

VILLAGE OF LYNDON STATION

EMERGENCY OPERATIONS GUIDANCE PLAN

RESPONSE TO NATURAL OR MAN MADE DISASTERS

JANUARY 2000

**Prepared for the Village of Lyndon Station
by
Village President Donald Coughlin**

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**EMERGENCY
TELEPHONE LISTNINGS**

Village of Lyndon Station Police	(911)	608 666 2644
Lyndon Station Fire Department	(911)	608 666 2580
Lyndon Station Public Works		608 666 2500
<u>Juneau County Sheriff Dept.</u>	(911)	<u>608 847 5649</u>

Village of Lyndon Station

President	David Klicko	Cell	608 548 0175
Village Hall	Lyndon Station		608 666 2500

Emergency Government Offices

Division of Emergency Government Duty Office	800 953 0003
Juneau County Office of Emergency Government	608 847 9393

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Utilities

Wisconsin Power and Light	800 862 6261	
Oakdale Electric	608 372 4131	
Digger Hot Line	800 242 8511	
GTE	Repair	800 483 1000

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 Communication Services (Motorola) 800 424 1020
 Cellular One of Mauston 608 847 4340
 Central Wisconsin Communications of New Lisbon 608 562
 3637
 Union Pacific Railroad 608 339 5201
 Amtrac 608 254 7706
 CP Rail 608 742 6000

Relief Agencies

Salvation Army AM: 414 462 5226
 PM: 414 265 6360
 American Red Cross 608 372 5646/2771

Hospitals

Hess Memorial 608 847 6161
 Adams Hospital 608 339 3331
 Baraboo Hospital 608 356 5561
 Reedsburg 608 524 6487

Juneau County Coroner 608 847
 9300

Juneau County Health Officer 608 847 2400
 Barb Thies 608 847 6133
 Poly Benish 608 464 3998

Wisconsin DNR

Local Game Warden(Tom Jodarski) 608 847 4979
 National Response Center 800 424 8802

Oil Companies

Scully Oil 608 666 2662

Shelters with Food Prep Area's

Saint Mary's Catholic Church	608 666 2421
Saint Luke's Lutheran Church	608 666 4091
Village Hall	608 666 2500
Lyndon Station Elementary School	608 666 2431

Police and Sheriff Departments

Lyndon Station Police	608 666 2644
Juneau County Sheriff Department	608 847 5649
Adams County Sheriff Department	608 339 6839
Sauk County Sheriff Department	608 356 4895

Office of the Governor	608 244 3338
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Emergency Telephone Numbers

Building Materials

Hoehn Lumber	608 666 2111
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Bus Services

Jevco Trans	608 847 7493
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Wisconsin Department of Transportation	715 421 8383
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Media

WRJC, Mauston	608 847 6565
WNNO, WI. Dells	608 254 2546
WNFM, Reedsburg	800 236 4105

Alerting List

Emergency Director		608 666
Village President	David Klicko	608 548 0175
Village Police	Greg Jessen	608 666 2186 608 547 8383
Fire Department	John Krus	608 963 9121
Village Public Works	Steve Klicko	608 666 2138
Village Clerk	Lori Scully	608 547 1731
Emergency Management		608 666

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1. Purpose:

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

2. Situation and Assumptions:

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

3. Concept of Operations:

Municipal Officials have primary responsibility for disasters which take place in the Village of Lyndon Station. They will activate the appropriate municipal agencies to deal with the disaster. The Chief elected municipal official or designee is responsible for coordinating the response of county officials if county assistance is necessary.

Action that the municipality and the 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 handles locally, and do so by using the procedures in this plan, as appropriate.**
 - A. The Emergency Management Director advises the Village President and coordinates all emergency response actions.**
 - B. The Village President declares a local state of emergency and notifies the county Emergency management Director of the action.**

- C. Forward the local state of emergency declaration to the county emergency directors office.**
 - D. The emergency management coordinator activates the municipal EOC. This facility is located at the Lyndon Station Village Hall. Alternate locations will be decided when needed.**
 - E. Municipal emergency response officials or agencies respond according to the checklist outlined in the attachments A-K.**
 - F. The Village President directs departments, agencies to respond to the situation.**
 - G. The Village President issues directives as to travel restriction on local roads and recommends protective actions if necessary.**
 - H. Notify the public of the situation and appropriate actions to be taken.**
 - I. Keep county officials informed of the situation and actions taken.**
 - J. List any other procedures as maybe appropriate for the Village of Lyndon Station.**
- 3. If municipal resources become exhausted or if special resources are required, request county assistance through the county emergency management director.**
 - 4. If assistance is requested, the 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 Reports (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 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 personal, services and equipment be made available for response, mitigation or recovery.

- 8. After completing the assessment the DEG Regional Director immediately 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 County EOP.**

4. Organization:

Municipal Government: Village President, Two Trustees and Clerk.

5. Responsibilities and Tasks:

See attachments A-K for emergency responsibilities of key officials in the Village of Lyndon Station.

6. Resource Management:

Additional support from Juneau County Departments may include, Sheriffs Department, Highway Department, and Health and Human Services.

7. Mutual Aid Reciprocal Agreements:

The Lyndon Station Fire Department have agreements with all area departments.

The Lyndon Station Police Department has mutual aid agreements with all Juneau County Police and Sheriff Departments.

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8. Support from Private Agencies/Volunteer groups:

Red Cross, Salvation Army, school, clergy associations, townships, local contractors and suppliers, local Industries.

9. Plan Development and Maintenance:

The Village of Lyndon Station EOP Development Team is comprised of representatives from Emergency Government, Village President, Police, Fire department and Public Works. These agencies are responsible for developing and maintaining this plan.

This team meets on an as-needed basis or as determined by the Village President. 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.

Team make up is as follows:

David Klicko	Village President
Greg Jessen	Village Police
Lori Scully	Village Clerk
Steve Klicko	Public Works
John Krus	Fire Department
Kristi Whaley	Emergency Director

This attachment is designed to identify the responsibilities and task of the Village president and provide a checklist of action to consider when this municipal plan is activated.

The Village President is responsible for the overall management of the Village of Lyndon Station. The following TASKS represent a check list of actions that should be considered in an emergency or disaster situation.

Village President:

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

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Attachment (B)
Village Emergency Management Director
Key Action Checklist

This attachment is designed to identify the responsibilities and tasks of the Village President and provide a checklist of action to consider when this municipal plan is activated.

Village Emergency Management Director:

- 1. Report to the Village EOC or CP.**
- 2. Ensure that the Village Officials and county emergency management director have been notified, key facilities warned, sirens activated, ect.**
- 3. Activate the Village EOC (see EOC Alerting List.) Make sure that it is fully operational and that the EOC staff have reported to or are reporting to the EOC.**
- 4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village President 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.**

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Attachment (C) Village Clerk Key Action Checklist

This attachment is designed to identify the responsibilities and tasks of the Village Clerk and provide a checklist of action to consider when this municipal plan is activated.

The Village Clerk is responsible for their assigned activities in the Village of Lyndon Station. The following TASKS represent a checklist of actions this department should consider.

Village Clerk should:

- 1. Report to the Village EOC/CP.**
- 2. Activate the Village EOC (see EOC Alerting List.) Make sure that it is fully operational and that the EOC staff have reported to or are reporting to the EOC.**
- 3. Maintain records indicating Village expenses incurred due to the disaster.**
- 4. Assist in the damage assessment process by:**
 - A. Provide information regarding the dollar value of property damaged as a result of the disaster.**
 - B. Provide information (names, telephone numbers, etc.) Regarding owners of property which has been damaged or destroyed as a result of the disaster.**
- 5. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.**
- 6. Assign department directors account numbers to which emergency expenditures may be charged.**

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**Attachment (D)
Warning/Communications
Key Action Checklist**

This attachment is designed to identify the department or agency in the Village of Lyndon Station responsible for warning and communications activities and provides a list of actions this department should consider when this municipality plan is

activated.

Warning and Communication Function:

The Warning and Communications function is responsible for warning and communications in the Village of Lyndon Station. The following Tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Village of Lyndon Station Emergency Management Director is responsible for warning and communications activities in the Village of Lyndon Station. The following Tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

1. Warn the following:
 - A. Municipal elected officials.
 - B. Municipal Emergency Management Coordinator/Director.
 - C. County Emergency Management Director.
 - D. Municipal Emergency Operations Center Representatives.
 - E. Special facilities.
2. Ensure all agencies represented in Municipal EOC have communications both to their staff at their department offices, and their staff at the incident site. This equipment consist of communication equipment, telephone, pagers, mobile telephones, fax, ham radio, city and emergency services radio, and national guard radio.
3. Activate public warning systems. This may consist of sirens, door to door, telephone, ect. Develop assignments on how alert, watch and warning would be handled prior to a disaster or emergency situation.

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Attachment (D) Continued Warning/Communications Key Action Checklist

Siren Information:

	<u>Code</u>	<u>Type</u>
1.	527	Tornado

The Village of Lyndon Station Police Department is responsible for Law Enforcement in the Village of Lyndon Station. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Law Enforcement Responsibilities:

- 1. Ensure that all Police Department staff have been notified and that they report as the situation directs.**
- 2. Direct the designated Law Enforcement representatives to report to the EOC.**
- 3. Secure the affected area and perform traffic and crowd control.**
- 4. Participate in warning the public of the 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 officers to close off the damage site area and to stop all in bound traffic. Setup an emergency pass system.**
- 7. Report above information to appropriate Law Enforcement agencies.**

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Attachment (E) continued

Law Enforcement Responsibilities

- 8. If done by the Fire Chief establish a staging area in the municipality, designate a CP, and establish initial command relieved.**
- 9. If appropriate and if available dispatch a communications vehicle to the scene of the disaster.**
- 10. Enforce curfew restrictions in the affected area.**
- 11. Coordinate the removal of vehicles blocking evacuation or other response activities.**

12. As necessary, shelter in place or evacuate prisoners as mat be appropriate from effected area.

13. Assist medical examiner with mortuary services.

14. 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 departments needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

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Attachment (F) Public Works Key Action Checklist

Public Works:

This attachment is designed to identify the department or agency in the Village of Lyndon Station who is responsible for public works activities and provide a list of action this department should consider when the municipal plan is activated.

The Public Works Department is responsible for public works activities in the Village of Lyndon Station. 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 they report

as the situation directs.

2. Report to the Village EOC/CP.
3. Review the disaster situation with field personnel and report the Village Emergency Management Director.
4. Maintain transportation routes.
5. Coordinate with Law Enforcement travel restrictions and road closures within the municipality.
6. Provide emergency generators and lighting.
7. Assist with urban control and access to affected area.
8. Assist with urban search and rescue activities as may be requested.
9. Assist private utilities to shutdown of gas and electric services.
10. As necessary, establish a staging area for public works.
11. Report public facility damage information to the damage assessment team.
12. If the county EOC is activated, establish and maintain contact with the County Commissioner.

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Attachment (G) Public Health Services and EMS Key Action Checklist

EMS This attachment is designed to identify the persons in the Village of Lyndon Station responsible for Public Health Services and **EMS** activities and provides a list of actions this person should consider when this municipal plan is activated. Public Health and EMS 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 by the county EOP. This person will work closely with the County Health Officer and the

County EMS Officer so that municipal and county resources can be prioritized and coordinated.

A EMS officer from the Village of Lyndon Station Fire Volunteer Fire Department will serve as the Public Health and EMS liaison in the Village of Lyndon Station. This person will coordinate health services with a representative from the Juneau County Nurse. The following tasks represent a checklist of actions this person should consider in a emergency or disaster situation.

- 1. Assist with evacuating elderly home.**
- 2. Coordinate emergency medical care to victims.**
- 3. Assure that public health needs of disaster victims are met.**
- 4. Assume primary operational control for health related emergencies such as pollution, contamination's, diseases, and epidemics.**
- 5. Establish a triage are for victims.**
- 6. Coordinate medical transportation for victims.**
- 7. Establish a EMS staging area in the municipality.**

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Attachment (H) Public Information Key Action Checklist

This attachment is designed to identify the department or agency in the municipality responsible for public information activities and provide a list of actions this department should consider when this municipal plan is activated.

The Village President or representative is responsible for public information activities in the Village of Lyndon Station. The following tasks represent a checklist of

actions this department 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 a liaison with the EOC and CP in order to stay abreast of the situation.**
- 3. Establish a 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 the disaster areas within the municipality as the situation stabilizes.**
- 6. Assist the county in establishing a Rumor Control Center.**
- 7. Assist the county with establishing a Joint Public Information Center.**
- 8. Issue protective action recommendations or public service advisories as directed by the chief elected official.**

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Attachment (I) Lyndon Station Volunteer Fire Department Key Action Checklist

This attachment is to be used to provide a list of actions the Lyndon Station Fire Department should consider when this municipal plan is activated.

The Lyndon Station Fire Department is responsible for all fire, rescue and ambulance services in the Village of Lyndon Station. The following tasks and services represent a check list of actions this department should consider in an emergency or natural or man made disaster situation.

List of Fire Fighting Personnel to be called by phone or page for all emergencies and disasters.

1. Fire Chief	John Krus	608 963 9121
2. Asst Chief		608 666
3. Lieutenant		608 666
4. Lieutenant		608 666
5. Fire Fighter/EMS		608 666
6. Fire Fighter/EMS		608 666
7. Fire Fighter/EMS		608 666
8. Fire Fighter/EMS		608 666
9. Fire Fighter/EMS		608 666
10. Fire Fighter/EMS		608 666

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Attachment (I) Continued

Fire Department Procedures:

- 1. The Fire Chief or Designee in charge shall access the situation to determine if other resources are needed.**
- 2. Lyndon Station Fire base should notify either the Fire Chief or the Assistant Fire Chief of the emergency disaster if not already notified.**
- 3. If there is a major disaster the Fire Chief or designee in charge shall establish a Command Post (CP) or Emergency Operation Center (EOC) with a staging area.**
- 4. The Lyndon Station Fire/Rescue Department shall try to rescue injured/trapped persons. The safety of all Fire Department Personnel is the number one consideration.**
- 5. The Lyndon Station Fire/Rescue Department shall protect critical facilities and resources.**

6. Assist Law Enforcement in warning the effected population.
7. If a CP or EOC is established designate a person to report to the CP or EOC to record the arrival and deployment of emergency personnel and equipment.
8. Assist Law Enforcement with evacuation if needed. The Fire Chief or designee will designate an individual for this task.
9. Assist the municipal public works department if needed.
10. Other responsibilities may include traffic control and debris removal.
11. If the county EOC is activated establish and maintain contact with EOC.
12. If Hazardous Materials Team is needed, have EOC get assistance from the County Emergency Government Duty Officer.
13. If additional assistance is needed utilize mutual aid agreements.
14. In addition in the first 2 or 3 hours complete a UDSR report.

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Attachment (J)
Damage Assessment
Key Action Checklist

This attachment is designed to identify the department or agency in the municipality responsible for collecting damage assessment information and provide a list of actions this department should consider when this municipal plan is activated.

The Village Emergency Director and Fire Chief are responsible for damage assessment in the Village of Lyndon Station. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Damage Assessment:

- 1. Report to the Village EOC or CP.**
- 2. Record initial information from first responders such as Law Enforcement, Public Works, and Fire Department.**
- 3. Activate the Damage Assessment Team which consists of the municipal department heads which will be responsible for individual damage assessment.**
 - A. Within the first 2 to 3 hours: Complete preliminary USDR. Fire Chief or Designee in charge report to EOC with the following.**
 - 1. Number fatalities.**
 - 2. Number of critical/minor injuries.**
 - 3. Number of homes/businesses damaged/destroyed.**

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Attachment (J) continued

Damage Assessment:

- 4. Number of power/telephone lines, poles damaged.**
 - 5. Number of public facilities damaged such as roads.**
 - 6. Number of people who are homeless or in shelters.**
- B. Within 8 hours:**
 - 1. Recount items 1 through 6.**
 - 2. Complete another UDSR, estimating public and private damage.**
 - 3. Video tape and or take photos of major damage.**
 - C. Update items 1 through 6.**

- 4. Provide damage assessment information to the appropriate Village Officials and County Emergency Management Director to assist in the preparation of the UDSR.**
- 5. If the situation warrant, assist the Village President with the preparation of a local state of emergency declaration and forward it to the Juneau County Emergency Director.**
- 6. Plot damage assessment information on status boards in the municipal EOC and locate damage sites on a map.**
- 7. Prepare reports for the municipal public information officer.**

