

# PEPIN COUNTY EOP

## Basic Plan

Developed: December 20, 1992

Updated: December, 1993  
November, 1994  
November, 1995  
November, 1996  
December, 1997  
December, 1998  
December, 1999  
December, 2000

Plan Revision: February 2003  
Updated: February 2004  
August 2008  
August 2010

# BASIC PLAN

## I. PURPOSE

### A. Purpose of the County Emergency Operations Plan (EOP):

1. Facilitate the protection of lives, property and the environment in major disasters of any nature.
2. Coordinate response to disasters, assess damages, identify mitigation opportunities and implement recovery efforts.
3. Describe the county's relationship in support of local units of governments during response and recovery.
4. Serve as a coordinating document for supporting Internal Agency Plans (IAP) (i.e., Policy and Procedures.)
5. Reflect information collected, decisions made and procedures developed in the planning process and during response.
6. Provide a link between the county and municipal plans.

### B. Purpose of the Basic Plan:

1. Provide a general overview for county and municipal emergency response personnel during response to disasters.

## II. SITUATION AND ASSUMPTIONS

- A. Per Wisconsin State Statute Chapter 323, county and municipal governments will appoint an emergency management director, develop and update emergency plans and participate in training and exercising. The County Emergency Management office is the coordinating agency.
- B. Hazard specific planning documents may need to be used in conjunction with the EOP. These documents are listed in **Attachment 3, Supporting Operations Plans and Documents**.
- C. County agencies are responsible for identifying emergency management personnel, developing and updating Standing Operating Procedures (SOPs and IAPs) and providing maps of the county (**Attachment 2**).
- D. Emergency management in Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response and recovery from major incidents.

## BASIC PLAN

- E. Several hazards pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in the County. These hazards include: tornadoes; downbursts and other violent storms; floods; ice storms; drought; fires; hazardous materials releases to the air, ground or water during transportation or at fixed locations, aircraft crashes; civil disturbances and terrorism. Other scenarios not readily identifiable may pose significant threats to the county as well.
- F. Consequences of disasters could include, but are not limited to: mass casualties; disruption of power, fuel, communications, water and other vital services; damage and destruction of homes, facilities, vehicles and other property; damage to infrastructure; contamination of people, food, water, property or the environment; looting and other disruption of law and order; disruption of government functions and economic and financial disruption.
- G. Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions.
- H. Local jurisdictions respond first to disaster through implementing municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response (§59, Wis. Stats.). Outside assistance, whether from another county, state, federal government or private sector, is delivered to support the local effort.
- I. The county is responsible for requesting state disaster assistance for local governments. The state will request federal assistance if needed.
- J. An Incident Command System (ICS) will be used in disaster response (**See Attachment 4**). Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

### III. CONCEPT OF OPERATIONS

#### Response

1. County government has primary responsibility for supporting the response activities of local units of government by:
  - a. Providing initial response resources and draw additional resources (i.e., mutual aid agreements) from within and outside the county when local/county resources are exhausted (§323.14 & §323.15), Wis. Stats.)

## BASIC PLAN

- b. Notifying the state of the incident where statutes require and request assistance as needed.
  - c. Providing a line of succession of key government officials.
  - d. Maintaining accurate records of disaster-related activities and expenses.
  - e. Compiling damage assessment figures reported by damage assessment teams and local units of government.
2. State government provides support upon county request in disaster response by:
  - a. Activating the State Emergency Operations Center (EOC) when necessary.
  - b. Supplementing resources when they are exhausted or need specialized services not available. Services may be provided by private contractors or through various mutual aid agreements.
  - c. Keeping informed and maintaining accurate records of disaster-related activities and expenses.
  - d. Compiling information collected through the damage assessment process and requesting assistance from appropriate federal agencies.
  - e. Requesting National Guard support (**See Attachment 7**).
3. Federal government provides support upon state request in disaster response by:
  - a. Providing assistance through the Federal Response Plan.
  - b. Providing disaster assistance under the Stafford Act and other federal authorities.

### Recovery

1. County government priorities for recovery may include but are not limited to:

## BASIC PLAN

- a. Determining with local units of government, recovery priorities and implementation strategies such as:
    - 1) Restoring essential services to the community.
    - 2) Assigning personnel, obtaining additional assistance and managing volunteers and donated resources.
    - 3) Coordinating access to the disaster area.
    - 4) Coordinating restoration activities (i.e., re-entry.)
    - 5) Identifying short- and long-term health/mental health impacts and determining how to address them.
    - 6) Identifying and implementing mitigation opportunities where feasible.
    - 7) Addressing the long-term economic impacts of the disaster.
  - b. Continuing with the damage assessment process.
  - c. Assisting local units of government with submitting disaster assistance applications.
2. State government priorities for recovery include but are not limited to:
- a. Supporting county restoration activities by providing basic guidance, conflict resolution, providing specialized resources and requesting additional resources from federal government/private contractors.
  - b. Assisting the local/county government with the damage assessment process.
  - c. Supporting the county government with identifying and addressing short- and long-term impacts (e.g., health, mental health, mitigation and economic.)
  - d. Coordinating with the federal government to deliver disaster assistance under the Stafford Act and other federal authorities.

## BASIC PLAN

3. Federal government priorities for recovery include but are not limited to:
  - a. Coordinating federal assistance under the Stafford Act and other federal authorities.
  - b. Providing specialized resources not previously available in accordance with state policy through the Emergency Support Function (ESF) of the Federal Response Plan (FRP).
  - c. Supporting county/local and state long-term recovery efforts.

### IV. ORGANIZATION OF EMERGENCY OPERATIONS PLAN

The County EOP establishes the following annexes that contain the emergency assignments and responsibilities for each of the functional annexes as detailed below:

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

#### 1. **Annex A (Direction and Control)**

***Lead Agency:***

Pepin County Sheriff Department

***Supporting Agencies:***

Pepin Co. Health Dept.

Pepin Co. Human Services Dept.

Durand Police Dept.

V/Pepin Police Dept.

C/Durand Public Works Dept.

V/Pepin Public Works Dept.

Pepin Co. Highway Dept.

Pepin Co. Controller's Office

C/Durand Administrator

Durand Fire Dept.

V/Pepin Fire Dept.

Lund First Responders

Pepin County Emergency Management Dept.

UW-Extension Office

American Red Cross

## BASIC PLAN

### Response

- a. Alert and communicate the incident information to the appropriate agencies and levels of government.
- b. Assess the incident (See the State of Wisconsin Guidelines for Assessing and Documenting Disaster Damage, Annex L, Attachment 2).
- c. Provide capabilities and procedures using ICS for the command and coordination of multi-agency, multi-jurisdictional operations including continuity of government.
- d. Activate the county EOC and/or other necessary emergency coordinating facilities.
- e. Request mutual aid or state agency support for response, protective actions and public information activities.
- f. Implement emergency protective actions (e.g. evacuation, curfew).
- g. Release appropriate public information.

### Recovery

- a. Develop and implement a recovery plan.
- b. Assist with the dispersal of state and federal disaster relief resources.

## 2. Annex B (Communications and Warning)

### **Lead Agency:**

Pepin County Sheriff Department

### **Supporting Agencies:**

City of Durand Police Department

Village of Pepin Police Department

### Response

- a. Provide county-wide, redundant 24-hour communications and warning capabilities and procedures.
- b. Receive and disseminate reports and warnings of incidents to the public and emergency response personnel.

## BASIC PLAN

- c. Disseminate and initiate warnings.
- d. Support the Direction and Control function by linking agencies, jurisdictions, field sites and command facilities.

### 3. **Annex C (Resource Coordination)**

**Lead Agency:**

Pepin County Human Service Department

**Supporting Agencies:**

Pepin County Health Department

#### **Response**

- a. Identify and coordinate public and donated resources (i.e., personnel, facilities, equipment, supplies) in support of local operations.
- b. Track resources used during operations.
- c. Coordinate volunteer agency activities.

#### **Recovery**

- a. Identify and release resources from service when no longer needed.
- b. Coordinate returning to pre-disaster status and replenish resources.

### 4. **Annex D (Law Enforcement)**

**Lead Agency:**

Pepin County Sheriff's Department

**Supporting Agencies:**

City of Durand Police Department

Village of Pepin Police Department

#### **Response**

- a. Assist local law enforcement with maintaining security and control access to the site of the disaster, EOCs and other facilities. Assist with controlling traffic and crowds.
- b. Coordinate with local agencies for the establishment of a perimeter around the evacuated area and a pass system for emergency response personnel and resources.

## BASIC PLAN

- c. Coordinate with local law enforcement to conduct warning, evacuations, search and rescue, identification of victims and shelter operations.
- d. Obtain special resources and services (e.g., bomb squad, Civil Support Team, hostage negotiators, laboratory facilities). (See Annex D, Appendix 1, Weapons of Mass Destruction).

### Recovery

- a. Coordinate re-entry activities with local law enforcement.
- b. Demobilize and return resources to a state of readiness.

### 5. Annex E (Evacuation and Shelter)

#### **Lead Agency:**

Pepin County Human Services Department

#### **Supporting Agencies:**

Pepin County Health Department

American Red Cross

### Response

- a. Assess the incident and the need to evacuate or shelter in-place.
- b. Coordinate with law enforcement to implement procedures for public warning, traffic re-routing, evacuation and shelter operations.
- c. Coordinate with the Human Services (Annex F) function with evacuating and sheltering persons with special needs as necessary.
- d. Identify and request special resources needed for evacuation and sheltering operations.
- e. Disseminate public information announcements and warnings regarding evacuation and sheltering, including pet and livestock issues.
- f. Coordinate the activities of volunteer agencies regarding evacuation and shelter functions (e.g., mass feeding, shelter operations.)

## BASIC PLAN

### Recovery

- a. Determine the appropriateness of re-entry and implement re-entry activities.
- b. Address long-term housing needs.

### 6. Annex F (Human Services)

#### **Lead Agency:**

Pepin County Human Services Department

#### **Supporting Agencies:**

*American Red Cross*

### Response

- a. Identify and address the requirements of all individuals involved including those with special needs.
- b. Register victims and families during shelter operations and make lists available to county emergency management upon request.
- c. Provide essential human services, including financial aid, to those impacted by the disaster
- d. Implement appropriate mental health programs (e.g., crisis counseling, post-incident stress debriefings, Critical Incident Stress Management) to address the short- and long-term needs of victims and responders.
- e. Coordinate the activities of volunteer agencies regarding evacuation, shelter (See Annex E) and human services functions (e.g., emergency financial aid, mental health support.)

### Recovery

- a. Assist with identifying and implementing appropriate protective actions and studies to address the long-term health effects.

## BASIC PLAN

### 7. **Annex G (Public Works and Engineering)**

**Lead Agency:**

Pepin County Highway Department

**Supporting Agencies:**

City of Durand Public Works

Village of Pepin Public Works

**Response**

- a. Assess and report the damage to infrastructure.
- b. Coordinate the restoration and maintenance of essential services (i.e., electricity, fuel, water, gas, sewage disposal) to the affected area.
- c. Clear or barricade roads, repair water and sewer systems and provide potable water supply as needed.
- d. Coordinate with Wisconsin Department of Natural Resources for debris removal and disposal.
- e. Procure services from mutual aid and private contractors and coordinate their operations with the county public works department, the Incident Commander and the EOC.

### 8. **Annex H (Health and Medical):**

**Lead Agencies:**

Pepin County Health Department

**Supporting Agencies:**

**Response**

- a. Provide emergency and non-emergency medical treatment, including mortuary services, to victims.
- b. Coordinate with Human Services (Annex F) the recording and registration of victims.
- c. Procure medical/health equipment and personnel from mutual aid resources as needed.
- d. Ensure that adequate sanitary facilities are provided in emergency shelters and for response personnel.

## BASIC PLAN

- e. Request advice and assistance regarding hazardous chemicals, infectious disease and animal health issues. (See Annex H, Appendix 1, Emergency Animal Disease Plan).
- f. Coordinate with the Wisconsin Department of Health and Family Services.
- g. Issue health and medical advisories to the public.
- h. Isolate, decontaminate and treat victims of hazardous chemicals or infectious disease.
- i. Coordinate the activities of volunteer agencies regarding public health functions (e.g., first aid, vaccination.)

### Recovery

- a. Identify and implement appropriate protective actions and studies to address the long-term health effects.

## 9. Annex I (Radiological Protection)

### **Lead Agency:**

*Pepin County Sheriff Department*

### **Supporting Agencies:**

### Response

- a. Set up a perimeter around the facility or spill and enact an access control system.
- b. Report the incident to the Wisconsin Emergency Management Duty Officer or the Department of Health and Family Services – Radiation Protection Section (DHFS/RPS.)
- c. Document all personnel who might have been exposed to radiation or radioactive contamination.
- d. Collect shipping papers and contact facilities' representatives for more information regarding material involved and relate to WI DHFS/RPS.
- e. Provide emergency, lifesaving care to victim(s).

## BASIC PLAN

### 9. **Annex J (Public Information)**

**Lead Agency:**

*Pepin County Controller's Office*

**Supporting Agencies:**

City of Durand Administrator/City Clerk

**Response**

- a. Convene emergency public information staff, coordinate information between officials and the news media and implement rumor control.
- b. Obtain information and when authorized, release information to the news media thru the proper channels (e.g., local media, EAS, newspapers.)
- c. Establish and maintain a joint public information center to ensure coordinated public information during emergency operations.
- d. Disseminate instructions to the public regarding protective action recommendations.
- e. Provide consumer protection information to the public.
- f. Assess the public affairs implications and support public officials with the dissemination of emergency protective actions.

### 11. **Annex K (Fire and Rescue)**

**Lead Agency:**

*Durand Fire Department*

**Supporting Agencies:**

Village of Pepin Fire Department

Lund First Responders

**Response**

- a. Initiate and participate in the ICS (See Annex A, Direction and Control).
- b. Mobilize and coordinate county resources to assist local fire departments.

## BASIC PLAN

- c. Support hazardous materials monitoring (e.g. chemical, radiological) and response.
- d. Provide advice and assistance regarding fire, search and rescue issues.
- e. Assist with decontamination operations as requested by the Hazardous Materials Team.
- f. Assist the Incident Commander with requesting and coordinating a Regional Level A Hazardous Materials Team if needed.

### 12. **Annex L (Disaster Assessment)**

**Lead Agency:**

*Pepin County Emergency Management*

**Supporting Agencies:**

UW-Extension

#### **Response**

- a. Activate the county disaster assessment teams or process.
- b. Report the extent of involvement, estimate damages and gather information regarding the disaster's impact on the public and private sectors.
- c. Submit Uniform Disaster Situation Report (UDSR) (see Annex A, Attachment 3) to Wisconsin Emergency Management within 24 hours and update as needed.
- d. Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for state or federal assistance.

#### **Recovery**

- a. Assist with the Preliminary Damage Assessment and disaster declaration processes as requested.

## BASIC PLAN

### V. PLAN DEVELOPMENT AND MAINTENANCE

The County Emergency Management Agency is the lead agency and has the overall authority and responsibility for the development and maintenance of the County Emergency Operations Plan.

In carrying out this responsibility the County Government will develop a primary core planning team composed of the Emergency Management Director and representatives from each agency within the county government that has primary or supporting responsibility outlined within the County EOP (e.g., Police/Sheriff, Fire, EMS, Public Works Dept., Health Dept.) This plan should be developed and maintained to work with the State Emergency Operations Plan. (**See Attachment 5, Agency Responsibilities**).

The plan will be reviewed, updated and distributed by the Emergency Management Director on an annual basis. The update will include all supporting documents and will be amended to reflect statutory and policy changes. Amendments may also be made to reflect lessons learned through drills, exercises or actual disasters.

The Emergency Management Director along with the Department Heads will sign and date the County EOP to certify completeness, currency and accuracy.

Revisions to the plan are distributed by the Emergency Management Director to all parties that hold copies of the plan. They acknowledge receipt of the revised plan by returning the signature page to the Emergency Management Director.

Copies of the County EOP shall be distributed to all plan holders, affected county agencies, local governments, volunteer organizations and WEM. (**See Attachment 6** for a distribution list for the County EOP).

**BASIC PLAN**  
**Attachment 1 (Agency Approval Signature Sheet)**

**BASIC PLAN**  
**Attachment 1 (Agency Approval Signature Sheet)**

The undersigned have hereby reviewed and approved the Basic Plan of the County Emergency Operating Plan.

  
\_\_\_\_\_  
County Board Chairperson

7/28/2010  
Date

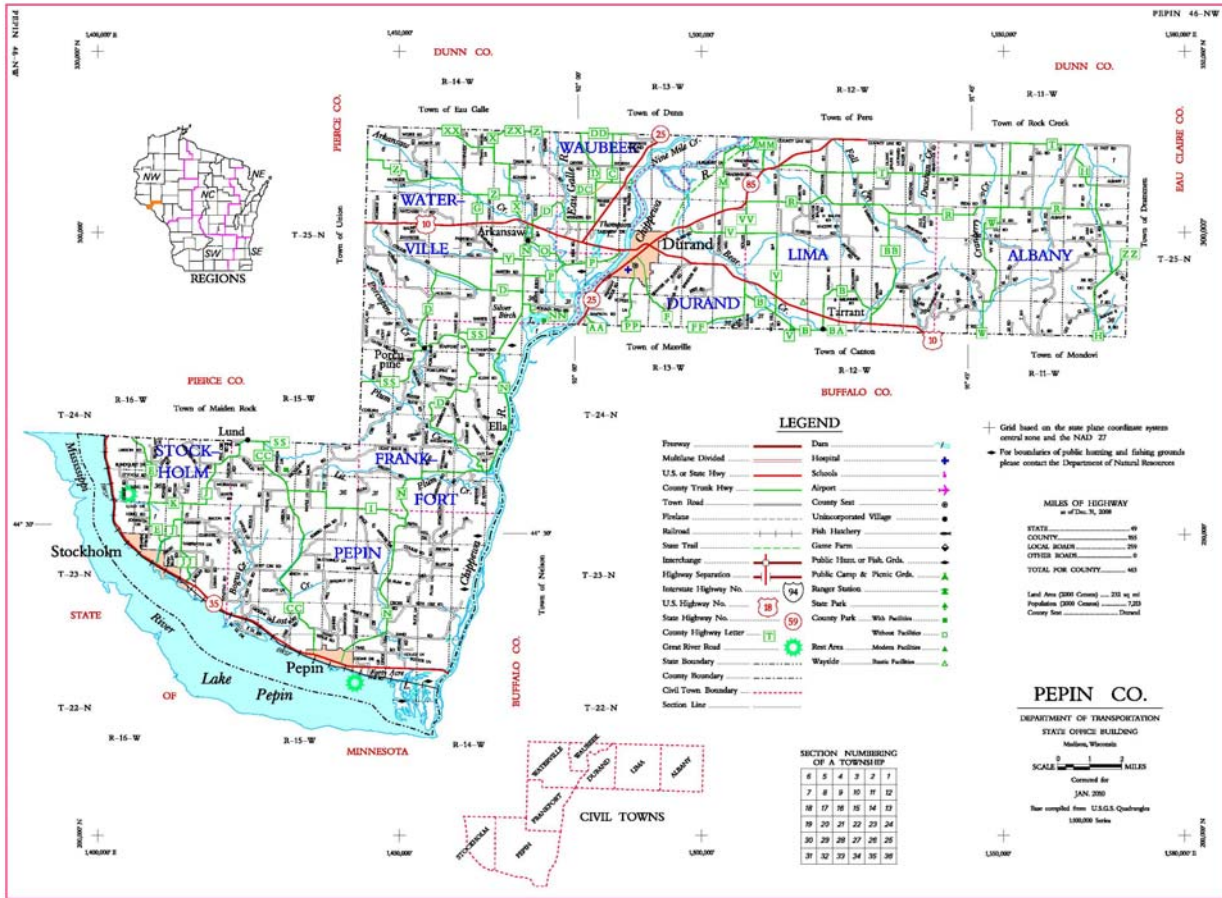
  
\_\_\_\_\_  
Emergency Management Director

7-28-2010  
Date

**BASIC PLAN**  
**Attachment 1 (Agency Approval Signature Sheet)**

# BASIC PLAN

## Attachment 2 (County Map)



## **BASIC PLAN**

### **Attachment 3 (Supporting Operations Plans and Documents)**

## **SUPPORTING OPERATIONS PLANS AND DOCUMENTS**

### **County Plans:**

County Emergency Operations Plan	County Emergency Management
County Hazard Analysis	County Emergency Management
County Hazardous Materials Response Plan/Strategic Plan	County Emergency Management
WMD Plan	County Emergency Management
Off-Site Facility Response Plans Durand Wastewater Treatment Plant – Durand Durand Tarrant Park Pool and Well House – Durand Countryside Cooperatives – Main Plant – Durand Nelson Telephone Cooperative – Durand	County Emergency Management
Pipeline Emergency Response Plan	Koch Pipeline Company/Enbridge Energy
Hospital Plan	Chippewa Valley Hospital

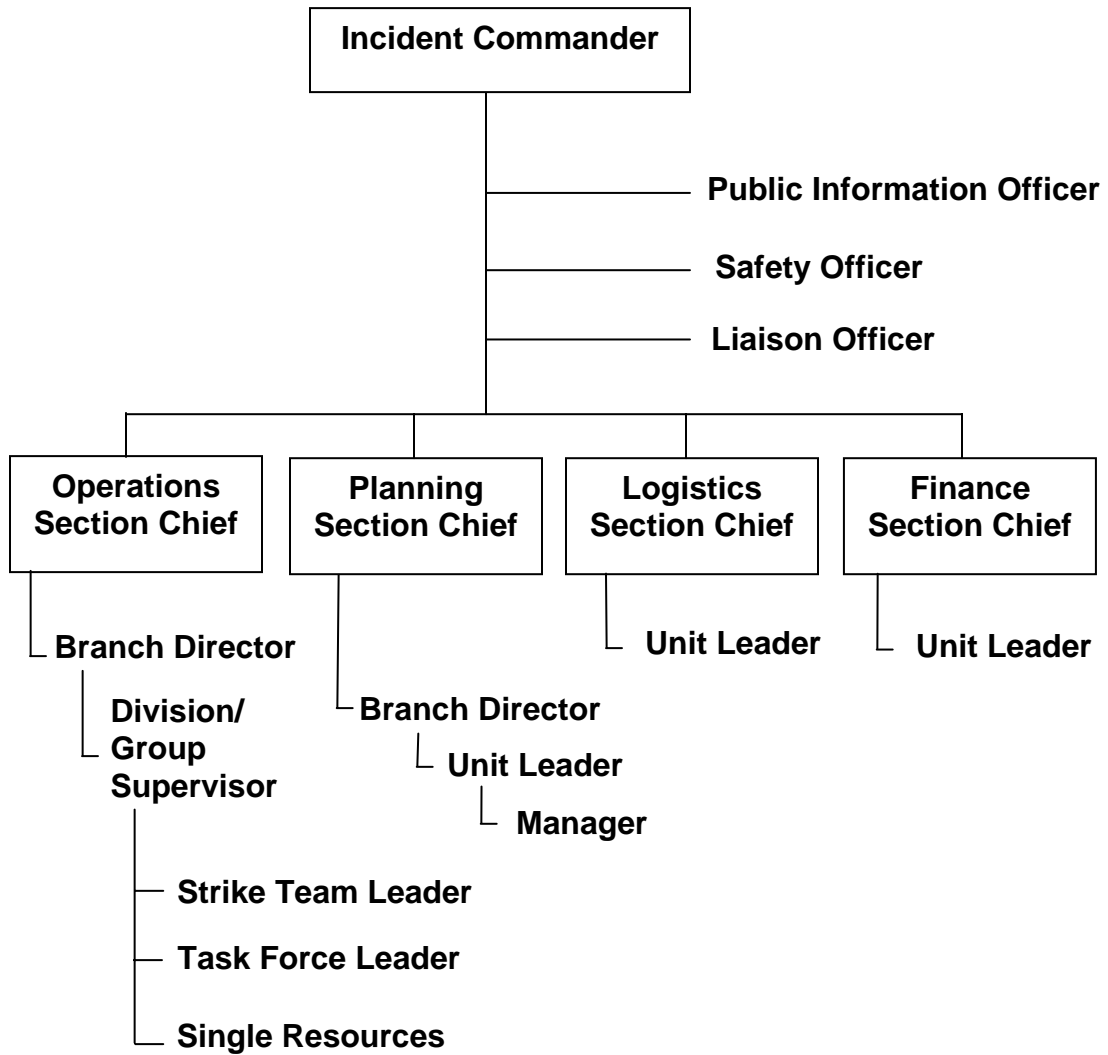
### **State Plans:**

State Emergency Operations Plan	WI Emergency Management
State of Wisconsin Hazard Mitigation Plan	WI Emergency Management

### **Federal Plans:**

Upper Mississippi River Spill Response Plan and Resource Manuel	EPA
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**BASIC PLAN**  
**Attachment 4 (Incident Command System)**



**BASIC PLAN**  
**Attachment 5 (Agency Responsibilities)**

	<b>BP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>
County Emergency Management (Lead Plan./Coord. Agency)	L	S											L
County Sheriff's Department (Core Planning Team)		L	L		L					L			
Fire Department (Core Planning Team)		S										L	
Dept. of Health (Core Planning Team)		S		S		S			L				
Dept. of Human Services (Core Planning Team)		S		L		L	L						
Dept. of Public Works (Core Planning Team)		S											
Highway Department (Core Planning Team)		S						L					
American Red Cross		S				S	S						
County Controller		S									L		

L = Lead Agency  
 S = Supporting Agency

## **BASIC PLAN**

### **Attachment 6 (Distribution Lists)**

#### **COUNTY EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST BY EMAIL AND WEBSITE** ([co.pepin.wi.us/EmergencyManagement](http://co.pepin.wi.us/EmergencyManagement)).

##### **County Agencies**

County Emergency Management Office  
Sheriff's Department  
Department of Social Services  
Office On Aging  
Department of Public Health  
County Highway Department

##### **City/Village/Town Agencies**

Police Departments  
Fire Departments  
Ambulance Services

##### **State Agencies**

Wisconsin Emergency Management, WC Regional Office

##### **Volunteer Agencies**

American Red Cross

## **BASIC PLAN**

### **Attachment 7 (SOP For Requesting National Guard Assistance)**

#### **STANDING OPERATING PROCEDURE TO BE USED BY LOCAL OFFICIALS IN REQUESTING WISCONSIN NATIONAL GUARD ASSISTANCE\***

Whenever an emergency exists and a request for National Guard assistance is made, certain essential information about the emergency and the desired form of Guard assistance is needed by the Governor to assist him in making a decision. The situation must be extremely serious and clearly beyond the capability of the requesting agency and/or local government to cope with it before the Guard can and will be committed.

To expedite requests for use of the Guard, the following procedure will be used. When you wish to request the assistance of the National Guard, telephone Wisconsin Emergency Management on a 24-hour basis at 608-242-3232 or 1-800-943-0003. Advise who you are and give the information to the officials who answer the call:

1. What is the situation? Give all the facts available.
  - a. If it is a flood--How serious? Which river and/or streams? What are the casualties? What is the level of river now? Is the water level rising or falling? How many homes, businesses, etc., are flooded? Give any other information you have about the situation.
  - b. If it is a civil disturbance--Who are the persons or groups causing the disturbance? How many people are involved among the people causing the disturbance, among bystanders, among the police, and so forth? Has anyone been killed or injured, and in what way (guns, firebombs, other weapons, etc.)? How much violence has occurred, and of what sort (buildings burned, looting, etc.)? How many weapons, and what type, have been used and/or are at the disposal of the persons causing the disturbance? What is the stated or apparent purpose, if any, of the persons causing the disturbance? What specific incident(s) precipitated the disturbance?
  - c. On all other emergencies--Complete information, comparable to that indicated above, will be required.
2. Exactly what is being asked of the National Guard? That is, what task(s) is the National Guard being asked to perform? For how long? How many Guard troops and what support equipment do you believe would be necessary?
3. On whose authority is the request being made (name, title, telephone)? How and when can this individual be reached?

## **BASIC PLAN**

### **Attachment 7 (SOP For Requesting National Guard Assistance)**

4. Have local and/or county resources been committed or expended? Explain local action taken or contemplated.
5. Could the resources necessary to handle the problem be supplied through mutual aid or other regional cooperative arrangements? If the problem cannot be fully handled through mutual aid, to what extent can it be partially handled?
6. How long can an acceptable level of order be maintained without the assistance of the National Guard?
7. If the decision is made to send assistance from the National Guard:
  - a. Where does the National Guard liaison officer go?
  - b. To whom does the liaison officer report?
8. The person communicating the request should provide the following information: his or her name, title, telephone number, and when he or she can be reached.

Your full cooperation in utilizing this procedure for obtaining the assistance of the National Guard is important and will greatly expedite requests.

\* From Information and Guidance Memo 06-03-98