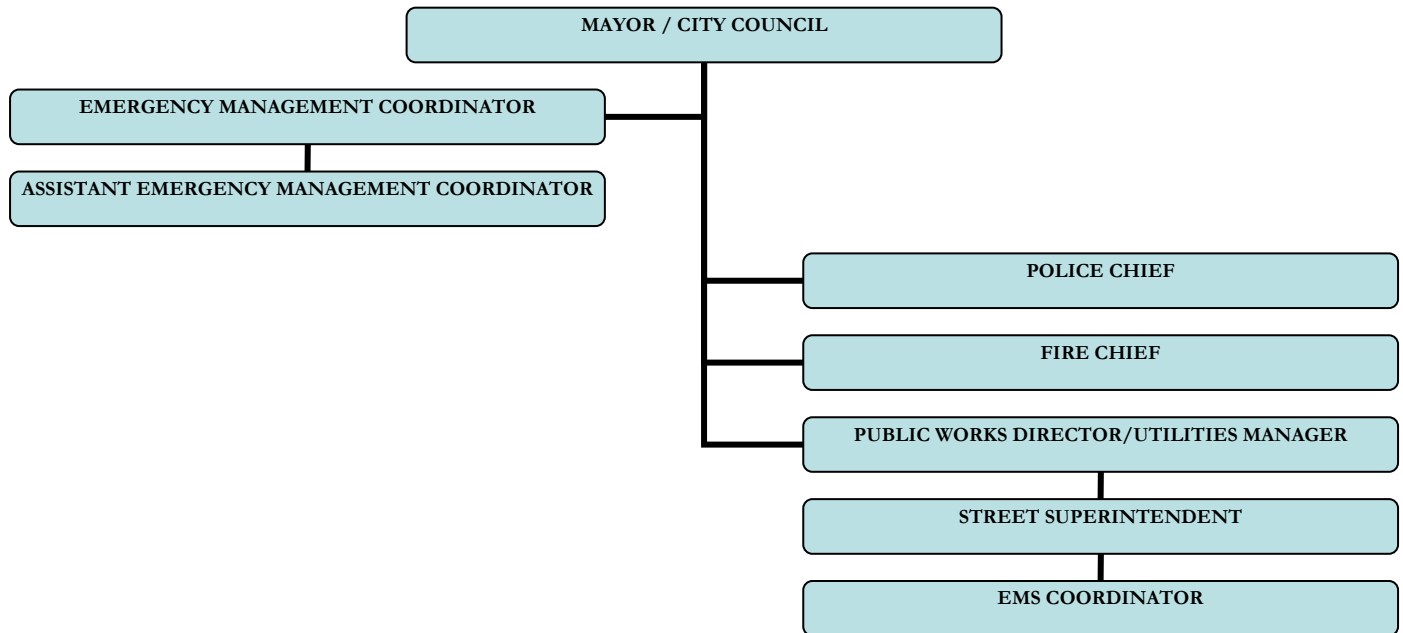
NOTE: *Department/activity heads are charged with the responsibility for documenting completely all costs and expenditures in connection with emergency operations. This is necessary to support a claim for State/Federal assistance, should it become available. A careful record must be maintained of all regular time and overtime during which personnel and equipment are employed. Obtain detailed receipts for all local purchases including meals. Keep a record of parts and supplies used from City inventories. All such records are subject to minute audit, so completeness and accuracy are essential.*

AFTER

After an emergency, clean, repair, and replenish supplies, equipment, and facilities. The Emergency Operations Plan and other related plans and procedures should be reviewed and revised as needed.

CITY GOVERNMENT/CONTINUITY OF CITY GOVERNMENT

Existing government is the basis for emergency operations. That is, city personnel will perform emergency activities related to those they perform on a day-to-day basis. The city organization is as follows*:



*Includes operational positions/department only i.e., Law Enforcement, Fire, EMS, and Public Works.

CONTINUITY OF CITY GOVERNMENT

In the event that the Mayor is not available, the Council President will assume the Mayor's position of responsibility. If the Council President is not available, the Council Members, in order of seniority, will assume the Mayor's position of responsibility.

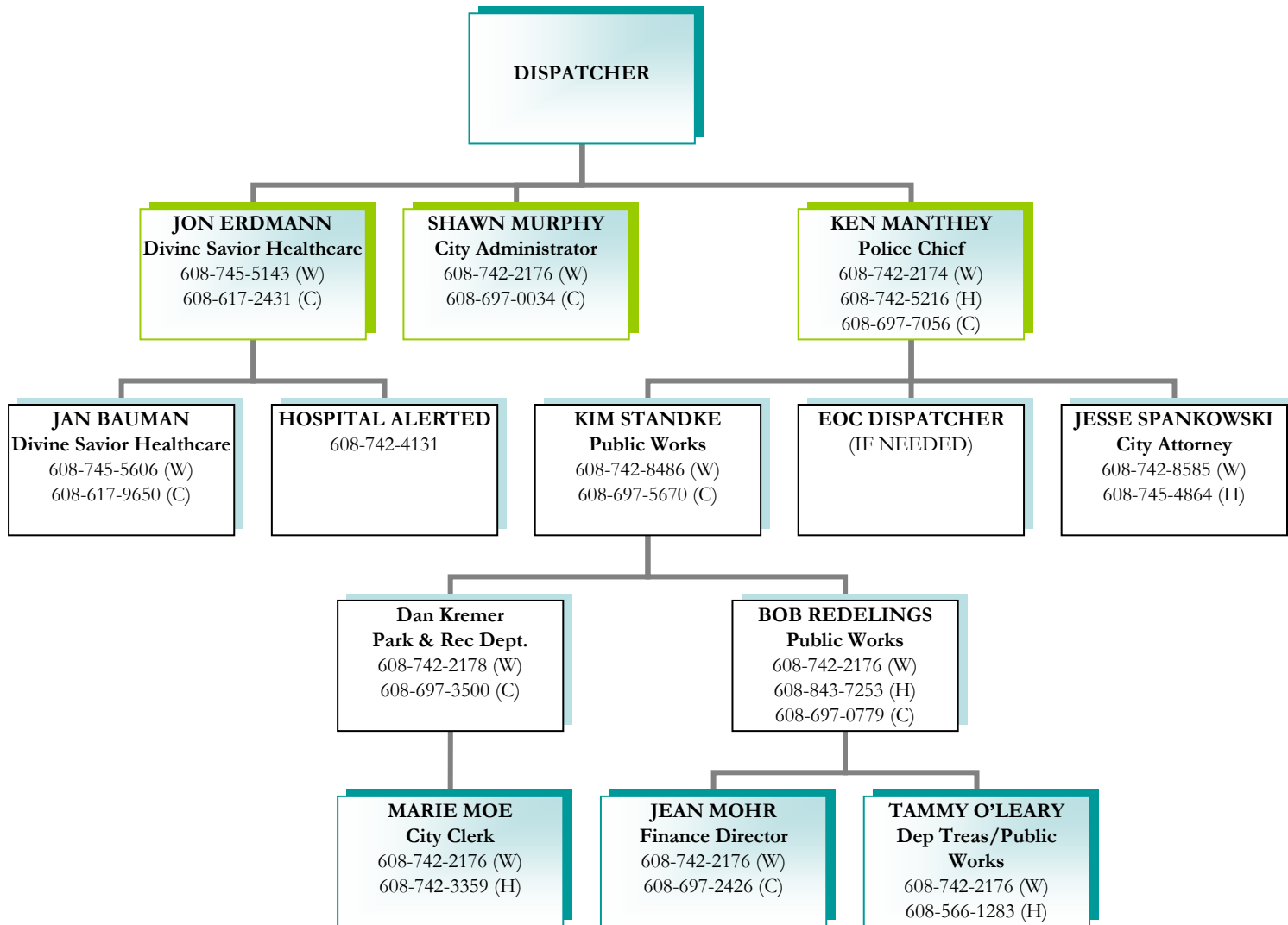
COUNCIL MEMBERS IN ORDER OF SENIORITY

1.	Rick Dodd (2005) *C.P.	608-742-4004	3 rd District
2.	Doug Klapper (2007)	608-742-7503	4 th District
3.	Martin Havlovic (2009)	608-617-4087	8 th District
4.	Rita Maass (2012)	608-742-2873	9 th District
5.	Mary Hamburg (2014)	608-742-8284	1 st District
6.	Richard Lynn (2014)	608-697-3123	2 nd District
7.	Jeffrey Monfort (2014)	608-742-1020	5 th District
8.	Mike Charles (2014)	608-742-9511	7 th District
9.	William Kutzke (2014)	608-742-4970	6 th District

(Year) = Year elected
 *C.P. = Council President

EMERGENCY NOTIFICATION LIST

Upon authorization from the Mayor, the Fire Chief/City Emergency Management Coordinator (or his designee), and/or the City Emergency Management Coordinator Assistant or the Police Chief shall advise the dispatcher to activate the call list. The dispatcher will begin the notification call list advising the individual to report to the primary area or secondary emergency operating center. The primary EOC is at the Columbia County Sheriffs Department Law Enforcement Center, 711 E. Cook Street John Roche room. The secondary EOC for the city is at 119 W. Pleasant Street, second floor training room. All members coming into the EOC shall bear identification cards available.



EMERGENCY TELEPHONE LISTINGS

Alliant Utilities		800-758-1576
American Red Cross		888-231-3590
Blystones Towing		608-742-4228
Joe's Towing		608-742-2776
Canadian Pacific Railroad		800-766-4357
ChemTrec		800-424-9300
Columbia County Sheriff Department		911 (or business 608-742-4166)
County Human Services		608-742-9227 or 608-742-4166
County Medical Examiner Office (Coroner)		608-742-9958 or 608-742-4166, ext. #1320 or 608-697-7142 (cell) Ext. 1320
County Office of Emergency Government		608-742-4166, ext. #1308 or #1309
Divine Savior Healthcare		608-742-4131
Division of Emergency Government Duty Officer		800-943-0003
Municipal Office of Emergency Government		608-742-2172
National Response Center		800-424-8802
Salvation Army		800-949-3387
School Superintendent, Charles Poches		608-742-4879 or 608-566-1132 or 608-697-8646
Riteway Bus Service		608-745-1501 - office 608-931-3578 - Michael 608-697-0136 – emergency cell
Southwest Incident Management Team		
Dave Bursack		608-266-9051
Bill Tyler		608-364-6865
Frontier Communications		800-483-1000
Wisconsin DNR (Local Warden)		608-742-4166
Damage Assessment Team:		
Realtor:	Richard Schreiber Century 21	608-742-8521, 608-742-6240, or 608-697-5394
Contractor:	Chris Breunig	608-742-2205 or 608-219-0238
Insurance:	Kari Tracey American Family Ins.	608-742-3888 or 608-617-5592
Retired insurance agent:	Chuck Miller	708-742-6100
Appraiser:	Craig Cawley	608-742-5200 or 608-697-4851

DEPARTMENT/ACTIVITY EMERGENCY TASK ASSIGNMENTS

The following is a list of those task assignments each City department/activity is responsible for carrying out in the event of an emergency/disaster in the City of Portage. Personnel outside of City government are requested to comply in the interest of mutual preparedness and protection.

These task assignments apply to virtually all hazard and emergency situations. They are not necessarily all inclusive, but are the most urgent ones to be accomplished.

The exercise of individual judgment, initiative, common sense, awareness, urgency, cooperation and coordination is essential in accomplishing these emergency task assignments.

The task assignments are written in broad, general terms. They purposely do not tell department/activity heads how to do their job. Those details are left up to the department/activity head to be included in their own internal emergency plan and procedures.

Departments/Activities with emergency task assignments are responsible for developing and maintaining their own internal emergency plans and operating procedures to assure their capability to carry out their tasks.

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MAYOR

The Mayor or his designee is responsible to the citizens of Portage for the state of emergency preparedness and the capability of the City to cope with and recover from an emergency/disaster situation with the minimum of ill effects.

- Shall be responsible for the City's state of emergency preparedness and capability to cope with and recover from an emergency/disaster.
- Ensure that the City Emergency Management Coordinator has activated/is activating the EOC.
- If the Emergency Management Coordinator is absent, the Mayor or Council President will designate the Assistant Emergency Management Coordinator to act as Emergency Management Coordinator.
- Shall declare an emergency as soon as possible. Keep City Council informed.
- Report to the Emergency Operations Center (EOC).
- Assume overall control of emergency operations through the appropriate emergency service Chief.
- Ensure that the City Emergency Management Coordinator and/or service chiefs provide an initial damage assessment and casualty report.
- Ensure that the City Emergency Management Coordinator and the service chiefs brief the EOC staff as to the status of the disaster.
- In consultation with the City Emergency Management Coordinator and other related department heads, determines whether or not county, state or federal assistance should be requested. (City resources must be fully committed before county, state or federal assistance will be available. If assistance is requested, be specific.)
- Provide personnel to staff the message control and distribution center of the emergency coordination center.
- Exercise emergency standby powers. Provide policy decisions. Respond to official inquiries. Approve initial damage assessment and revisions to it, and forward to public information officer.
- Terminate the emergency.

PUBLIC INFORMATION OFFICER

- Mayor shall appoint a member of the City staff to perform this function.
- Report to the Emergency Operations Center (EOC).
- Establish the Public Information Center and act as the P.I.O.

PUBLIC INFORMATION CENTER

- Establish procedures for the flow of information to the public in an emergency/disaster situation.
- Establish news media briefing area. Prepare news release and maintain liaison with news media. Brief news media at periodic intervals.
- Control news media reporters and photographers from interfering with emergency operations, assisted by police as required.
- Serve as central clearinghouse for information to news media.
- Serve as the source through which the media will gain information from and access to public officials if required.
- Activate and maintain the emergency information center to furnish current and accurate information to the general public making inquiries.
- Maintain liaison with the emergency coordination center and the field command post in order to stay abreast of current information.
- Publicize the telephone number of the emergency information center where official disaster information may be obtained by the public.

PEPC MEDIA REPRESENTATIVE

- Assist the PIO with related media task assignments.

CITY EMERGENCY MANAGEMENT COORDINATOR/ASSISTANT

- Prepare and maintain City overall emergency operations plan and annexes. Coordinate emergency preparedness training.
- Ensure that city officials have been notified, key facilities warned, sirens activated, etc.
- Activate the EOC, make sure that it is fully operational, and that EOC staff have reported/are reporting to it.
- Report to the Emergency Operations Center and advise Mayor in emergency preparedness matters.
- Maintain appropriate line of communication with the Columbia County Emergency Management Director. Maintain liaison with County, State and Federal emergency agencies.
- Obtain initial damage assessment and casualty report, and relay this information to the Mayor and to the County Emergency Management Director.
- Ask the service chiefs to brief the EOC staff as to the status of the disaster.
- Evaluate available resources, including personnel, by checking with service chiefs. If deficiencies exist, take action to obtain needed resources.
- Coordinate the preparation and submission of the initial damage assessment report and revisions to it.
- Ensure that good records are kept on expenditures.
- Provide clerical assistance for resource management, situation tracking and misc. documentation.
- Set up procedures to permit acquisition of equipment and supplies needed following a disaster.
- Prepare and conduct a public emergency education program to provide citizens with information on emergency management measures. This program should be prepared and delivered in concert with the County Emergency Management Director.

DAMAGE ASSESSMENT TEAM

Upon notification, the damage assessment team shall report to the EOC.

- Record initial information from first responders such as law enforcement, public works or fire services.

- Activate the damage assessment team which consists of the following municipal department/agencies: Century 21 Realty, Portage Lumber Co./Dorn Construction, American Family Insurance. 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. Completed updated UDSR.

- Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.

CITY ATTORNEY

- Prepare standby emergency legislation and proclamations.
- Provide emergency legal counsel to City officials.
- Provide assistance in negotiating contracts for emergency services.
- Prosecute persons charged with violations of City Ordinances.

POLICE CHIEF

- Respond to emergency operations center and/or field command post. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
- Assume primary operational control of law enforcement, evacuation, traffic and crowd control, security of emergency area, bomb threat or detonation, civil disorder, hostage or terrorist situation.
- Review disaster situation as it pertains to the Police Department and forward this information to the City Emergency Management Coordinator. Try to anticipate your department's needs for manpower and equipment 24 hours in advance.
- Ensure that all Police Department personnel have been notified, and that they report as situation directs. Report to the Emergency Operations Center (EOC).
- Direct officer(s) to close off the damage site area to stop all in-bound traffic. Set up an emergency pass system. Prevent re-entry in damaged or contaminated buildings.
- Warn residents and businesses by telephone, including GeoCom Emergency Notification via County Dispatch, public address systems, knocking on doors, and any other necessary methods.
- Coordinate with Fire/EMS for known special needs population and assist in search and rescue operations and conduct evacuation as required.
- Monitor the pulse of the community and inform the Mayor of any social unrest or tension that could lead to civil disorder.
- Conduct investigations and provide emergency intelligence as required.
- Control news media reporters and photographers as necessary and as requested by the public information officer.
- Prescribe evacuation routes to follow. Coordinate the removal of vehicles blocking evacuation or other response activities.
- Exercise surveillance over assembly points used for loading buses during evacuation.
- Implement mutual aid agreements with other jurisdictions. Use all department resources; including personnel, equipment, and supplies before requesting assistance.
- Coordinate the activities of your personnel with the other services.
- Notify County Medical Examiner when services are needed and assist with mortuary services.
- Establish a staging area in the municipality; designate a CP; and establish initial command.

POLICE CHIEF - continued

- Enforce curfew restrictions in the affected area.
- Responsible for EOC security. Ensure that only authorized I.D. cardholder personnel enter.
- In case of flood refer to Addendum A on “Imminent Failure of the Wisconsin River Flood Control System”.
- In case additional resources are needed refer to Addendum B “Columbia Correctional Institute Resources”.

FIRE CHIEF OR HIS DESIGNEE

- Assign responsibility of the Fire Department to another officer.
- Ensure that Standard Operating Guideline Chapter#1, Section #11 (Activation of Emergency Operation Center) is in force.
- Ensure that all personnel are alerted to the disaster and that they report as the situation dictates.
- Assume primary operational control of fire suppression, rescue, explosion and hazardous materials.
- Report to the Emergency Operations Center (EOC).
- Review the disaster situation as it pertains to the fire department and forward this information to the City Emergency Management Coordinator.
- Coordinate with Police/EMS the known special needs population and activities of your department with the other services.
- Provide tactical command system.
- Provide fire suppression and rescue operations for the entire City.
- Provide coordination and support for emergency medical services.
- Establish and support triage operations and assist in initial damage assessment as to the dead and injured, and revisions to it.
- Implement mutual aid agreements with other jurisdictions, as may be necessary.
- Provide back-up equipment for water pumping.
- Provide emergency lighting as needed.
- Establish a staging area in the municipality.
- In case of flood refer to Addendum A on "Imminent Failure of the Wisconsin River Flood Control System".
- In case additional resources are needed refer to Addendum B "Columbia Correctional Institute Resources".

DIRECTOR OF PUBLIC WORKS / UTILITIES MANAGER

- Report to the Emergency Operations Center (EOC).
- Assume primary operational control of flood situation, debris removal, etc. following a disaster.
- Assist other officials in the EOC as available and as needed.
- In case of flood refer to Addendum A on “Imminent Failure of the Wisconsin River Flood Control System”.
- Coordinate the activities of Municipal Services with the other services.
- Maintain constant service. In the event of system failure, restore service as promptly as possible.
- Determine if debris removal is necessary to permit passage of emergency vehicles.
- Perform initial damage assessment, and revisions to it, of streets, bridges and waterways.
- Coordinate with local contractors to obtain additional equipment and operators as directed by the Emergency Management Coordinator.
- Coordinate engineering services.
- Coordinate/direct/assist in the restoration of utilities.
- Coordinate traffic control activities with the Police Department.

STREET SUPERINTENDENT

- Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
- Review the disaster situation as it affects the Municipal Services Department, and forward this information to the City Emergency Management Coordinator.
- Assume primary operational control of snow removal.
- Assist Public Works Director with flood situation and debris removal following a disaster.
- In case of flood refer to Addendum A on “Imminent Failure of the Wisconsin River Flood Control System”.
- Street Superintendent (or designee) reports to the field command post.
- Assist rescue personnel as needed in rescuing trapped persons.
- Transport and erect barricades at the request of the Emergency Management Coordinator.
- Provide and post traffic control as needed, particularly during evacuation.
- Assist with debris removal to permit passage of emergency vehicles.
- Assist Director of Public Works / Utilities Manager with initial damage assessment, and revisions to it, of streets, bridges and waterways as needed.
- Perform repair construction to vital facilities.
- Provide heavy equipment and operators as required.
- Assist Fire/Hazmat with oil spill clean-up if needed (not on private property).

EMS COORDINATOR OR DESIGNEE

- Report to the Emergency Operations Center (EOC), if it is activated and EMS presence is appropriate.
- Implement the City Mass Casualty Incident plan, if necessary.
- Designate Medical Officer(s) for the operation site(s).
- Coordinate requests for additional resources and their assignment to the appropriate staging/treatment area(s).
- Provide pre-hospital treatment and transportation for disaster victims.
- Review the disaster situation as it pertains to the provision of Emergency Medical Services and forward this information to the City Emergency Management Coordinator.
- Provide support for Fire Department operations, upon request.
- Establish and maintain communications with hospitals as appropriate.
- Assist in evacuating nursing homes, hospitals, other medical facilities, and special needs population as needed.
- Assure that public health needs of disaster victims are met.
- Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

DIVINE SAVIOR HEALTHCARE

- Shall operate within the Emergency Operations Plan of the hospital.
- Shall provide needed input with regards to mass casualty operations to include the transportation and distribution of patients from specific or various locations within the community.

CITY CLERK

- Report to the Emergency Operations Center (EOC).
- Protect major data files by whatever means necessary.
- Provide emergency data processing services as required.
- Provide administrative personnel for typing, registering persons, or property, answering inquiries, receptionists, telephoning or other emergency related duties.

CITY TREASURER

- Report to the Emergency Operations Center (EOC).
- Provide financial statistics as may be required.
- Make emergency purchases as necessary.
- Coordinate with Assessor and the City Administrator in damage assessment.
- Assign Department/Activity heads account numbers to which expenditures may be charged.
- Compile records of emergency expenditures.
- Assist in the preparation of original and follow-up application for State/Federal assistance.
- Maintain records indicating city expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - a. Providing information regarding the dollar value of property damaged as a result of the disaster.
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
- Set up procedures to permit acquisition of equipment and supplies needed following a disaster.
- Delegate authority to Department/Activity heads for the purchase or lease of emergency supplies and/or equipment for the protection of life or property.

COUNTY DISPATCH CENTER

- Implement City procedures pertinent to the emergency situation.
- Review situation with on-duty police supervisor to determine if any additional resources are needed.
- Close outside access to Dispatch Center.
- Prioritize 911 calls for service.
- Have one person assigned to communicate with Emergency Operation Center (EOC).
- Direct all informational inquiries to Public Information Officer.
- Maintain control of radio communications.
- Utilize local resource directory.

NOTE: Countywide resource directory can be supplied by Columbia County Emergency Management Director.

PARKS/RECREATION AND FORESTRY MANAGER

- Assist in opening designated shelters for emergency use as shelters, morgues, storage areas or for whatever other uses as required.
- Furnish equipment and operators for evacuation of personnel movement of cargo, or removal of debris.
- Provide sports and games for evacuees so as not to interfere with shelter operations.
- Clear snow and ice from certain sidewalks, driveways and parking lots as agreed with Director of Public Works / Utilities Manager.
- Assist other officials in the EOC as needed and as available.

AMERICAN RED CROSS

- Respond as requested to emergency situations in accordance with American Red Cross directives and memorandum of understanding within region.
- Dispatch a representative to the Emergency Operations Center (EOC).
- Coordinate with public school system for use of school buildings as evacuation centers.
- Serve as manager of evacuation shelter(s).
- Coordinate activities with other volunteer agencies as appropriate.
- Provide for traditional emergency needs, i.e., food, cots, blankets, clothing, shelter, first aid, financial assistance, counseling, etc...
- Maintain list of volunteers available to assist in emergency situations.
- Provide rest area for emergency workers as needed.
- Assist in damage assessment if needed.
- Assist personnel with special needs as determined by the individual's requirements.

SUPPORT FROM COUNTY DEPARTMENTS:

Support that can be expected from Columbia County is as follows:

County Sheriff

Name: Dennis Richards Phone #: 742-4166

County Emergency Management Director

Name: Patrick Beghin Phone #: 742-4166 ext. #1309

County Medical Examiner

Name: Angela Hinze Phone #: 742-4166 ext. #1320

County Human Services

Name: Dawn Woodard Phone #: 745-4902 (daytime) or 742-4166 (after hours)

SUPPORT FROM PRIVATE AGENCIES/VOLUNTEER GROUPS:

American Red Cross, Salvation Army, Schools, and Clergy Association

SUPPORT FROM THE NATIONAL GUARD:

General Overview:

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard Units may be available. Only the Governor has the authority to activate the Guard.

Request Procedure:

In the case of the County and all Cities that are not of the first class, the Sheriff or County Emergency Management Director must submit the request for assistance to the Governor's Office through the Division of Emergency Government. In the case of the Cities of the first class, the Mayor, after consulting with the County Sheriff, will submit the request to the Governor through the Division of Emergency Government.

SUPPORT FROM STATE AND FEDERAL AGENCIES:

Information and assistance in securing state or federal support may be obtained by contacting the Columbia County Emergency Management Director.

COLUMBIA COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTIONS

A copy of this Basic Plan is located within the Emergency Operations Center supplies footlocker.

BASIC PLAN

ESF 1: Evacuation and Transportation Resources

ESF 2: Communications

ESF 3: Public Works and Engineering

ESF 4: Firefighting

ESF 5: Emergency Management

ESF 6: Mass Care Housing and Human Services

ESF 7: Resource Support

ESF 8: Health and Medical Services

ESF 9: Search and Rescue

ESF 10: Oil and Hazardous Materials

ESF 11: Agriculture and Natural Resources

ESF 12: Energy

ESF 13: Public Safety and Security

ESF 14: Long Term Recovery and Mitigation

ESF 15: External Affairs

SUMMARY:

The purpose of this plan is to ensure that in the event of any type of disaster, the city's facilities, equipment, and manpower will be utilized in a coordinated, effective way, so as to maximize the protection of life and property, and ensure the continuity of government.

LEGAL BASIS:

The legal basis for the development of this plan is stated in the following documents: City of Portage Ordinance Chapter 5, State Statutes Chapter 323, etc. as it would pertain.

Mayor
City of Portage

Date

Emergency Management Coordinator
City of Portage

Date

CITY OF PORTAGE

EMERGENCY OPERATION PLAN

for the

Imminent Failure of Wisconsin River Flood Control System

PURPOSE OF THE PLAN

Ordinary inspections, maintenance, and operations, **Impending Flood** inspections, tests, and operations, and **During Flood** operations are described in detail in the US Army Corps of Engineers' Operation, Maintenance, Repair, Replacement, and Rehabilitation Manual (OMRRRM) for the Wisconsin River Flood Control Project at Portage, Wisconsin dated December 2003.

This Plan is intended to summarize the actions that will be taken in the event that failure of US Army Corps of Engineer's Wisconsin River Flood Control Project at Portage, Wisconsin has either occurred or is imminent. This document will describe the procedure for notifying residents that are otherwise protected by the Flood Control Project of an impending flood.

DISSEMINATION OF WARNING/NOTIFICATION:

“Incident Commander” (Director of Public Works / Utilities Manager)

Pursuant to the City of Portage Emergency Operation Plan, the Director of Public Works / Utilities Manager (DPW) has primary operational control of all flood situations. As such, the DPW will be monitoring operations in accordance with the OMRRRM and should be receiving regular reports from the Flood Control Project surveillance personnel. If the DPW is notified that failure of the Portage Flood Control Project is imminent, the DPW shall immediately notify the Emergency Management Coordinator (Fire Chief) at the local Emergency Operations Center.

Upon notification from the DPW, the City Emergency Management Director (Fire Chief) shall notify Columbia County Emergency Management and they shall cause the State of Wisconsin Division of Emergency Government (800-943-0003) to be notified of the situation.

The Columbia County Dispatch Center shall activate the pagers for fire and EMS personnel.

The Portage Police Department has the official responsibility for notifying residents and businesses located within the area that is otherwise protected by the Flood Control Project. The Columbia County Dispatch Center will dispatch available squad cars to the area to begin notifying area residents of the impending flood via their on-board P.A. system. The Police Department will also attempt to notify residents and businesses in the area by telephone and activation of the Code Red Telephone Notification system of the impending flood.

Portage Emergency Management Coordinator (Fire Chief)

Upon notification from the DPW, the Portage Emergency Management Coordinator shall relay the message to:

Columbia County Emergency Management	608-742-4166, ext. 1309 or 1308
Columbia County Sheriff's Department	608-742-4166, ext. 1
The local warden of the Wisconsin DNR	608-742-4166 or 608-697-2471
The US Army Corps of Engineers Readiness Branch	651-290-5204
The US Army Corps of Engineers 24-hour answer line	651-290-5220
State Patrol	608-846-8521
Key City personnel and elected officials	see list on attached page

State of Wisconsin - Division of Emergency Government

Upon receiving the message of imminent failure of the Portage Flood Control Project from the Columbia County Emergency Management, the duty officer at the Wisconsin Division of Emergency Government will relay the message to the National Weather Service at Dousman, Wisconsin (608-249-6645). The National Weather Service will immediately issue flash flood warnings to radio, television, and cable TV networks. A warning will be issued and residents of Portage that were otherwise protected by the Flood Control Project will be encouraged to evacuate.

AFFECTED AREA

The area that is otherwise protected by the Portage Flood Control Project is generally that area of the City of Portage and the Town of Pacific bounded by the Wisconsin River to the south and west, the Portage Canal to the North, the Fox River to the east and CP Rail's main line rail to the south and east, which is shown on the attached map(s).

EMERGENCY TELEPHONE LISTINGS

Civil Air Patrol	(call Dane County 911) ask for IMT
Columbia Correctional Institution	608-742-9100
Columbia County Emergency Management	608-742-4166 or 608-697-7126
Columbia County Sheriff's Department	608-742-4166
Facilities/Lands-Levee Management	608-935-1914 or 608-576-1403 (Brian Hefty)
National Response Center	800-424-8802 or 262-965-2074
National Weather Service (Dousman, WI)	608-249-6645
Portage Emergency Government	608-742-2172 or 608-697-7064
US Army Corps of Engineers Readiness Branch	651-290-5204
US Army Corps of Engineers 24-hour answer line	651-290-5220
Wisconsin Division of Emergency Management	800-943-0003
Wisconsin DNR (Local Warden)	608-742-4166 or 608-697-2471

Key City Personnel and Elected Officials

Bill Tierney, Mayor	608-697-7065
Mary Hamburg, 1 st District Alderperson	608-742-8284
Richard Lynn, 2 nd District Alderperson	608-697-3123
Rick Dodd, 3 rd District Alderperson	608-742-4004
Doug Klapper, 4 th District Alderperson	608-742-7503
Jeffrey Monfort, 5 th District Alderperson	608-742-1020
William Kutzke, 6 th District Alderperson	608-742-4970
Mike Charles, 7 th District Alderperson	608-742-9511
Martin Havlovic, 8 th District Alderperson	608-617-4087
Rita Maass, 9 th District Alderperson	608-742-2873

Clayton Simonson, City Emergency Mgmt. Coord.	608-742-2172 or 608-697-7064
Kevin O'Neill, Asst. City Emergency Mgmt. Coord.	608-742-2174 or 608-697-5602 608-745-8234 or 608-697-2728
Shawn Murphy, City Administrator	608-742-2176 or 608-697-0034
Ken Manthey, Police Chief	608-742-2174 or 608-697-7056
Jon Erdmann, Divine Savior Healthcare	608-745-5143 or 608-742-4131
Jan Bauman, Divine Savior Healthcare	608-745-5606 or 608-617-9650
Dan Kremer, Park and Recreation Director	608-742-2178 or 608-697-3500
Bob Redelings, Director of Public Works/Utilities Manager	608-742-2176 or 608-697-0779
Kim Standke, Street Superintendent	608-697-5670
Marie Moe, City Clerk	608-742-2176
Jesse Spankowski, City Atty.	608-742-8585 or 608-393-5885
Atty. Mary Pfothenauer (back-up)	608-742-8585 or 608-577-6831
Jean Mohr, City Treasurer	608-742-2176

ADDENDUM B

**COLUMBIA CORRECTIONAL INSTITUTION
STAFFING PATTERN
(As of July 24, 2013)**

<u>CLASSIFICATION:</u>	<u>NUMBER OF POSITIONS:</u>
Warden	1
Deputy Warden	1
Corrections Unit Supervisor	4
Institution Complaint Examiner	1
Program Asst-Advanced-Confidential	1
Correctional Mgmt Services Director	1
Financial Program Supervisor	1
Financial Specialist 4	1
Financial Specialist 2	3
Inventory Control Coordinator	2
Buildings/Grounds Superintendent	1
Buildings/Grounds Supervisor	1
Electrician	1
Electronics Technician-Senior	1
HVAC/Refrigeration Specialist-Advanced	1
Facilities Maintenance Specialist-Advanced	3
Facilities Repair Worker-Advanced	3
Food Service Administrator	1
Food Service Manager	1
Corrections Food Service Leader 2	6
Social Worker-Corrections	6
Corrections Security Director	1
Supervising Officer 2 (Captain)	7
Supervising Officer 1 (Lieutenant)	7
Correctional Sergeant	74
Correctional Officer	160
Institution Human Resources Director	1
Payroll and Benefits Specialist	1
Human Resources Assistant	1
Corrections Program Supervisor	1
Chaplain	1.5
Librarian	1
Recreation Leader	3
Offender Records Supervisor	1
Offender Records Assistant 3	1
Offender Records Assistant 1	1
Education Director	1
Teacher	11
Psychologist-Supervisor	1
Psychologist-Licensed	1.5
Psychological Associate	3.5
Nursing Supervisor	1
Nurse Clinician 2 (RN)	7
Medical Program Assistant	1
Secretary-Confidential	3
Office Operations Associate	4.5

CCI Major Capital Assets
August 2008

CCI Tag #	Item Description	Serial #	Location #	Purchase Date
002485	Lift, Genie, PLC-36POC		M115	04/30/86
003739	John Deere F925 "Grasshopper" Lawn Mower		WG106	05/01/96
003833	Rescue Phone CNT		S2105	08/29/97
003857	John Deere Tractor	LV4600P263173	M101	08/11/99
003864	Wireless Pop-up Target Unit		S1016	11/03/99
003896	Electric Car	4GN-11100	M101	03/15/01
003897	Trailer-Cargo Mate	4X4TSET24YN023193	M101	05/11/00
003920	Throw Phone		S1016	06/26/01
003936	John Deere Tractor Rotary Broom Attachment	M00246C160762	M101	01/24/02
003953	Gas Storage Tank – 1800 Gallon Operating Capacity		M101	11/01/02
004001	Polaris 4x4 Ranger		M101	10/22/04
004465	Crown Forklift		WG101	04/30/88
3921	Radios-Motorola MTS-2000		S1016	05/29/01
900003	John Deere 850 Tractor		WG106	05/31/86
900004	John Deere 950 Tractor		WG106	05/31/86
900006	Nordskog 280 Electric Car	205806	M101	05/31/86

Fleet Number	Year	Make	Model	Description
DC992520	1999	GMC	G3500 CUTAWAY	ERU Truck
	2012	INTERNATIONAL	4700 CHASSIS	Warehouse Truck
	2009	CHEVY	IMPALA	Command Post Vehicle
DC042529	2004	GMC	SAFARI EXTENDED	Inmate Transport
DC062531	2006	FORD	F350 PICKUP	Maintenance
DC082533	2008	GMC	SAVANA	Inmate Transport
AD086669 ??	2008	LEASE VEHICLE	IMPALA	#29
	2008	FORD	ESCAPE	#35
	2011	DODGE	CARAVAN	
	2012	DODGE	GRAND CARAVAN	