



AGENDA FOR EMERGENCY MANAGEMENT COMMITTEE

A Emergency Management Committee meeting will be held on **Monday, December 02, 2024 at 9:00 AM**
in the **Emergency Services Building, 400 N. Glendale Avenue, Tomah, WI.**

AGENDA

A. Call to Order - Roll Call

[B.](#) Approval of June 5, 2024 meeting minutes

[C.](#) Discussion and review of Emergency Management Operational Plan

ADJOURNMENT

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.



EMERGENCY MANAGEMENT COMMITTEE MINUTES

The City of Tomah Emergency Management Committee (EMC) met in session on **Wednesday, June 5, 2024**, at 9 a.m. at Tomah Emergency Services Building, 400 North Glendale Ave, Tomah, WI. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order & Roll Call: Public Safety Director/Fire Chief, Tim Adler, called the meeting to order at 9 a.m. Members present: T. Adler, Police Chief Scott Holum, Public Works Director Kirk Arity, Tomah Health designee James Newlun, Tomah Area School District designee Joe Janusheske, County Emergency Management Coordinator Jared Tessman, and City Attorney Penny Precour. Not present Mayor Paul Dwyer and Tomah VA Hospital designee Jason Herman. Also present were Deputy Fire Chief Jeremy Likely, Deputy Ambulance Chief Adam Robarge, Assistant Police Chief Eric Pedersen, Lieutenant Jarrod Furlano, Monroe County Chief Deputy Chris Weaver, and Deputy City Clerk Nicole Jacobs.

Approval of October 28, 2021, meeting minutes: Motion by K. Arity, second by S. Holum, to approve the minutes of the October 28, 2021, meeting. Motion carried.

Discussion and review of Emergency Management Operational Plan: T. Adler presented changes to the City's Emergency Management Operational Plan, which was drafted in a coordinated effort between Adler, the City's Public Safety Director and J. Tessman, the County Emergency Management Coordinator. There was much debate amongst committee members as to who should be designated in the plan as the city's Emergency Management Director. The consensus among committee members was that in the event of a large emergency, the city's Public Safety Director would be busy handling the emergency itself and that coordinating necessary resources and outside entities, would be a better job left for the County Emergency Management Coordinator. Motion by J. Tessman, second by P. Precour, to postpone approving the plan as written until presented to City Council and it makes a decision regarding updates to the current city ordinance. Motion carried.

Discussion regarding a weather event that took place on July 28, 2023: J. Tessman reminded the committee that the Recreation Park Emergency Operations Plan was approved by City Council and claimed that on July 28, 2023, during a weather event at Recreation Park, the plan was not followed. Tessman explained there were attempts to communicate his recommendations with members of the MCAS during the weather event to make an announcement to attendees of a rodeo that was taking place. During the committee's discussion, a question was raised as to who has the final authority to shut down an event during an emergency as the plan does not currently specify. Committee members felt it should be a coordinated effort between Tomah Police Department, Tomah Fire Department, and Monroe County. No official action was taken.

Review and discussion of Recreation Park Emergency Operations Plan: T. Adler explained that in June 2023, the plan was drafted and presented to the Monroe County Agricultural Society (MCAS), who host the Budweiser Dairyland Supernational Truck and Tractor Pull as well as the Monroe County Fair, two large events held at Recreation Park. City Council then approved the plan. During an emergency weather event at Recreation Park in July 2023, there seemed to be some confusion as to who had the authority to shut

Emergency Management Committee – June 05, 2024

down an event. After much discussion, the committee gave P. Precour direction to work with T. Adler to amend the plan to clarify who has the authority to give direction to event coordinators at Recreation Park in the event of an emergency. The amendment will then be presented to the City Council at its meeting on June 18, 2024. No official action was taken.

Adjournment: Motion by S. Holum, second by J. Newlun, to adjourn at 11:03 a.m. Motion carried

Respectfully submitted by:

Nicole Jacobs, Deputy City Clerk, June 17, 2024



CITY OF TOMAH

EMERGENCY MANAGEMENT OPERATION PLAN

**COMPREHENSIVE PREPAREDNESS GUIDE
DATED: JUNE 20, 2024**

PREPARED BY:

TIM ADLER, PUBLIC SAFETY DIRECTOR/FIRE CHIEF
JARED TESSMAN, EMERGENCY MANAGEMENT COORDINATOR



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I. PURPOSE

This plan results from the recognition on the part of local and county government that a comprehensive emergency response plan is needed to enhance the City of Tomah's ability to manage emergency/disaster situations. It was prepared by City and County officials working as a team in a planning process recommended by the Wisconsin State Office of Emergency Management. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by:

1. City Ordinance
2. Monroe County Ordinance and Resolution
3. Wisconsin State Statute Chapter §323.15
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

The development of this plan included an analysis of potential hazards that could affect the city and an assessment of the capabilities existing in the City to deal with potential hazards.

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

II. SITUATION AND ASSUMPTIONS

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term Recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized. This process is called "Comprehensive Emergency Management" to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan provides general all-hazards management guidance, using existing organizations, to allow Tomah to meet its responsibilities before, during and after an emergency.

A. Management Responsibilities

1. Departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present city capability and existing organizational responsibilities. The City of Tomah Public Safety Director / Fire Chief is designated to coordinate all emergency management activities of the city, in conjunction with the Emergency Management Coordinator, where applicable.
2. The City of Tomah uses the Incident Command System (ICS) structure to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.
3. The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.
4. Specific emergency management guidance for situations requiring special

knowledge, technical expertise, and resources may be addressed in attachments to this plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, power outages, severe weather etc.

III. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.

City government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the City of Tomah.

Under authority of Wis. Stat. §323.15, a township, village or city is authorized to develop a Comprehensive Emergency Operations Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the City of Tomah has developed the Comprehensive Emergency Operations Plan.

- A. The concept for this Comprehensive Emergency Operations Plan includes three phases:
1. Risk Reduction (Prevention and Mitigation):
 - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the City of Tomah.
 2. Response
 - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
 - (1) Detecting, monitoring, and assessment of the hazard
 - (2) Alerting and warning of special populations
 - (3) Protective actions for the public
 - (4) Allocating/distributing of equipment/resources
 - b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
 - c) Response operations in the affected area are the responsibility of and controlled by the City of Tomah, supported by the city emergency operations center as appropriate.
 3. Recovery
 - a) Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the

community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

IV. OBJECTIVES OF THE PLAN

- A. The objectives of the Plan are:
1. To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 2. To outline short, medium and long-range measures to improve the city's capability to manage hazards.
 3. To provide that City of Tomah and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 4. To provide for the efficient utilization of all available resources during an emergency.
 5. To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
 6. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigation programs.

V. LEGAL AUTHORITY

- A. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.
1. City ordinance
 2. Monroe County Ordinance and Resolution
 3. Wisconsin State Statute Chapter §323
 4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

VI. CONCEPT OF OPERATIONS

Municipal officials have primary responsibility for disasters which take place in the City of Tomah. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the City of Tomah Public Safety Director / Fire Chief in conjunction with the Emergency Management Coordinator, where applicable, is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

- A. The primary responsibility for responding to emergencies rests with the City of Tomah and with the Mayor or their designee.
- B. City of Tomah and emergency service organizations play an essential role as the first line

of defense.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
 2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 3. The City of Tomah will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
- C. The Mayor has the authority to direct and coordinate disaster operations and can delegate this authority to a local coordinator.
1. The Mayor has assigned the Public Safety Director / Fire Chief with the duties and responsibilities to coordinate emergency management activities in conjunction with the Emergency Management Coordinator, where applicable. In that capacity, the Public Safety Director/Fire Chief will do the following:
 - a. Advises the Mayor and coordinates all emergency response actions which are not otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes.
 - b. Activates the municipal EOC located in the *Tomah Police Department, Multi-purpose Room (Superior Avenue)*; the backup facility is at the *Tomah Wastewater Treatment Plant (Industrial Blvd)*.
 - c. Tomah officials/agencies will respond according to the checklists.
 - d. Directs departments/agencies to respond to the situation.
 - e. Issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - f. Assigns a Public Information Officer to work with the local media to inform the public of the situation and appropriate actions to take.
 - g. Keeps county officials informed of the situation and actions taken.
- D. City of Tomah emergency service organizations are required to utilize their own facilities, equipment, supplies, personnel and resources first.
- E. Emergency service organizations can obtain additional assistance through mutual aid agreements. Once resources are exhausted, if special resources are required or when the emergency disaster is beyond the scope of the city, Monroe County Emergency Management can request state assistance through Wisconsin Emergency Management. To receive assistance through Monroe County and the State of Wisconsin the following must occur:
1. Mayor declares a local state of emergency and notifies the county Emergency Management Coordinator of this action. (See attachment 5)
 2. A copy of the local State of Emergency Proclamation is given to the Monroe County Emergency Management office as soon as possible. (See attachment 5)

3. If assistance is requested, the county Emergency Management Coordinator assesses the situation and makes recommendations. The county will do the following (to the appropriate extent):
 - 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 Management (WEM) Regional Director
 - g. Forward Uniform Damage Situation Report (UDSR) form
 - h. Assist municipality with prioritizing and allocating resources

VII. RISK REDUCTION

A. Designation of the Emergency Management Coordinator.

1. The county emergency management coordinator, appointed and employed by the county board as provided in the referred-to ordinance, as amended, is designated and appointed emergency management coordinator for the city, subject to the duties, conditions, and provisions set forth in the state statutes and the Monroe County Joint Action Emergency Management Ordinance, as amended. Said duties and powers specifically include those set forth in sec. 323.15 of the state statutes.

2. The decision-making authority as it relates to emergency responses, which are NOT otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes, shall remain with the City.

3. The Emergency Management Coordinator will participate as a member of the City Emergency Management Committee.

B. City of Tomah Public Safety Director/Fire Chief.

1. The City of Tomah Public Safety Director / Fire Chief has been assigned the decision-making authority for emergency responses which are NOT otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes.

a) The City of Tomah Public Safety Director / Fire Chief is responsible for coordinating and identifying efforts in reducing hazards in City of Tomah in conjunction with the Emergency Management Coordinator, where applicable.

b) All city agencies/departments will participate in risk reduction activities as determined by the City of Tomah Public Safety Director / Fire Chief in conjunction with the Emergency Management Coordinator, where applicable.

c) The City of Tomah Public Safety Director / Fire Chief will participate as a member of the City Emergency Management Committee.

VIII. IDENTIFICATION AND ANALYSIS OF POTENTIAL HAZARDS

A. The Emergency Management Committee will be comprised of:

• Mayor	•
• Public Safety Director / Fire Chief	• Public Works & Utilities Director
• Police Chief	• Monroe County Emergency Management Coordinator
• City Attorney	• Tomah Health Representative
• Tomah School District Representative	• VA Medical Center Representative

B. The Emergency Management Committee will:

1. Identify potential hazards that could impact Tomah
2. Determine the probable impact each of those hazards could have on people
3. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas (GIS specialist to create map)
 - a) Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards
 - b) The hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee (See Appendix A)

C. Hazard Analysis

1. Provides a basic method for analyzing the identified hazards, including identification of geographic areas and populations at risk to specific hazards
2. Establishes priorities for planning for those hazards.
3. Conducted in accordance with guidance from Monroe County Emergency Management and Wisconsin Emergency Management.
4. Is to be reviewed and updated annually or after a major incident.
5. The results of the threat hazard analysis are found in the Monroe County All Hazards Plan.
6. The complete hazard analysis results, including computerized maps identifying the location of hazard areas, are located in the offices of the Emergency Management Coordinator and Public Safety Director / Fire Chief.

IX. EMERGENCY RESPONSE CAPABILITY ASSESSMENT

- A. Periodic assessment of the City's capability to manage the emergencies that could be caused by the hazards identified in the City is a critical part of Risk Reduction.
- B. The Emergency Management Committee will, on an annual basis:
 1. Assess the City's current capability for dealing with those significant hazards that have been identified and analyzed including but not limited to:
 - a. The likely time of onset of the hazard

- b. The impacted communities' preparedness levels
 - c. The existence of effective warning systems
 - d. The communities' means to respond to anticipated casualties and damage
- C. To assist the Emergency Management Committee in its assessment, the Emergency Management Coordinator, in conjunction with the Public Safety Director/Fire Chief, when applicable, will conduct table-top exercises based upon specific hazards and hazard areas identified by the committee.
- D. The committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Public Safety Director/Fire Chief and Emergency Management Coordinator.

X. TRAINING OF EMERGENCY PERSONNEL

- A. The City of Tomah Public Safety Director/Fire Chief in conjunction with the Emergency Management Coordinator, when applicable have the responsibility to:
- 1. Arrange and provide, with the assistance of Monroe County Emergency Management, the context of training programs for City emergency response personnel, as designated by the Emergency Management Coordinator.
 - 2. Encourage and support training for city emergency personnel; such training programs will:
 - a. Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
 - b. Include Incident Command System (ICS) training, focusing on individual roles
 - c. Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
 - d. Consult with city departments and agencies and Monroe County Emergency Management in developing training courses and exercises
 - e. Work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards
 - f. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the City of Tomah Emergency Operation Plan and regular drills to test readiness of warning and communication equipment
- B. All City departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
- C. Volunteers participating in emergency services such as the fire department, and other

emergency medical services, Red Cross, Amateur Radio Operators, should be trained by these services in accordance with established procedures and standards.

XI. MONITORING OF IDENTIFIED HAZARD AREAS

- A. The City of Tomah Public Works Department will develop, with the necessary assistance of other City of Tomah departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
- B. As a hazard's emergence is detected, this information is to be immediately provided to the Office of the Public Safety Director/Fire Chief or the Monroe County 9-1-1 Communications Center, as appropriate, and disseminated per protocol.
- C. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, slope and ground movement, mass gatherings, dam conditions, severe weather events etc.
- D. All City of Tomah hazard monitoring activity will be coordinated with, and make use of where available, local agencies, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

PLAN MAINTENANCE AND UPDATING

The Tomah Emergency Management Director is responsible for maintaining and updating this Plan. All City departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Management Director by March 1 of each year. The Plan should be reviewed and updated annually with revised pages distributed by April 1 of each year.

The undersigned have reviewed and hereby approve this emergency operation plan for the City of Tomah.

Mayor

Date

Public Safety Director / Fire Chief

Date

Police Chief

Date

Public Works and Utilities Director

Date

Monroe County Emergency Management

Date

Tomah School District Representative

Date

Tomah Health

Date

VA Medical Center

Date

City Attorney

Date

EOC ESTABLISHMENT

THE ROLE OF THE EOC

The EOC provides a central location from which government at any level can provide interagency coordination and executive decision-making in support of incident response. EOCs coordinate with on-scene incident managers to:

- Acquire, allocate, and track resources.
- Manage and share information.
- Establish response priorities.
- Provide legal and financial support.
- Act as a liaison with other jurisdictions and levels of government.

SUGGESTED ESSENTIAL EOC FUNCTIONS

- Damage analysis
- Resource acquisition, assignment, and tracking
- Spatial and data analysis
- Information coordination (including public information/media affairs)
- Contracting and contract management
- Cost accounting
- Public safety (evacuation, shelter, food distribution, etc.)
- Support services (food, water, utilities, etc.)

OPERATION LENGTH

The possibility of extended operations will drive second- and/or third-shift personnel, backup personnel, and support personnel needs for EOC operations.

- **Alternate staff assignments** are necessary during extended operations so all positions are staffed 24/7.
- **Support staff** is necessary to assist with critical tasks or to perform support tasks, such as trash collection, food preparation and cleanup, administrative tasks, maintenance, etc.

AUTHORITIES

Ensure that all personnel have the authority to perform the tasks assigned is of paramount importance.

- Many people may have the knowledge, skills, and ability to **manage** a contract; few have the authority to **execute** a contract.
- Most staff **have an opinion** of what policy to implement; few have the **authority to enact** policy.

DELEGATIONS OF AUTHORITY

The best way to ensure that **EOC staff is authorized** to perform their essential functions is to **pre-delegate authorities** for enacting policy or making decisions. Most agencies routinely use delegations of authority so decisions can be made in the absence of key decision makers.

- Take effect when an emergency occurs that requires EOC activation or when normal channels of direction and control are disrupted.
- Terminate when the emergency ends or when normal channels of direction and control are restored.

ORDERS OF SUCCESSION

All agencies activated for EOC operations need **Orders of Succession** in place.

- Orders of succession take effect when government or agency leaders are incapacitated or unavailable in an emergency requiring EOC activation.
- Orders of succession should be sufficiently in depth (at least three deep) to ensure an agency can continue

managing and directing its operations while remaining viable during an emergency.

NIMS / INCIDENT COMMAND SYSTEM / EOC ORGANIZATION

NIMS require all jurisdictions to adopt ICS as its incident management system. NIMS does **NOT** require EOCs to adopt ICS as their organizational structure. An EOC should be organized to facilitate **effective** operations.

An effective organization has these characteristics:

- Ability to acquire, analyze, and act on information.
- Flexibility in the face of rapidly changing conditions.
- Ability to anticipate change.
- Ability to maintain public confidence.
- Reliability over time.

An EOC should be organized to maximize each of the characteristics of an effective organization.

DELEGATIONS OF AUTHORITY CHECKLIST

Instructions: Use the checklist below as delegations of authority are reviewed. Ensure that all delegations of authority address each of the points in the checklist.

- Programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities
- The circumstances under which delegated authorities would become effective and when they would terminate
- The necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability
- The authority of designated successors to exercise departmental or jurisdictional direction, including any exceptions, and the successor's authority to re-delegate functions and activities
- The circumstances under which the authorities would be exercised
- A plan for training officials who may be expected to assume authorities in an emergency to carry out their emergency duties
- The responsibilities and authorities of individual representatives designated to participate as members of interdepartmental or inter-jurisdictional emergency response teams

CHECKLIST FOR IDENTIFYING AND PROTECTING RESPONSE INFORMATION

- Examine all operations to determine the information needed to support response operations to any type of emergency or disaster?
- Ensure that a current inventory of records is available and accessible?
- Evaluate the need for information based on its necessity for carrying out emergency operations and/or its necessity for protecting the rights and interests of the jurisdiction and its citizens, rather than on its value as permanent records?
- Evaluate the information and/or records to determine who uses it, how, and how often?
- Ensure that those who need to use the information can access/retrieve it easily?
- Determine which information may be required at multiple locations simultaneously or nearly simultaneously?
- Ensure "version control" for dynamic records (i.e., records that are updated regularly or are used at multiple locations)?
- Minimize the risk of damage to or loss of information and records during an emergency?
- Protect sensitive or classified information?
- Safeguard legal and financial records necessary to protect the interests of the jurisdiction?
- Promote rapid recovery of information or records that are damaged or destroyed in an emergency?
- Ensure that up-to-date copies of all vital information and records are available at the alternate EOC location?
- Ensure that personnel are assigned responsibility for maintaining the currency of and protecting information and records?

“Go” KIT CHECKLIST OFFICE SUPPLIES

- Paper
- Pencils/pens/highlighters
- Computer disks/CDs/DVDs
- Stapler
- Markers
- File folders
- Laptop Computer
- Software
- Peripherals

Files Needed for Job

- Contact Information/Lists
- Standard Operating Guidelines
- Critical Forms
- EOC Checklists
- Status Boards

Personal Items

- Personal hygiene items
- Snacks/drinks
- Medications
- Contact lenses/solution
- Change(s) of clothing
- Cash/credit card(s)

Other Items Required

- Telephones – Landline
- Mobile / Cell Phones
- Radio Communications
- Area Maps
- Arial Maps
- Name Tags
- Check In / Out Sheets
-

City of Tomah Line of Succession and EOC Staffing

Administration Line of Succession	Name	Home	Office	Cell	Email
Mayor	Paul Dwyer		608-374-7480	608-792-1743	mayer@tomahwi.gov
Tomah Emergency Manager	Tim Adler	608-372-5316	608-374-7465	608-343-8500	tadler@tomahwi.gov
Tomah Police Chief	Scott Holum		608-374-7409	608-387-0057	sholum@tomahwi.gov
Senior Executive Team					
Public Works Director	Kirk Arity	608-374-3111	608-374-7431	608-343-0024	karity@tomahwi.gov
City Clerk	Becki Weyer		608-374-7426	608-387-0011	rweyer@tomahwi.gov
City Treasurer	VACANT		608-374-7423		@tomahwi.gov
Building Inspector/Zoning	VACANT		608-374-7429		@tomahwi.gov

Department	Shift	Name	Home	Office	Cell	Email
Elected Officials						
Mayor	1st	Paul Dwyer		608-374-7480	608-387-6177	mayer@tomahwi.gov
City Council President	2nd	John Glynn			608-448-5376	
City Council Vice President	3rd	Travis Scholze				
Fire & Emergency Medical Services EOC Staffing						
Fire Chief	1st	Tim Adler	608-372-5316	608-374-7465	608-343-8500	tadler@tomahwi.gov
Deputy Fire Chief	2nd	Jeremy Likely		608-374-7465	608-387-0068	jlikely@tomahwi.gov
Emergency Medical Services Staffing						
Deputy EMS Chief	1st	Adam Robarge	608-387-0751	608-374-7460	608-696-7153	arobarge@tomahwi.gov
Law Enforcement EOC Staffing						
Chief	1st	Scott Holum		608-374-7409	608-387-0057	sholum@tomahwi.gov
Assistant Chief	2nd	Eric Pedersen		608-374-7512	608-343-2978	epedersen@tomahwi.gov
Lieutenant	3rd	Jarrod Furlano		608-374-7503	608-397-3259	jfurlano@tomahwi.gov
Public Works & Engineering EOC Staffing						
PW Director	1st	Kirk Arity	608-374-3111	608-374-7431	608-343-0024	karity@tomahwi.gov
Street Department Supervisor	2nd	Joe Kube		608-374-7440	608-344-1626	jkube@tomahwi.gov
Wastewater Treatment Plant	2nd	Brandy Leis		608-374-7434	608-343-4047	bleis@tomahwi.gov
Water Department	3rd	Jeff Marten		608-374-7433	608-343-5325	jmarten@tomahwi.gov

Department	Shift	Name	Home	Office	Cell	Email
City Clerk EOC Staffing						
City Clerk	1st	Becki Weyer		608-374-7426	608-343-0024	rweyer@tomahwi.gov
Deputy City Clerk	2nd	Nicole Jacobs		608-374-7420		njacobs@tomahwi.gov
	3rd					
City Treasurer EOC Staffing						
City Treasurer	1st			608-374-7423		@tomahwi.gov
Deputy City Clerk	2nd	Barb Hendricks				bhendricks@tomahwi.gov
	3rd					
Assessor / Damage Assessment Team EOC Staffing						
Building Inspector / Zoning	1st			608-374-7429	608-343-9210	@tomahwi.gov
City of Sparta Building Inspector	2nd	Todd Fahning	608-366-1095	608-269-4340 x232	608-487-1602	bldg@spartawisconsin.org
	3rd					
Public Information Officer						
Primary	1st					
Back-up	2nd					
Legal						
City Attorney	1st	Penny Precour		608-372-2014	608-343-1078	penny@tomahlaw.com
Back-up	2nd					
Maintenance for EOC						
On-Call	1st	Scott Donovan	608-378-4150	608-374-7430	608-343-2508	
Public Works Supervisor	2nd					
Information Systems (Computers)						
Emergency Services Building / EOC		Tim Cram				
Police Department / City Hall		3RT		877-779-1323	608-779-1323	service@3rtnetworks.com
Utilities (Lift Stations) DG Computer Service		Damion Gundlach			608-344-1022	damion@dgcomputerservice.com
Communications Engineer						
Radios (portable/mobile) and City Towers		Contracted: Baycom, Inc.		800-726-5426		customerservice@baycominc.com

Resource Personnel - Monroe County EOC

Department	Shift	Name	Home	Office	Cell	Email
COUNTY RESOURCES - SHERIFF'S OFFICE / EMERGENCY MANAGEMENT						
Sheriff		Wes Revels		608-269-2117	608-487-0101	Wes.revels@co.monroe.wi.us
Chief Deputy		Chris Weaver		608-269-2117	608-487-0102	Christopher.weaver@co.monroe.wi.us
Patrol Captain		Ryan Lee		608-269-2117	608-487-0103	Ryan.lee@co.monroe.wi.us
Emergency Management Coordinator		Jared Tessman	608-343-9966	608-269-8711	608-487-0538	jared.tessman@co.monroe.wi.us
County Resources - Highway Department						
Highway Department Commissioner		David Ohnstad		608-269-8740	608-487-6216	David.ohnstad@co.monroe.wi.us
Highway Department Supervisor		Bill Pieper	608-269-8255	608-269-8740	608-487-6217	william.pieper@co.monroe.wi.us
State Road Supervisor		Bryan Heyer			608-487-6214	bryan.heyer@co.monroe.wi.us
County Resources - 911 Communications Center						
Dispatch Supervisor		Patrick Deethardt		608-269-8712	608-855-0506	Patrick.deethardt@co.monroe.wi.us
Dispatch Supervisor		Amanda Revels		608-269-8712		amanda.revels@co.monroe.wi.us
County Radio System and Towers		Contact Dispatch Supervisor				
County Resources - Health Department						
Director		Tiffany Glesler		608-269-8673		Tiffany.giesler@co.monroe.wi.us
Nursing Supervisor		Kelsey Hanson		608-269-8672		kelsey.hanson@co.monroe.wi.us
PH Preparedness				608-269-8660		@co.monroe.wi.us
County Resources - Mortuary Services						
Medical Examiner		Robert Smith	608-269-5686	608-269-8712		Robert.smith@co.monroe.wi.us
Admin. Asst.			608-269-5692	608-269-8712		@co.monroe.wi.us
Deputy Med. Exam.		Teresa Isensee		608-269-8712		Teresa.isensee@co.monroe.wi.us
Emergency Board (Agricultural – Farms/Animals/Crops)						
Dir. UW-Extension		Bill Halfman	608-366-1420	608-269-8722	608-487-1823	Bill.halfman@co.monroe.wi.us
USDA		Mark Mulder	608-269-8270 x100	608-269-8136		mark.mulder@wi.usda.gov
FSA		Greg Wheeler	608-269-8136 x113	608-269-4929		Greg.wheeler@wi.usda.gov
Land Conservation		Bob Micheel	608-269-8482	608-269-8973		bob.micheel@co.monroe.wi.us

Resource Personnel - Community Partners

Department	Shift	Name	Home	Office	Cell	Email
Evacuation Shelters (American Red Cross)						
West WI Region Disaster Services		Request through Dispatch		877-618-6628 x7454		
Tomah School District						
Business Manager		Michelle Clark		608-374-7005		michelleclark@tomah.education
Director of Buildings, Grounds & Energy Manager		Joe Janusheske		608-374-7378	608-387-1702	joeganusheske@tomah.education
Hospitals						
Tomah Health - Emergency Management Specialist		James Newlun		608-377-82818	608-605-0271	jnewlun@tomahhealth.org
Tomah Health - Director of Emergency Services		Suzanne Downing		608-377-8282	608-393-9882	SDowning@tomahhealth.org
VA Medical Center - Emergency Manager		Jason Herman		608-372-1266		jason.herman@va.gov

**STANDARD 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 required 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 require the assistance of the National Guard the request must be go through the County Emergency Management Director; Wisconsin Emergency Management 24-hour Duty Officer will be contacted by the county at (608) 242-3232 or 1-800-943-0003.

Below is the information that ***MUST BE*** given to WEM at the time the call is initiated:

- 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 civil disturbance--Whom are the persons or groups causing the disturbance? How many people are involved among the people causing the disturbance, among the 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 (building 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, and telephone)? How and when can this individual be reached?
- 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 problems 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.

EXCERPT FROM WISCONSIN STATE STATUTE 323

323.11 DECLARATION BY LOCAL GOVERNMENT.

The governing body of any local unit of government may declare, by ordinance or resolution, an emergency existing within the local unit of government whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster, that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the local unit of government. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.

323.14 LOCAL GOVERNMENT; DUTIES AND POWERS.

(1) Ongoing duties.

(a)

1. Subject to subd. 3., each county board shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management under s. [323.13 \(1\) \(b\)](#).

2. Each county board shall designate a head of emergency management. In counties having a county executive under s. [59.17](#), the county board shall designate the county executive or confirm his or her appointee as county head of emergency management. Notwithstanding sub. (2) (b), an individual may not simultaneously serve as the head of emergency management for 2 or more counties.

3. Each county board shall designate a committee of the board as a county emergency management committee. The chairperson of the county board shall designate the chairperson of the committee. In counties having a county executive under s. [59.17](#), the committee shall retain policy-making and rule-making powers in the establishment and development of county emergency management plans and programs.

(b)

1. The governing body of each city, village, or town shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management adopted under s. [323.13 \(1\) \(b\)](#).

2. The governing body of each city, village, or town shall designate a head of emergency management services.

(2) Ongoing powers.

(a) The governing body of a local unit of government may appropriate funds and levy taxes for its emergency management program under sub. (1).

(b) Local units of government may cooperate under s. [66.0301](#) to furnish services, combine offices, and finance emergency management programs.

(c) Local units of government may contract for emergency management services with political subdivisions, agencies, and federally recognized American Indian tribes and bands of this state, and, upon prior approval of the adjutant general, with such entities in bordering states. A copy of each agreement shall be filed with the adjutant general within 10 days after execution of that agreement.

(3) Duties during an emergency.

(a) If the governing body of a local unit of government declares an emergency under s. [323.11](#) and intends to make use of volunteer health care practitioners, as specified in s. [257.03](#), the governing body or its agent shall, as soon as possible, notify the department of health services of this intent.

(b) During a state of emergency declared by the governor, a local unit of government situated within the area to which the governor's executive order applies may employ personnel, facilities, and other resources consistent with the plan adopted under sub. (1) (a) 1. or (b) 1. to cope with the problems that resulted in the governor declaring the emergency. Nothing in this chapter prohibits local units of government from employing their personnel, facilities, and resources consistent with the plan adopted under sub. (1) (a) 1. or (b) 1. to cope with the problems of local disasters except where restrictions are imposed by federal regulations on property donated by the federal government.

(4) Powers during an emergency.

(a) The emergency power of the governing body conferred under s. [323.11](#) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency and includes the power to bar, restrict, or remove all unnecessary traffic, both vehicular and pedestrian, from the highways, notwithstanding any provision of chs. [341](#) to [349](#).

(b) If, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, the chief executive officer or acting chief executive officer of any local unit of government shall exercise by proclamation all of the powers conferred upon the governing body under par. (a) or s. [323.11](#) that appear necessary and expedient. The proclamation shall be subject to ratification, alteration, modification, or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.

History: [2009 a. 42](#) ss. [98](#) to [102](#), [111](#), [112](#), [234](#) to [236](#), [294](#) to [299](#); Stats. 2009 s. 323.14.

MAYOR

The Mayor is responsible for the overall management of the City of Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Ensure that the City Emergency Management Director has activated/is activating the Emergency Operations Center (EOC) or Command Post.
- Report to the EOP/CP.
- Ensure that the City Emergency Management Director provides an initial damage assessment and casualty report.
- Ensure that the City Emergency Management Director and City officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- Ensure that the Public Information Officer (PIO) is notified and reports to the EOC.
- In consultation with the Emergency Management Director, determine whether or not county, state or federal assistance should be requested. *(City/County resources must be fully committed before state or federal assistance is available. If assistance is requested, specify the type and amount of assistance needed).*
- Fill out the attached forms (if required).
 - o Local State of Emergency Proclamation
 - o Request to County for Disaster Declaration
 - o State of Emergency Curfew Declaration
 - o Municipal Evacuation Proclamation

LOCAL STATE OF EMERGENCY PROCLAMATION

WHEREAS, *(DESCRIBE THE SITUATION OR EVENT PROMPTING THIS ACTION, E.G. SEVERE STORMS, INCLUDING RECORD RAINFALLS AND HIGH WINDS)*, OCCURRED *(GIVE THE DATE OF THE EVENT, E.G. ON SEPTEMBER 22 OR FROM SEPTEMBER 22 TO SEPTEMBER 24)* IN *(NAME THE JURISDICTION/S AFFECTED, E.G., THE CITY OF TOMAH OR MONROE COUNTY)*; AND

WHEREAS, SUCH STORMS RESULTED IN *(DESCRIBE THE IMPACTS OF THE EVENT OR DISASTER, E.G., RECORD RAINFALL DURING THE MONTH OF MAY AND CAUSED RIVERS AND STREAMS TO REACH OR EXCEED FLOOD STAGE AND WATERS LEVELS TO BE EXTREMELY HIGH)*; AND

WHEREAS, *(DESCRIBE ANY OTHER IMPACTS OR RAMIFICATIONS OF THE DISASTER, E.G., THE RECORD RAINFALLS ALSO CAUSED OVERLAND FLOODING WHEN STORM AND SANITARY SEWERS COULD NOT ACCOMMODATE THE INCREASED FLOWS)*; AND

WHEREAS, THESE CONDITIONS CONTINUE TO POSE A THREAT TO THE AFFECTED CITIZENS AND HAVE ALREADY CAUSED DAMAGE TO PUBLIC AND PRIVATE PROPERTY AND THREATENED THE PUBLIC SAFETY; AND; *(THIS STATEMENT CAN PROBABLY STAY INTACT AS IT APPLIES TO MOST EVERY SITUATION)*

WHEREAS, *(BRIEFLY DESCRIBE WHAT ACTIONS ARE BEING TAKEN IN RESPONSE TO THE SITUATION, E.G. LOCAL AND COUNTY AGENCIES AND IMPACTED CITIZENS ARE TAKING ALL NECESSARY PRECAUTIONS IN RESPONSE TO THIS EVENT, SUCH AS EVACUATING THOSE IN IMMEDIATE DANGER, SANDBAGGING, PUMPING, MOVING PROPERTY TO HIGHER GROUND, ETC.)*; AND

WHEREAS, *(INSERT THE NAME OF THE LOCAL OR COUNTY EMERGENCY MANAGEMENT AGENCY)* IS CLOSELY MONITORING THE SITUATION IN CONJUNCTION WITH OTHER APPROPRIATE LOCAL AND COUNTY OFFICIALS;

NOW, THEREFORE, I, *(INSERT THE NAME AND TITLE OF THE INDIVIDUAL WHO HAS THE LEGAL AUTHORITY TO MAKE THIS PROCLAMATION, E.G., THE COUNTY BOARD CHAIR OR THE MAYOR)* BY THE AUTHORITY VESTED IN ME BY THE *(CITE THE LOCAL OR COUNTY ORDINANCE OR LAW THAT AUTHORIZES THIS PROCLAMATION TO BE MADE)* DO HEREBY:

PROCLAIM THAT A STATE OF EMERGENCY EXISTS *(NAME THE JURISDICTION/S BEING COVERED BY THE PROCLAMATION)*;

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE GREAT SEAL OF THE STATE OF WISCONSIN TO BE AFFIXED. DONE AT THE CAPITOL IN THE CITY OF MADISON THIS FOURTH DAY OF JUNE IN THE YEAR 2006.

(THIS IS HOW THE GOVERNOR SIGNS HIS PROCLAMATIONS. THE CORP COUNSEL OR CITY ATTORNEY WILL HAVE TO ADVISE WHAT IS APPROPRIATE FOR YOUR JURISDICTIONS.)

REQUEST TO COUNTY FOR DISASTER DECLARATION

WHEREAS, A DISASTER, NAMELY _____ HAS STRUCK THE CITY OF TOMAH; AND

WHEREAS, BECAUSE OF SUCH EMERGENCY CONDITIONS, THE TOMAH CITY COUNCIL IS UNABLE TO MEET WITH PROMPTNESS; AND

WHEREAS, THE DISASTER HAS CAUSED THE CITY OF TOMAH TO COMMIT ALL OF ITS AVAILABLE RESOURCES; AND

WHEREAS, THE CITY OF TOMAH IS ASKING FOR COUNTY ASSISTANCE AND REQUESTS THE COUNTY TO ADVISE THE STATE OF WISCONSIN OF OUR EMERGENCY CONDITIONS:

NOW THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____, 20____.

MAYOR, CITY OF TOMAH



NOW, THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §323.11, AS CHAIR OF THE MONROE COUNTY BOARD OF SUPERVISORS, I DO HEREBY CONCUR THAT A STATE OF EMERGENCY EXISTS IN THE CITY OF TOMAH.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND. DONE AT _____ THIS _____ DAY OF _____, 20____.

COUNTY BOARD CHAIR, MONROE COUNTY, WISCONSIN

STATE OF EMERGENCY CURFEW DECLARATION

DUE TO THE SEVERE DAMAGE CAUSED BY _____ AND
ACTING AS MAYOR OF THE CITY OF TOMAH, I HEREBY DECLARE THAT THE CITY OF TOMAH IS UNDER
A STATE OF EMERGENCY.

BY STATUTORY POWER PROVIDED TO THIS OFFICE BY THE STATE OF WISCONSIN, I HEREBY, DECLARE
THAT THE CITY OF TOMAH IS UNDER DUSK TO DAWN CURFEW. THIS CURFEW SHALL LAST ONLY AS
LONG AS ABSOLUTELY NECESSARY TO RESOLVE THE PROBLEM CAUSED BY THIS DISASTER.

PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS
CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET
MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____ 20____.

MAYOR, CITY OF TOMAH

TOMAH EMERGENCY EVACUATION PROCLAMATION

WHEREAS, A DISASTER PROCLAMATION HAS BEEN ISSUED; AND

WHEREAS, THE DISASTER RESULTED IN A STATE OF EMERGENCY EXISTING IN OUR COMMUNITY; AND

WHEREAS, IT IS REASONABLE TO BELIEVE THAT A THREAT TO THE LIVES AND HEALTH OF OUR CITIZENS EXISTS:

WHEREAS, I, _____ DO HEREBY PROCLAIM THAT THE AREA BORDERED BY _____ ON THE NORTH, _____ ON THE SOUTH, _____ ON THE EAST, AND _____ ON THE WEST BE IMMEDIATELY EVACUATED.

THIS PROCLAMATION IS IN EFFECT UNTIL FURTHER NOTICE

NOW THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____ 20____.

MAYOR, CITY OF TOMAH

EMERGENCY MANAGEMENT

The Emergency Management Director coordinates all components of the emergency management program in Tomah. This includes hazard analysis, preparedness, response, recovery and mitigation activities for all natural and technological disasters/emergencies.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Report to the City EOC/CP.
- Ensure that City officials and County Emergency Management Coordinator have been notified, key facilities warned, sirens activated, etc.
- Activate the City EOC (see EOC Alerting List). Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor and to the Monroe County Emergency Management Coordinator.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
- Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.
- See attached forms
 - o Situation Report
 - o EOC Full Activation ICS Organization Chart
 - o Municipal Uniform Disaster Situation Report
 - o Water Resources – Drinking/Bathing/Washing

SITUATION REPORT

REPORT NO. _____

Prepared by: _____, _____, _____, _____
(Name) (Title) (Date) (Time)

Approved for Release: _____, Incident Commander

Transmit by most efficient means to the following:

- Supervisors Mayors Public Info Officer Reg. WEM Office
- State WEM Office Emergency Dispatch City Executive County Board Mayor
- Others

1. Type of disaster/emergency: _____

2. Location and area affected: _____

3. What are: The existing losses (Attach damage reports.) and/or Potential losses for the following:

Health: _____

Property: _____

4. When and under what circumstances will the situation become critical? _____

5. Incident Commander: _____ Current location: _____

6. EOC in use? Yes No. Location: _____ Phone _____

7. Current Proposed Public information and warning actions: _____

8. Number of persons evacuated: _____ Number of persons under a warning for possible evacuation: _____

9. Public information Officer: _____ Location: _____

10. Response and support agencies now involved: _____

11. Will we be able to handle this situation with local resources? _____

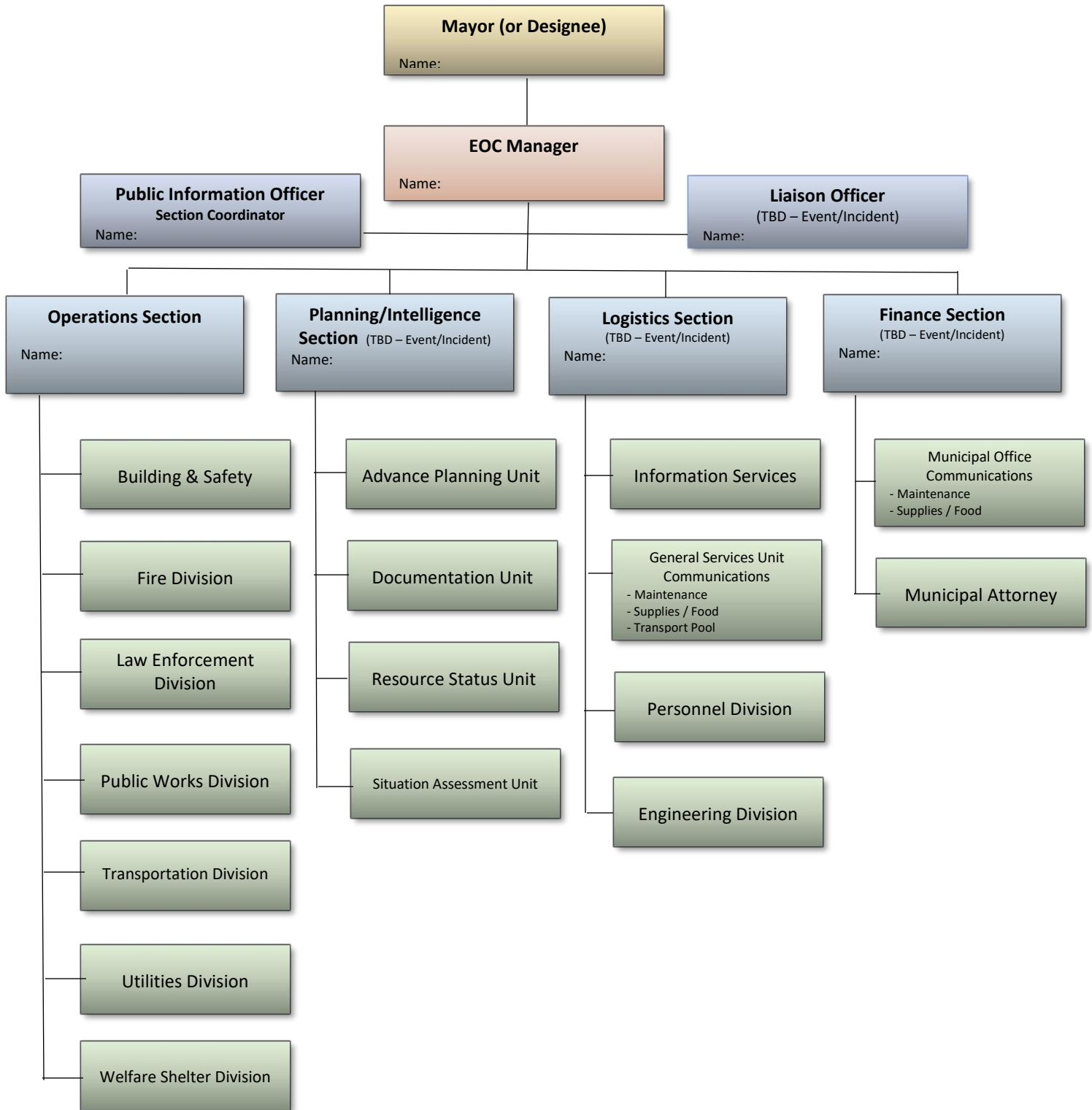
12. Is there a need for an emergency proclamation or a disaster declaration? Yes Not at this time

Emergency proclaimed by _____ Date _____ Time _____

Disaster declared by _____ Date _____ Time _____

13. Course of action proposed by Incident Commander: _____

EOC FULL ACTIVATION ORGANIZATION CHART



MONROE COUNTY MUNICIPAL UNIFORM DISASTER SITUATION REPORT (UDSR)				MONROE CO. EM. MANAGEMENT USE ONLY			
				DATE & TIME REPORT RECEIVED:			
				RECEIVED BY:			
1. NAME OF PERSON SUBMITTING REPORT:			ADDRESS-CITY, STATE & ZIP CODE:			PHONE NO.	
2. DATE & TIME OF INCIDENT:		3. TYPE OF INCIDENT: (i.e. tornado, ice storm, flood etc.)		4. DATE SUBMITTED TO E.M.			
5. LOCATION OF INCIDENT:		DEM AREA: West Central		COUNTY: Monroe			
CITY		VILLAGE		TOWNSHIP:			
SECTION		OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)					
6. ESTIMATED NO. OF CASUALTIES		DEATHS	INJURIES		HOMELESS	EVACUATED	
7. PRIVATE SECTOR DAMAGE ESTIMATES:							
RESIDENTIAL	ESTIMATED NO. OF HOMES MINOR MAJOR DESTROYED		ESTIMATED DOLLAR AMOUNT: \$		ESTIMATED PERCENT COVERED BY INSURANCE %		
BUSINESS	ESTIMATED NO. OF BUSINESSES MINOR MAJOR DESTROYED		ESTIMATED DOLLAR AMOUNT: \$		ESTIMATED PERCENT COVERED BY INSURANCE %		
PRIVATE UTILITY/INDUSTRY	ESTIMATED NO. OF UTILITIES/INDUSTRIES MINOR MAJOR DESTROYED		ESTIMATED DOLLAR AMOUNT: \$		ESTIMATED PERCENT COVERED BY INSURANCE %		
AGRICULTURAL-	ESTIMATED NO. OF HOMES MINOR MAJOR DESTROYED		ESTIMATED DOLLAR AMOUNT: \$		ESTIMATED PERCENT COVERED BY INSURANCE %		
AGRICULTURAL (Continued)	NO.	LIVESTOCK LOST ESTIMATED DOLLAR AMOUNT		NO. OF ACRES	CROPS AFFECTED ESTIMATED DOLLAR AMOUNT \$		
8. TOTAL ESTIMATED PRIVATE SECTOR DAMAGE \$							
9. PUBLIC SECTOR DAMAGE ESTIMATES							
A) DEBRIS CLEARANCE		B) PROTECTIVE MEASURES		C) ROAD SYSTEMS		D) WATER CONTROL FACILITIES	
E) PUBLIC BUILDINGS & RELATED EQUIPMENT		F) PUBLIC UTILITY SYSTEMS		G) OTHER (NOT IN PRECEDING CATEGORIES)			
10. TOTAL ESTIMATED PUBLIC SECTOR DAMAGE \$							
11. MUNICIPAL FIRE DEPARTMENT							
A) CALLS DUE TO INCIDENT				B) REGULAR TIME (include benefits) (If employees have different wages list on a blank page and attach)			
NO OF CALLS	WAGES PER HOUR	HOURS	TOTAL AMOUNT	NO OF EMPLOYEES	WAGES PER HOUR	HOURS	TOTAL AMOUNT
X \$	X	= \$		X \$	X	= \$	
C) OVERTIME (include benefits)							
NO OF EMPLOYEES	WAGES PER HOUR	HOURS	TOTAL AMOUNT				
X \$	X	= \$					
D) EQUIPMENT USED AND DOLLAR AMOUNT PER HOUR (i.e. Tanker truck, fire engine, etc.)							
12. MUNICIPAL POLICE DEPARTMENT							
A) NO. OF CALLS				B) REGULAR TIME (include benefits) (If employees have different wages list on a blank page and attach)			
NO OF CALLS	WAGES PER HOUR	HOURS	TOTAL AMOUNT	NO OF EMPLOYEES	WAGES PER HOUR	HOURS	TOTAL AMOUNT
X \$	X	= \$		X \$	X	= \$	
C) OVERTIME (include benefits)							
NO OF EMPLOYEES	WAGES PER HOUR	HOURS	TOTAL AMOUNT				
X \$	X	= \$					
D) EQUIPMENT USED AND DOLLAR AMOUNT PER HOUR (i.e. Tanker truck, fire engine, etc.)							
MUNICIPAL LABOR/EQUIPEMENT COSTS SEE ATTACHED FORM							

SOURCES FOR WATER--DRINKING/BATHING/WASHING

Potable Water (Safe for Drinking)

1. Plastic jugs purchased from grocery stores, convenience stores
2. Bottled water companies
Kwik Trip (John Paul Galep) Business Continuity
Phone: 608-790-5858
3. Dairies steel-tank milk trucks*
Paul Dwyer
[*Note: DNR must inspect these first to determine if they are safe for use as potable water]
4. Office water cooler supply companies
Culligan Water Conditioning, 1243 Menomonie St., Eau Claire;
Phone: 715-834-9431 or 1-800-444-9431
5. Gibson's Watercare Service, 2251 Hastings Way, Eau Claire
Phone: 715-834-7716
6. Breweries
7. Water bladders from old Packaged Disaster Hospitals (PDH's)
8. Large grocer distribution centers (e.g. large chain grocery like Walmart)
9. Soft drink bottlers

Water for Washing Up/Bathing

1. Large construction companies/municipal public works water tankers used to wet down dirt roads under construction
2. Fire Department tankers

POSSIBLE QUESTIONNAIRE ITEMS FOR SURVEY OF SOURCES:

1. Firm Name:
2. Firm Address:
3. Contact Person:
4. Contact Phone Number (Daytime):
5. Contact Phone Number (After Hours and Weekends):
6. Approx. maximum quantity that could be supplied on short notice:
7. Container size:
8. Cost:
9. Lead time needed to produce bottled water:
10. Will water be delivered to where needed?

MUNICIPAL CLERK, TREASURER AND ASSESSOR

The Clerk/Assessor/Treasurer is responsible for their assigned activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Report to the EOC/CP.
- Maintain records indicating expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damaged as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
- Assign department directors account numbers to which emergency expenditures may be charged.
- See attached forms
 - Expense Tracking Report – Labor Record
 - Expense Tracking Report – Force Account Equipment Record
 - Expense Tracking Report – Materials
 - Expense Tracking Report – Rented Equipment

LABOR RECORD

LOCATION OF WORK: _____

Page _____ of _____ Page(s)

Time Period _____

DESCRIPTION OF WORK: _____

to _____ 20 _____

FEMA _____ DR _____

Category of Work: _____

DSR No. _____

Job Site Number: _____

NAME	JOB DUTIES	DATE/HOURS WORKED EACH DAY										TOTAL HOURS	RATE	TOTAL PAY
		DATE												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												
		Reg.												
		OT												

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

Reg.:
 OT:
 Total:

CERTIFIED BY: _____
Sign Name

Print Name

TITLE: _____

FRINGE BENEFITS: Reg. Time: _____ % Overtime: _____ % or, included in Hourly Rate: Yes No

FORCE ACCOUNT EQUIPMENT RECORD

Location of Work: _____
 Time Period _____
 Description of Work: _____
 FEMA _____ DR _____ Category of Work: _____ DSR No.: _____

Page _____ of _____ Page(s)
 to _____ 20_____
 Job Site Number: _____

TYPE OF EQUIPMENT INDICATE MAKE AND MODEL	FEMA COST CODE	HORSEPOWER AND/OR CUBIC YARD CAPACITY	DATE/HOUR USED EACH DAY							TOTAL HRS.	RATE	TOTAL PAY
			Date									
			Hrs									
			Hrs									
			Hrs									
			Hrs									
			Hrs									
			Hrs									
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			Hrs									
			Hrs									
			Hrs									
I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										Total Hours	Total Cost	

CERTIFIED BY: _____

TITLE: _____

**ATTACHMENT 7-A (EXPENSE TRACKING FORMS)
TO ATTACHMENT 7 (TOMAH CLERK/TREASURER AND ASSESSOR KEY ACTION CHECKLIST)
TO TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

Sign Name _____

Print Name _____

MATERIALS RECORD

Location of Work: _____

Time Period _____

Description of Work: _____

Page _____ of _____ Page(s)

to _____ 20 _____

FEMA _____ DR _____

Category of Work: _____

DSR No.: _____

Job Site Number: _____

VENDOR	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	DATE BOUGHT	CHECK NO	DATE USED	CHECK ONE INFO. FORM	
								INVOICE	STOCK

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM VENDOR INVOICES, STOK CARDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: _____
Sign Name

Print Name

TITLE: _____

RENTED EQUIPMENT RECORD

Location of Work: _____
 Time Period _____
 Description of Work: _____

Page _____ of _____ Page(s)
 to _____ 20_____

FEMA _____ DR _____ Category of Work: _____ DSR No.: _____

Job Site Number: _____

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate.	Date & Hours Worked	Rate Per Hour			Total Costs	Vendor	Invoice Number	Date & Amount Paid	Check Number
		W/OPR	W/O	OPR					

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM VENDOR INVOICES, STOK CARDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: _____
Sign Name

_____ Print Name

TITLE: _____

WARNING AND COMMUNICATIONS

The Warning and Communications function is responsible for warning and communications in the City of Tomah.

The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

- Warn the following:
 - Municipal Elected Officials
 - Municipal Emergency Management Director
 - County Emergency Management Director
 - Municipal Emergency Operations Center representatives
 - Special facilities

- Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. List communications equipment:
 - Portable Radios
 - Telephone

- Activate public warning system. This may consist of (identify warning system i.e., sirens, door-to-door, telephone fan out). Develop assignment on how to alert, watch, and warning would be handled prior to a disaster or emergency situation.

- Establish communications with the county EOC if activated or the Monroe County Emergency Management Office. The communications equipment available is:
 - Portable radios
 - Telephone
 - Amateur Radio

- Establish communications with the Command Post / Incident Commander.

- See attached forms
 - Radio Frequencies – Local, County and State

RADIO FREQUENCIES
LOCAL, COUNTY AND STATE MUTUAL AID

RX FREQUENCY	RX TONE	TX FREQUENCY	TX TONE	AGENCY/USER
Monroe County				
155.6250	156.7	158.9100	D532	Sheriff (MOSHF)
155.0850	88.5	153.7850	71.9	County Coordination (MOCORD)
155.7150	71.9	155.7150	71.9	County Events (MOEVNT)
155.9250	94.8	153.9050	94.8	County EMS (MOEMS)
155.7900	85.4	153.9350	85.4	Sparta Police F1 repeater
158.7750	79.7	153.8750	79.7	Sparta Police F2 repeater
155.0700	156.7	158.9400	156.7	Tomah Police repeater
460.0250		460.0250		County Jail (NXDN digital)
154.2350	156.7	153.7400	82.5	County Fire/EMS Paging (MOPAGE)
154.3700	156.7	159.2100	D156	Sparta Fire repeater
154.4000	79.7	158.9850	D465	County Fire (MOFIRE)
155.9550	77.0	155.9550	77.0	County Tactical 1 (MOTAC1)
156.0600	156.7	156.0600	156.7	County Tactical 2 (MOTAC2)
156.0600	N420	156.0600	N420	County Tactical 2 Digital (MOTAC2DG)(P25)
154.0400	156.7	154.0400	156.7	County Tactical 3 (MOTAC3)
154.1150	225.7	159.0900	225.7	County Highway Dept (MOHWY)
158.7750	94.8	153.8750	94.8	City of Sparta Public Works
155.9550	162.2	155.9550	162.2	City of Tomah Public Works
155.2050	156.7	155.2050	156.7	Sparta School District
155.2050	167.9	155.2050	167.9	Tomah School District
155.2050	162.2	155.2050	162.2	Cashton School District
155.3400	156.7	155.3400	156.7	County Hospitals (EMS B)
155.2800	156.7	155.2800	156.7	County Hospitals (EMS C)
VETERANS AFFAIRS MEDICAL CENTER (TOMAH) AND WARRENS CRANBERRY FESTIVAL				
169.0125	N293	164.0625	N293	VA Police (P25)
172.6875	N293	165.4250	N293	VA Fire (P25)
461.5375	D023	466.5375	D023	Warrens Cranberry Festival
LA CROSSE COUNTY				
155.4300	203.5	155.8500	203.5	La Crosse County Sheriff 1
155.6100	136.5	154.7100	123.0	La Crosse County Sheriff 2
155.5200	203.5	155.5200	203.5	La Crosse County Car to Car
158.7600	203.5	153.9950	203.5	La Crosse County Coordination
154.7475	136.5	159.0975	136.5	La Crosse County Jail
154.1075	136.5	159.2175	136.5	La Crosse County Court Officers
154.2050	88.5	156.0450	88.5	La Crosse County Fire
154.9800	D031	154.9800	D031	La Crosse County Mass Casualty Operations
155.9400	D051	155.9400	D051	La Crosse County EMS Command
155.1450	D043	155.1450	D043	La Crosse County EMS Ground
151.0250	131.8	159.0000	131.8	La Crosse County Highway Dept.
155.5425	136.5	159.1875	136.5	La Crosse County Facilities/Maintenance
155.7600	82.5	153.8000	82.5	La Crosse County Parks
154.0550	203.5	154.0550	203.5	La Crosse County Local Gov't
154.3250	203.5	150.8050	203.5	Tri State Ambulance - La Crosse
JACKSON COUNTY				
151.0625	82.5	156.0300	173.8	Jackson County Sheriff
154.4450	123.0	153.8900	173.8	Jackson County Fire

RX FREQUENCY	RX TONE	TX FREQUENCY	TX TONE	AGENCY/USER
158.8275	82.5	155.9700	173.8	Jackson County Local Government/Tactical
159.1350	141.3	156.1200	173.8	Jackson County Highway
JUNEAU COUNTY				
154.7250	82.5	159.3750	82.5	Juneau County Sheriff
154.8000	N290	154.8000	N290	Juneau County Jail (P25)
154.1900	82.5	155.9850	82.5	Juneau County Fire
158.8050	107.2	153.8600	107.2	Juneau County Highway Dept.
VERNON COUNTY				
154.9950	167.9	158.8650	210.7	Vernon Sheriff
154.7850	110.9	159.0300	151.4	ALT Vernon
154.8600	136.5	158.8800	103.5	Vernon Fire
154.1750	167.9	158.9550	146.2	Vernon Common
155.0400	97.4	158.9625	97.4	Tri State Ambulance - Viroqua
WEST CENTRAL INTEROPERABILITY ALLIANCE				
156.1500	77.0	155.5200	77.0	Barron County WCIA repeater (P25 NAC 030)
156.0750	77.0	155.1300	77.0	Clark County WCIA repeater (P25 NAC 100)
154.7700	77.0	155.6700	77.0	Dunn County WCIA repeater (P25 NAC 170)
159.1050	77.0	151.1000	77.0	Eau Claire County WCIA repeater (P25 NAC 180)
155.9700	74.4	154.7400	74.4	Jackson County WCIA repeater (P25 NAC 270)
154.8300	77.0	155.5800	77.0	La Crosse County WCIA repeater (P25 NAC 320)
159.0450	77.0	155.7300	77.0	Pepin County WCIA repeater (P25 NAC 470)
159.0000	77.0	155.8050	77.0	Pierce County WCIA repeater (P25 NAC 480)
154.9500	77.0	151.2500	77.0	St Croix County WCIA repeater (P25 NAC 560)
154.9500	74.4	155.8350	74.4	Trempealeau County WCIA repeater (P25 NAC 620)
STATE MUTUAL AID FREQUENCIES				
155.3700	0.0	155.3700	146.2	POINT
155.4750	0.0	155.4750	156.7	VLAW31 (FORMERLY WISPERN)
156.0000	136.5	156.0000	136.5	WEM CAR
155.1600	0.0	155.1600	127.3	NATSAR
151.2800	136.5	153.8450	136.5	MARC1
151.2800	136.5	151.2800	136.5	MARC2
154.0100	71.9	154.0100	71.9	MARC3
154.1300	82.5	154.1300	82.5	MARC4
155.4000	0.0	155.4000	D156	EMS A
155.3400	0.0	155.3400	D156	EMS B
155.2800	D156	155.2800	D156	EMS C
154.2650	210.7	154.2650	210.7	IFERN
154.3025	67.0	154.3025	67.0	IFERN2
153.8300	69.3	153.8300	69.3	FG RED
154.2800	74.4	154.2800	74.4	FG WHITE
154.2950	85.4	154.2950	85.4	FG BLUE
153.8375	91.5	153.8375	91.5	FG GOLD
154.2725	94.8	154.2725	94.8	FG BLACK
154.2875	136.5	154.2875	136.5	FG GRAY
155.7525	156.7	155.7525	156.7	VCALL10
151.1375	156.7	151.1375	156.7	VTAC11
151.1375	N293	151.1375	N283	VTAC11DG (P25)
154.4525	156.7	154.4525	156.7	VTAC12
154.4525	N293	154.4525	N293	VTAC12DG (P25)
158.7375	156.7	158.7375	156.7	VTAC13

RX FREQUENCY	RX TONE	TX FREQUENCY	TX TONE	AGENCY/USER
158.7375	N293	158.7375	N293	VTAC13DG (P25)
159.4725	156.7	159.4725	156.7	VTAC14
159.4725	N293	159.4725	N293	VTAC14DG (P25)
151.1375	156.7	159.4725	136.5	VTAC36
151.1375	N293	159.4725	N293	VTAC36DG (PG)

LAW ENFORCEMENT

The Tomah Police Department is responsible for law enforcement activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

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

OTHER RESPONSIBILITIES MAY INCLUDE:

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

HUMAN SERVICES

This attachment is designed to provide the county department of social services with the responsibility for providing human services within Tomah. However, a liaison from the municipality should be appointed to assist the county human services officer with implementing tasks assigned in the county EOP. It is recommended that the person(s) selected be from a department or agency within the municipality(s) with human services type responsibilities (i.e., human services department, department on aging). The person selected should be familiar with the human services annexes of the county EOP so that human services tasks in this municipal plan are consistent with those assigned in the county plan. This person will work closely with the county human services officer so that municipal/county resources can be prioritized and coordinated. This attachment is designed to identify the person in the municipality responsible for human services activities and provides a list of actions this person will consider when this municipal plan is activated.

The **assigned representative** will serve as the Human Services Coordinator in Tomah and is responsible for human services activities in Tomah. The Coordinator will organize human service activities with a representative from the Monroe County Department of Social Services. This person will keep the county Human Services Officer informed of all human service activities performed, underway, or planned within the municipality.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Coordinate activities of municipal agencies/departments that provide human services type services. (Identified in County Resources Manual).
- Report to the emergency operations center.
- Coordinate with Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute literature to disaster victims given instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.
- If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Human Services.

PUBLIC WORKS DEPARTMENT

The Public Works Director is responsible for public works activities in Tomah. This department, upon notification, may respond directly to the EOC / ICP.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/Command Post.
- Review the disaster situation with field personnel and report situation to the Emergency Management Director.
- Maintain transportation routes.
- Request and assist Parks and Recreation Department to remove the removable dog exercise area fencing at Veteran's Park prior to flooding.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.
- Assist with urban search and rescue activities as may be requested.
- Assist private utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the Damage Assessment Team.
- If the county EOC is activated, establish and maintain contact with the County Highway Commissioner.
- See attached forms
 - Public Works & Monroe County Highway Dept. Resources
 - Debris Management
 -

PUBLIC WORKS & MONROE COUNTY HIGHWAY DEPARTMENT RESOURCES

TOMAH PUBLIC WORKS – RESOURCES					
DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY
Fork Lift	1	Backhoe 18,000	1	Patching Truck Dump Box	2
Tractor/Mowers	2	Mixers Concrete/Multi/Cold Mix	1	Pickups	4
Roller	1	Paint Machine	1	Flatbeds	1
Compressor	2	Steam Cleaner	1	Garbage Trucks	3
Snow blower	1	Front end loader	4	Salt Trucks	4
Welder	1	Saws	8	Skid Steer w/ breaker and auger	1
Water Jet	1	Leaf Vacuums	2	Trailer	4
4	1	Dump Trucks Boxes/Plows Complete Unit	6		
Grader	1	Arrow Board	1		
Street Sweeper	1	Trash Pumps	3	Updated 10/26/2021	
MONROE COUNTY HIGHWAY DEPARTMENT – RESOURCES					
Pickup Trucks	10	Trailers	11	Tractors	28
Crew Cab Trucks	8	Sweepers	3	Mowers (All Types)	20
Dump Truck On Road, 6-Yd (Type III – Single Axle)	23	Mixers	3	Rollers	4
Dump Truck On Road, 13-Yd (Type I – Triple Axel)	16	Mechanical Tampers	3	Spreaders/Augers	23
Dump Truck On Road, 17 Yd (Type II – Quad Axle)	1	Jack Hammers/Breakers	8	Water Tanks	4
Sign Truck	1	Patch Machine/Paver	2	Shouldering Machine	1
Attenuator Truck	2	Track Dozer, D3G–Cat 3045 Diesel (Type III)	2	Snow blower	1
Hook Lift Truck	1	Brush Chippers	4	Hydro seeder/3,000-gal tank w/water cannon	1
Service Truck	1	Other - Highway Department Equipment		Arrow Boards	5
Welder Truck	1	Pressure Washers	4	Concrete Saws/Router	3
Low Profile Dump Truck	9	Augers	1	Water Pumps	2
Milling/Grinder	1	Routers	1	Chain saws	22
Motor Graders	8	Compressors	2	Generators 125 KW (Type 1)	5
Scale - Drill Press - Heaters		Backhoe Loader (Type IV)	1	Hydraulic Excavator, Med Mass Excavation 4-cy to 1.75-cy buckets (Type III)	1

**ATTACHMENT 11-A (PUBLIC WORKS & MC HIGHWAY RESOURCES)
 TO ATTACHMENT 11 (PUBLIC WORKS KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN
 TO MONROE COUNTY EOP (ANNEX G – PUBLIC WORKS & ENGINEERING)**

CITY OF TOMAH

Welders	6	TE70FG-2 Folding Gooseneck Trailer (Type II)	2	Water Trucks, Single Axle, Capacity 1,200-Gal (Type II)	2
Detachable Gooseneck Trailer, capacity 40,000-lb (Type III)	1	Water Trucks, Tandem Axle, Capacity 4,000-gal (Type I)	2	Wheel Loaders, small 7-cy to 2-cy; 928G, IT28G (Type 1)	2
Rubber Tired Excavators (medium mass excavation 7 cy to 1.75 cy buckets) (Type III)	2	Wheel Loaders, Med 7-cy to 3-cy, range 5 – 3.5 yd ³ (Type III)	4		
Wheel Loaders, Med 7-cy to 3-cy Range 3.65-2.9 yd ³ . (Type IV)	2	Plows (All Types)	42	Updated 05/10/2024	
SPARTA PUBLIC WORKS – RESOURCES					
½ Ton Pickup Truck	4	Skid Steer	1	Generator	5
Road Grader	1	Street Sweeper	1	Chain Saws	5
Snow blower	1	Roller	1	Tractor Mower	1
End loader	2	Truck Mounted Snow Plows	7	Skid Steer	1
Sky Worker	1	Street Sander	4	Sludge Trucks	2
Drott Backhoe	1	Tractor Backhoe	1	Boom Truck	1
6-Yard Dump Truck	8	Stump Cutter	1	Brush Chipper	1
1-Ton Dump Truck	2	Water Jet Sewer Cleaner – Sanitation Dept	1		
Water Pump	3	Compressor & Jack Hammer	2		
VILLAGES OF MONROE COUNTY – RESOURCES					
6-Yard Dump Truck	6	Snow Plows	6	Brush Chipper	1
10-Yard Dump Truck	2	Equipment Trailers	2	Welders	2
End Loaders/Backhoes	3	Chain saws	5	Generators	2
Graders	3				
TOWNSHIPS OF MONROE COUNTY – RESOURCES					
6-Yard Dump Trucks	46	End loaders/Backhoes	20	Air Compressors	18
10-Yard Dump Truck	3	Graders	18	Pumps	2
Other Trucks	7	Snowplows	53	Chain Saws	34
Equipment Trailers	9	Welders	18		

DEBRIS MANAGEMENT

LIST OF CLEAN-UP CONTRACTORS

CONTRACTOR	LOCATION	TELEPHONE
R. Moake Excavating	Tomah, WI	343-5599
Clark Excavating	Norwalk, WI	823-7741
Gerke Excavating	Tomah, WI	372-4203
Dirt Monkey Excavating	Cashton, WI	654-5303
Miller's Tree Service	Sparta, WI	487-6245
Dawley Tree Service	Sparta, WI	633-6546

DEBRIS STORAGE SITES

1. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
 - a. Work with the DNR to select and map out pre-designated debris storage sites. Map them and develop list of names, addresses, phone numbers and estimated capacity for each location.
2. Identify and coordinate with appropriate regulatory agencies (i.e. Public Health, DNR, State Department of Public Health, and State Department of Agriculture) regarding potential regulatory issues, emergency response needs, health issues related to debris removal, and contaminated food supplies

DEBRIS DISPOSAL SITE

CITY OF TOMAH TRANSFER SITE--SIME AVE--TOMAH
 Monroe County Landfill – 20448 Junco Road, Norwalk, WI 54648

EMERGENCY MEDICAL SERVICES / PUBLIC HEALTH SERVICES

Tomah Area Ambulance Service is responsible for Emergency Medical Services activities in Tomah.

This attachment is designed to identify the person in the municipality responsible for public health services and emergency medical services (EMS) activities and provides a list of actions this person should consider when this municipal plan is activated. Public health services are usually coordinated at the county level through the county EOP. However, a liaison from the municipality should be appointed to assist with implementing tasks assigned in the county EOP. This person will work closely with the county Public Health Officer so municipal/county resources can be prioritized and coordinated. Ambulance services are trained in triage and are involved in patient transportation. The public health liaison needs to be aware of the necessity of coordinating ambulance activities.

The **assigned representative** will serve as the Public Health and Emergency Medical Services Liaison in Tomah and is responsible for public health and emergency medical service activities in Tomah. They will coordinate health services activities with a representative from the Monroe County Public Health Department.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Coordinate emergency medical care to victims.
- Establish a triage area for victims.
- Establish a staging area in the municipality.
- Coordinate medical transportation for victims.
- Assist in evacuating nursing homes, day care centers and medical facilities as needed.
- Assure that public health needs of disaster victims are met.
- Assure primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other emergency medical service agencies or fire departments.

AMBULANCE SERVICE RESOURCES

TOMAH AREA AMBULANCE SERVICE
 318 Arthur Street, Tomah, WI 54660

Phone 374-7460 **tomahfire@tomahonline.com** **Fax** 374-7461

KEY PERSONNEL

POSITION	NAME	WORK #	HOME #	CELL #
Public Safety Director	Tim Adler	(608) 374-7460		608-343-8500
Deputy EMS Chief	Adam Robarge	(608) 374-7460	608-387-0751	608-696-7153
On-Duty Supervisor		(608) 374-7460		608-343-8274

STAFFING INFORMATION (# OF EMT'S)

BASIC	10	AEMT	5	Paramedic	20	Total	35
-------	----	------	---	-----------	----	-------	----

AMBULANCES / RESCUE VEHICLES

UNIT NO.	YEAR	TYPE (I,II,III)	BLS/ALS	# OF LITTERS	CELL PHONE
265	2019	I	ALS	1	343-8265
266	2018	III	ALS	1	343-8275
267	2018	III	ALS	1	343-8267
268	2022	III	ALS	1	-
269	2017	III	ALS	1	343-8263

OTHER EQUIPMENT / RESOURCES

UNIT NO.	YEAR/MAKE	DESCRIPTION	BLS/ ALS / RESCUE	MOBILE #
260	-	Deputy Chiefs – Quick Response	ALS	608-696-7153
264	-	Supervisors – Quick Response	ALS	608-343-8274

MUTUAL AID AGREEMENTS

AGENCY	DATE	AGENCY	DATE
Countywide Mutual Aid Agreement	01/30/2020	Fort McCoy Fire Department	06/14/2011
Camp Douglas Rescue, Inc.	05/03/2017	Wilton Ambulance Service	07/01/2003
Sparta Area Ambulance Service, LTD	12/12/2011	Black River Falls EMS	12/12/2011
Camp Douglas Fire & Rescue	01/01/2022		

ALS INTERCEPT AGREEMENTS

AGENCY	DATE	AGENCY	DATE
Black River Falls EMS	02/15/2021	Camp Douglas Rescue, Inc.	04/12/2021
Elroy Area Ambulance Association	04/19/2021	Ontario Ambulance	03/31/2021
Sparta Area ambulance Service	03/09/2021	Wilton Ambulance Service	04/12/2021
Camp Douglas Fire & Rescue	01/01/2022		

EMERGENCY MEDICAL RESPONDER AGREEMENTS

AGENCY	DATE	AGENCY	DATE
Town of Lincoln Fire Department	06/07/2021	Tomah Area Medical Responders	05/03/2021

Template for Initial News Release

The purpose of this initial press statement is to answer the basic questions: who, what, where, and when. This statement should also provide whatever guidance is possible at this point, express the city's concern, and detail how further information will be disseminated. If necessary, the statement should give phone numbers or contacts for more information or assistance. Please remember this template is meant only to provide you with guidance. One template will not work for every situation. This press release shall be on City of Tomah or specific department letterhead.

FOR IMMEDIATE PUBLIC RELEASE

CONTACT: [Name of PIO]
PHONE: [Phone Number of PIO]
Date of Release: [Date]

[Headline – Insert your primary message to the public.]

Dateline – Two – three sentences describing the current situation.

Insert quote from official spokesperson demonstrating leadership and concern for victims.

Insert actions *currently* being taken.

List actions that *will* be taken.

List information on possible reactions of public and ways citizens can help.

Insert quote from an official spokesperson providing reassurance.

List contact information, ways to get more information, and other resources.

Media:

The first press briefing/update will be at **[no more than two hours after this initial press release]** a.m./p.m., at **[location of press briefings]**. This will be the location where all recognized media will be allowed access and provided information and details as we have them available.

Respectfully submitted,

[PIO's Name]
Public Information Officer
City of Tomah [or specific agency]

Anticipated Questions Worksheet

The following questions are ones commonly asked by the media, stakeholders, partners, and the public during crisis events. Use them to help prepare answers to questions you might face at a press briefing.

Additional Tips:

- Keep you answers short (2 minutes or less).
- Use Q & A sessions as opportunities to get your key messages out.
- Use personal pronouns (“I” or “we”) rather than institutional nouns (“this agency” or “the City of Tomah”.)

What happened?

When and where did it happen?

Why did it happen / what was the cause?

Is the public safe / is there a danger now?

What are you doing to protect people?

Is anyone hurt, sick, or dead? What are their names?

Are victims being helped?

Who is in charge?

Will there be inconveniences to the public?

What are you going to do about it?

What can we expect, right now and later?

Has this ever happened before?

Did you see this coming?

Who is to blame?

Do you accept responsibility?

What do you have to say to the victims?

When will we find out more?

MEDIA LISTING AND CONTACT INFORMATION

RADIO STATIONS

WCOW Sparta 97.1 FM
113 West Oak St
Sparta, WI. 54656

269-3307
Phone: 269-3100
269-5290 (Both AM and FM)
Fax: 2569-5710
E-mail: newsdirector@cow97.com

WKLJ Sparta 1290 AM
113 West Oak St
Sparta, WI. 54656

Tomah 1460 AM
1021 N. Superior Ave
Suite 5
Tomah, WI. 54660

372-9600
Phone: 372-9545 (All stations)
Fax: 372-7566
E-mail: news@magnumbroadcasting.com

WTMB 94.5 FM
1021 N. Superior Ave
Suite 5
Tomah, WI. 54660

WBOG Tomah 96.1 FM
1021 N Superior Ave
Suite 5
Tomah, WI. 54660

WIZM Radio Z93
Box 99
La Crosse, WI. 54650
Phone: 782-0650 Newsline
Fax: 782-5050
E-Mail: news@1410wizm.com

WKBT TV - Channel 8
141 So. 6th St.
La Crosse, WI. 54650
Phone: 784-7897 News feed
Fax: 784-7897
E-mail: New8@wkbt.com

WXOW TV Channel 19
3705 Co. Hwy 35
La Crescent, MN 55947
Phone: 507-895-9969
Fax: 507-895-8124
E-mail: aedesk@wxow.com

NEWSPAPERS

Monroe Co. Herald
1302 River Road
PO Box 252

Sparta, WI. 54656
Phone: 269-3186
Fax: 269-6876
E-mail: mcp2006@centurytel.net

Cashton Record
715 Broadway St

Cashton, WI. 54619
Phone: 654-7330
Fax: 654-7324
E-mail: Cashtonrecord@centurytel.net

County-Line Connection
P.O. Box 7
Ontario, WI. 54651

Phone: 337-4232
Fax: 337-0472
E-mail: countyline@centurytel.net

La Crosse Tribune
ATTN: Home Town News
401 N. 3rd St

La Crosse, WI. 54650
Phone: 782-9710
E-mail: new@lacrossetribune.com

CABLE TV

Spectrum (Cable TV provider for Sparta/Tomah Area)
314 Main St
Onalaska, WI 54650
Phone: 1-800-658-9473

MEDIA ADVISORY

MEDIA REPORTING SITE: _____ TIME : _____ AM / PM DATE: _____

INCIDENT DATE: _____ INCIDENT TIME: _____ AM / PM

HOW INCIDENT WAS REPORTED: _____

INCIDENT COMMANDER: _____

PUBLIC INFORMATION OFFICER: _____

DESCRIPTION OF INCIDENT: _____

ESTIMATED NUMBER OF PERSONS: Involved: _____ Injured: _____ Missing: _____ Dead: _____ Evacuated: _____

HOSPITALS: _____

RESPONSE AGENCIES: _____

CURRENT RESPONSE ACTIONS: _____

EVACUATION PLANS OR ACTIONS: _____

AREAS AND ROADS CLOSED: _____

VOLUNTEERS NEEDED: Yes No REGISTER AT: _____

IF YES, LICENSES, CERTIFICATIONS AND PERSONAL PROTECTIVE GEAR REQUIRED: _____

- A complete list of casualties and survivors will be released after the next of kin have been notified.
- The public is requested to stay out of the area. All access roads to and from the disaster scene are needed for emergency vehicles.
- For welfare information on missing or injured persons, call the American Red Cross at 788-1000.
- Do not call 9-1-1 or other emergency agencies regarding this incident.

NEXT NEWS RELEASE WILL BE AT: _____

IC/EOC NAME (PRINT): _____

IC/EOC APPROVAL: _____ DATE: _____ TIME: _____ AM/PM
(Signature)

MEDIA ADVISORY

To: Local Media

From: _____ Tomah Public Information Officer

Subject: _____

Date: _____ Time: _____

Damage locations and initial estimated losses are as follows:

Note that this is based on preliminary reports; estimates will continue to be updated as additional information becomes available.

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR NEWS REPORTS:

- Shelters for victims have been established at _____. Pets are not allowed in the shelter area, unless they are working dogs (i.e. blind, hearing impaired etc.) owners are responsible for their care; others pets can be taken to .
- Debris must be separated (metal, glass, construction materials, organic materials). The DNR will advise victims of appropriate locations for burn piles and burial pits.
- Law enforcement has secured the area from _____ to _____ and from _____ to _____. No one is allowed into this area without proper identification.
- Emergency services can use additional volunteers to assist with _____. Volunteers should bring work gloves, work boots, safety / training certifications, lunch, and water with them and report to the registration area located at _____. (i.e. safety/training certifications could be for wood cutting, chainsaw safety, heavy equipment operator etc.)
- Public health will provide tetanus shots at the registration area.
- Donations of clothing, furniture, household items etc are definitely **NOT** needed; there are no means for storing, cleaning, or sorting these types of items. The American Red Cross and/or the Salvation Army and other volunteer groups are providing food for workers and victims.
- Monetary donations can be made at _____ Bank in _____, where a trust fund has been established for victim aid.
- Victims who are staying with friends or relatives outside the area are asked to notify the Sheriff's Office of their whereabouts in case they need to be contacted. Call (608) 269-2117

For further information, press briefings will be held at _____

Located at _____ at these times _____ AM/PM, _____ AM/PM, _____ AM/PM and _____ AM/PM or call the Emergency Management Department at (608) 269-8711.

IC/EOC NAME (PRINT): _____

IC/EOC APPROVAL: _____ DATE: _____ TIME: _____ AM/PM
(Signature)

FIRE SERVICE

The Tomah Fire Department is responsible for fire service activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

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

Other responsibilities may include:

- Assist with traffic control.
- Assist with debris clearance.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If the Level 2 Haz-Mat Team from La Crosse is needed for a higher level of response, obtain assistance through Monroe County Emergency Management or the WEM Duty Officer. Assistance from Fort McCoy Haz-Mat Team can also be requested in conjunction with the Regional Team and Monroe County Emergency Management.
- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.
- See attached forms
 - Fire Department Resource List

FIRE DEPARTMENT RESOURCE LIST

TOMAH FIRE DEPARTMENT
 (O) 374-7465 (F) 374-5576 819 SUPERIOR AVENUE, TOMAH tomahfire@tomahonline.com

TITLE	KEY PERSONNEL	HOME PHONE	WORK PHONE	MOBILE PHONE
Chief	Tim Adler	372-5316	374-7465 (TFD)	343-8500
Deputy Chief	Jeremy Likely			387-0068
Assistant Chief	Joe Kube	372-5352	374-7445	344-1626
Assistant Chief	Joe Amberg			387-3977
Safety Officer	Dave Baggot			343-0414
Training Officer				
Captain	Charles Muller			343-2811
Captain	Rob Larkin			343-2162
Lieutenant				
Lieutenant				
Number of Firefighters	38			
Training	32 HazMat Ops	1 HazMat Techs	0 Medical 1st Respo	2 Paramedic 3 EMT

APPARATUS

UNIT NUMBER	TYPE	GPM	BOOSTER TANK	CAPACITY	HEIGHT
350	Command SUV			4 PAX	
351	Engine/Rescue	1250	850	6 PAX	-
352	Command			6 PAX	
353	Truck/Aerial	1250	500	6 PAX	75ft
354	Engine	1250	750	6 PAX	
355	Engine	1750	750	6 PAX	-
356	Tender	250	1900	2 PAX	-
357	Rescue			5 PAX	
358	Off-Road (Chevy 4x4)		225	3 PAX	
359	Off-Road (GMC 4x4)		225	3 PAX	
362	Reel Truck (Large Dia. 5" storz Hose)			3 PAX	
	UTV			4	
	Boat			4	

OTHER EQUIPMENT

TYPE	DESCRIPTION	QTY
Turn Out Gear	Fire Fighter PPE	38
SCBA	MSA G1	15
Air Bottles	MSA 4500 psi	30
Cascade system (Air Compressor)	2 Bottle fill system, 4500 psi Main Station	1
Thermal Imaging Camera	FLIR K55	2
Portable Pump	250 GPM	1
Generator mounted	8 kWH (Truck 353)	1
Generator mounted	5 kWH (Truck 355)	1
Generator mounted	6.5 kWH (Engine 351)	1
Generator mounted	5 kWH (Command 352)	1
Power Saws	Stihl Chainsaws (Firefighting)	2
Power Saws	Partner Chain saw	1

**ATTACHMENT 14-A (FIRE DEPT RESOURCE LIST)
 To ATTACHMENT 14 (FIRE KEY ACTION CHECKLIST)
 To TOMAH EMERGENCY OPERATIONS PLAN
 To MONROE COUNTY EOP (ANNEX K – FIRE AND RESCUE)**

CITY OF TOMAH

Dump Tanks	2000-gals	1
Hose	5 inch – LDH w/storz connections	3800ft
Hose	1 3/4 inch	3000ft
Hose	2-1/2 inch	3500ft
Hose	5-inch Storz (On Reel Truck)	1000ft
Portable Radios	10 Motorola XTS-2500, 13 Motorola APX 4000,17 Motorola 264	40
Mobile Radios	XTL 2500 Motorola	12
Extrication Equipment	eDraulic spreader	1
Extrication Equipment	eDraulic Cutter	1
Extrication Equipment	eDraulic Ram	1
Cold water rescue suits	First Watch	2
Cold water rescue suits	Mustang/other	4

DAMAGE ASSESSMENT TEAM

The **assigned representative(s)** are responsible for damage assessment activities in Tomah.

The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

- Report to the EOC or Command Post.
- Record initial information from first responders such as law enforcement, public works or fire service.
- Activate the damage assessment team, which consists of the following municipal departments/agencies: is responsible for public damage assessment and those responsible for individual damage assessment.
 - a) Within first 2-3 hours: Complete Uniform Damage Situation Report (UDSR):
 - i) Number of fatalities.
 - ii) Number of critical/minor injuries.
 - iii) Number of home/businesses damaged/destroyed.
 - iv) Number of power/telephone lines, poles damaged.
 - v) Number of public facilities such as highways, roads, bridges, etc. damaged.
 - vi) Number of people who are homeless or in shelters.
 - b) Within 8 hours:
 - i) Recount items 1 - 6 above.
 - ii) Complete another UDSR, estimating public and private damage.
 - iii) Video tape and/or take photos of major damage.
 - c) Within 24 hours:
 - i) Update items 1-6 above.
 - ii) Complete updated UDSR with Monroe County Emergency Management using Surver123 or other damage assessment process and upload to WebEOC.
- Provide damage assessment information to the appropriate city officials and Monroe County Emergency Management Coordinator to assist in the preparation of the county UDSR. UDSR must be submitted through WebEOC by the County Emergency Management Coordinator
- If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the Monroe County Emergency Management Coordinator.
- Plot damage assessment information on status boards in the municipal EOC and locate damage sites on a map using GPS.
- Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- Prepare reports for the City Public Information Officer.
- See attached forms
 - o Quick Reference Guide for Damage Assessment
 - o Damage Levels and Conditions
 - o Individual Damage Assessment Form
 - o Estimated Disaster Economic Injury Worksheet for Businesses

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Conventionally Built Homes: Assessing Damage

Flood Damage	
Affected	<ul style="list-style-type: none"> Any waterline in the crawl space or an unfinished basement when essential living space or mechanical components are not damaged or submerged. Damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.
Minor	<ul style="list-style-type: none"> Waterline at 1 to 3 inches in an essential living space. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded. Any waterline in a finished basement.
Major	<ul style="list-style-type: none"> Waterline above 18 inches or the electrical outlets in an essential living space. Waterline on the first floor (regardless of depth) of a residence when basement is completely full. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: Duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded.
Destroyed	<ul style="list-style-type: none"> Waterline at the roofline or higher, or complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).

Non-Flood Damage	
Affected	<ul style="list-style-type: none"> • Cosmetic damage such as paint discoloration or loose siding. • Minimal missing shingles or siding. • Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use); gutters; screens; landscaping; retaining walls; or downed trees that do not affect access to the residence.
Minor	<ul style="list-style-type: none"> • Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight). • Nonstructural damage to the interior wall components to include drywall and insulation. • Nonstructural damage to exterior components • Multiple small vertical cracks in the foundation. • Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence). • Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.). • Damage or disaster related contamination to a private well or septic system.
Major	<ul style="list-style-type: none"> • Failure or partial failure of structural elements of the roof over essential living spaces, to include rafters, ceiling joists, ridge boards, etc. • Failure or partial failure of structural elements of the walls, to include framing, etc. • Failure or partial failure of foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches.
Destroyed	<ul style="list-style-type: none"> • Only foundation remains. • Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). • The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

Manufactured Homes: Assessing Damage

Flood Damage	
Affected	<ul style="list-style-type: none"> Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc. No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).
Minor	<ul style="list-style-type: none"> When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include: <ul style="list-style-type: none"> Bottom board, insulation, or ductwork in the floor system HVAC is impacted There is no structural damage to the residence, and it has not been displaced from the foundation.
Major	<ul style="list-style-type: none"> Water has covered the floor system and entered the living space of the unit, but is still below the roofline. The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.
Destroyed	<ul style="list-style-type: none"> The residence is a total loss, for example: <ul style="list-style-type: none"> Waterline is at the roofline or higher Residence's frame is bent, twisted, or otherwise compromised

<h2>Non-Flood Damage</h2>	
Affected	<ul style="list-style-type: none"> • No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted). • Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.
Minor	<ul style="list-style-type: none"> • There is no structural damage to the residence, and it has not been displaced from the foundation. • Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook ups). • HVAC is impacted.
Major	<ul style="list-style-type: none"> • The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged. • 50% or more of nonstructural components have sustained significant damage (e.g., roof, walls, utilities).
Destroyed	<ul style="list-style-type: none"> • The residence's frame is bent, twisted, or otherwise compromised. • The majority of the structural framing of the roof or walls has been compromised, exposing the interior.

INDIVIDUAL DAMAGE ASSESSMENT FORM

Address of Residence: _____

Mailing Address: _____

Property Owner: _____ Telephone: _____

Renter: Yes / No (circle one) Insurance: Yes / No (circle one)
Insurance Company: _____

Estimated Amount of Damages: _____

Building Damaged (i.e. House, Garage, Barn): _____

Basement: _____

1st Floor: _____

2nd Floor: _____

Exterior: _____

Plumbing: _____

Electrical & Wiring: _____

Immediate Needs: _____

Any Assistance Received: _____

Comments/Notes: _____

Picture for Record Taken: Yes No # _____ (from camera)

Interviewed By: _____ Date: ____ / ____ / ____

NAME OF INCIDENT / EVENT
OPERATIONAL PERIOD
XX-XX-XX TO XX-XX-XX
ESTIMATED DISASTER ECONOMIC INJURY WORKSHEET
FOR BUSINESSES

Accurate responses to the questions below will assist in evaluating a request for an economic injury disaster declaration from the U. S. Small Business Administration.

1. Name of Business Owner: _____
Name of Property Owner: _____
Business/Property Address: _____
Mailing Address: _____
Phone Numbers: Business: _____ Home: _____ Cell: _____

2. ESTIMATED ADVERSE ECONOMIC IMPACT

Did the disaster economically impact your business? If so, when did the impact start and end?
_____ to _____
(month/year) (month/year)

What were your business' revenues during that period? \$ _____

What were your business' revenues during the same period of the prior year? \$ _____

3. Amount of business interruption insurance received or anticipated, if any: \$ _____

4. Explain the adverse economic effects the disaster had on your business: _____

5. How many people did you employ **prior** to the disaster? _____

How many people did you employ **after** the disaster? _____

IF YOUR BUSINESS ALSO SUFFERED PROPERTY DAMAGE, ANSWER THE FOLLOWING QUESTIONS:

6. Estimated dollar loss to:

Real property (building), if owned: \$ _____

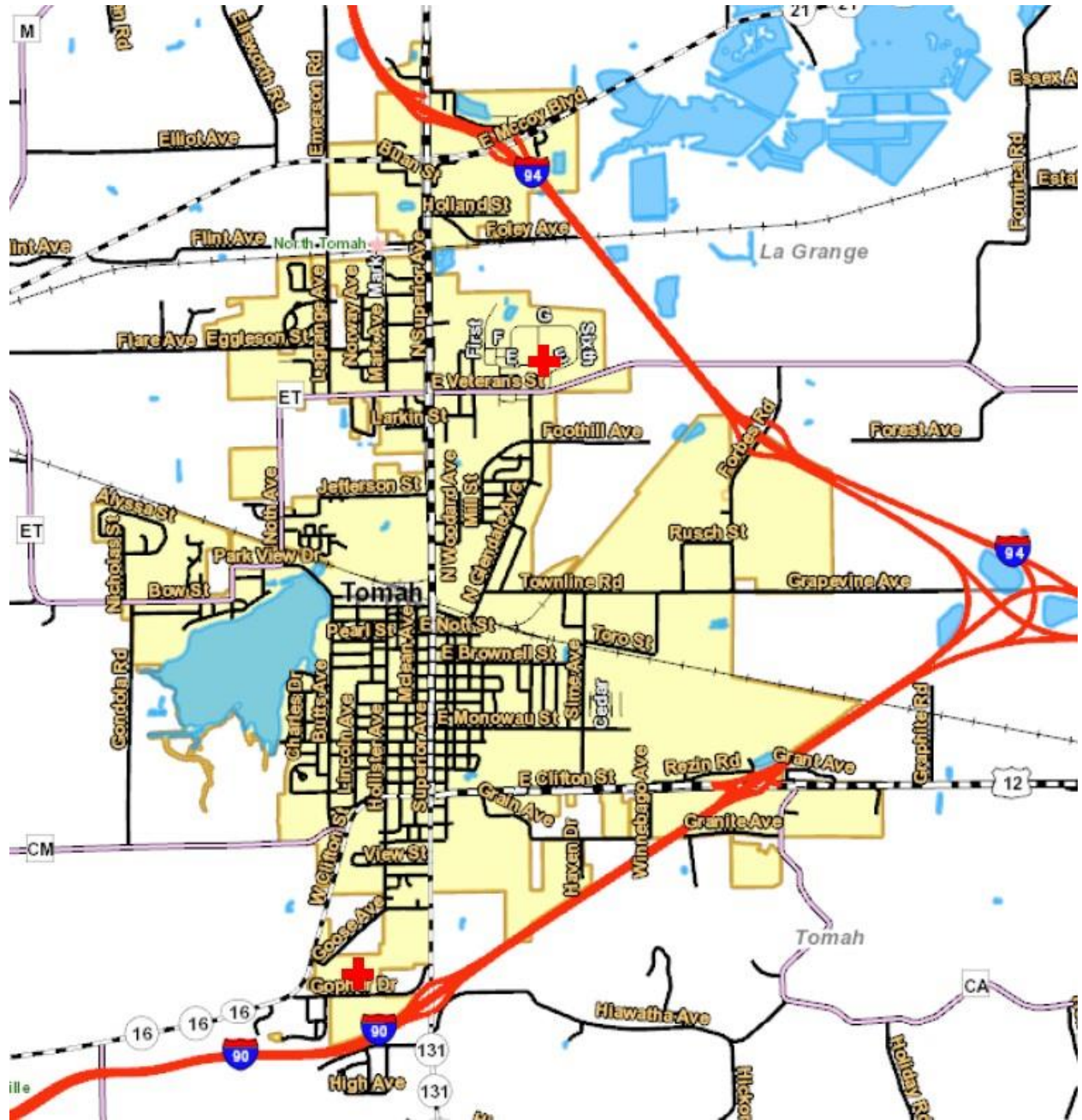
Contents (machinery and equipment, furniture and fixtures,
inventory, leasehold improvements, etc.): \$ _____

7. Insurance recovery received or anticipated for **property** damages: \$ _____

Signature of Business Owner/Representative

Date

COMMUNITY MAP



THREATS AND HAZARDS OF CONCERN

NATURAL *(Resulting from acts of nature)*

- | | |
|---------------------------|---------------|
| 1. Flood / flash flood | 2. Tornado |
| 3. Winter storm/ice storm | 4. Drought |
| 5. Disease outbreak | 6. Epidemic |
| 7. Pandemic | 8. Earthquake |

HUMAN CAUSED *(Caused by the intentional actions of an adversary)*

- | | |
|----------------------|-----------------------|
| 1. School violence | 2. Workplace violence |
| 3. Civil disturbance | 4. Cyber incidents |
| 5. Terrorist acts | |

TECHNOLOGICAL *(Involves accidents or the failures of systems and structures)*

- | | |
|---|--|
| 1. Hazardous materials release (fixed facility) | Refer to EPCRA Off-site plans from MOCO EM |
| 2. Hazardous materials release (transportation) | Traffic related—interstate, state, county, local roads |
| 3. Dam / levee failure | Gate failure, dam undermined/washed out etc. |
| 4. Power failure (long term) | Power grid, electrical substation, power lines down |
| 5. Train derailment | Canadian Pacific Railway |
| 6. Airplane crash | Major Airlines, Military Airplanes, EMS Helicopters |

GLOSSARY

Capability Target: Capability targets define success for each core capability and describe what the community wants to achieve by combining detailed impacts with basic and measurable desired outcomes based on the threat and hazard context statements developed in Step 2 of the THIRA process.

Context: A community-specific description of an incident, including location, timing, and other important circumstances.

Core Capability: Defined by the National Preparedness Goal, 31 activities that address the greatest risks to the Nation. Each of the core capabilities is tied to a capability target.

Desired Outcome: The standard to which incidents must be managed, including the timeframes for conducting operations or percentage-based standards for performing security activities.

Disease Outbreak: happens when a disease occurs in greater numbers than expected in a community or region or during a season. An outbreak may occur in one community or even extend to several countries. It can last from days to years. Sometimes a single case of a contagious disease is considered an outbreak. This may be true if it is an unknown disease, is new to a community, or has been absent from a population for a long time.

Epidemic: occurs when an infectious disease spreads rapidly to many people. In 2003, the severe acute respiratory syndrome (SARS) epidemic took the lives of nearly 800 people worldwide.

Human-caused Hazard: A potential incident resulting from the intentional actions of an adversary.

Impact: How a threat or hazard might affect a core capability.

Likelihood: The chance of something happening, whether defined, measured, or estimated objectively or subjectively, or in terms of general descriptors (e.g., rare, unlikely, likely, almost certain), frequencies, or probabilities.

Natural Hazard: A potential incident resulting from acts of nature.

NIMS-typed Resource: A resource categorized, by capability, the resources requested, deployed and used in incidents.

Pandemic: is a global disease outbreak. Influenza pandemics, for example, have occurred more than once. (e.g. Spanish influenza killed 40-50 million people in 1918, Asian influenza killed 2 million people in 1957, Hong Kong influenza killed 1 million people in 1968)

Resource Requirement: An estimate of the number of resources needed to achieve a community's capability target. A list of resource requirements for each core capability is an output of the THIRA process.

Technological Hazard: A potential incident resulting from accidents or failures of systems or structures.

Threat/Hazard Effect: The overall impacts to the community were an incident to occur.

Whole Community: An approach to emergency management that reinforces the fact that FEMA is only one part of our Nation's emergency management team. We must leverage all of the resources of our collective team in preparing for, protecting against, responding to, recovering from and mitigating against all hazards; and that collectively we must meet the needs of the entire community in each of these areas

To ATTACHMENT 15 (DAT KEY ACTION CHECKLIST)

To TOMAH EMERGENCY OPERATIONS PLAN

To MONROE COUNTY EOP (ANNEX L – DAMAGE ASSESSMENT)

Tabletop Exercise - simulates an emergency situation in an informal, stress-free environment. The participants, usually people on a decision-making level, gather around a table to discuss general problems and procedures in the context of an emergency scenario. The focus is on training and familiarization with roles, procedures, or responsibilities.

Functional Exercise - simulates an emergency in the most realistic manner possible, short of moving real people and equipment to an actual site. As the name suggests, its goal is to test or evaluate the capability of one or more functions in the context of an emergency event. Controllers and simulators inject messages to exercise participants via telephone, fax, and written copy.

Full-Scale Exercise: Is as close to the real thing as possible. It is a lengthy exercise which involves numerous agencies participating and using the equipment and personnel that would be called upon in a real event. The full-scale exercise may be held at several locations. Firefighters may rescue "victims", police block traffic, EMS transfer "victims" to area hospitals, etc. Usually the Emergency Operations Center is also activated in the exercise.

**ATTACHMENT 15-C (ECONOMIC INJURY WORKSHEET FOR BUSINESSES)
 To ATTACHMENT 15 (DAT KEY ACTION CHECKLIST)
 To TOMAH EMERGENCY OPERATIONS PLAN
 To MONROE COUNTY EOP (ANNEX L – DAMAGE ASSESSMENT)
 RECORD OF CHANGES**

CITY OF TOMAH

DATE	SECTION CHANGED	PAGE
	Section I. Review of this...on an annual basis	1
	Section II. A. 2. Uses	1
	Section VI C. 1. Replace City Council with Mayor, add Tomah Emergency Manager will do the following	4
	Section VI. C. 1. a. Remove The City of Tomah Emergency Management Director	4
	Section VI. C. 1. b. Remove The City of Tomah Emergency Management Coordinator	4
	Section VI. C. 1. d. Remove City Administrator	4
	Section VI. C. 1. e. Remove City Administrator	4
	Section VII. A. 1. Add Public Safety Director	5
	Section VII. A. 1. b. Remove Hazard Mitigation Coordinator, Replace with Emergency Management Director	5
	Section VII. A. 1. c. Remove Hazard Mitigation Coordinator, Replace with Emergency Management Director	5
	Section VIII. A Change Tomah Memorial to Tomah Health	5
	Section VIII. A Change Safety Director to Emergency Preparedness Specialist-Tomah Health	5
	Section VIII. B. 3. b. Change wording to reference Appendix A	5
	Section VIII. C. 4. Updated annually or after major incident	6
	Section IX. B. Change tri-annual to annual	6
	Section IX. B. 1. Add Exercises will be conducted bi-annually	6
	Section X. C. Remove ambulance service, law enforcement	7
11/30/2021	Plan Maintenance and Updating- Change February 1 to March 1 and March 1 to April 1	8
	Plan Maintenance and Updating- Change Fire Chief to Public Safety Director/Fire Chief, Change Ambulance Director to EMS Deputy Chief, Change Safety Director- VA Medical Center to Emergency Management Coordinator, Change Safety Director- Tomah Memorial to Emergency Preparedness Specialist- Tomah Health	8
	EOC Staffing- Changes made to all names, phone number, and emails on the entire list	13-15
	EOC Full Activation Organization Chart	25
	Sources for water- update sources and contact information	27
	Radio Frequencies- Update all counties	34-36
	Public works Resources- Updated10/26/2021	40-41
	Debris Management- Update Clean-Up Contractors	42
	EMS Public Health Services- Update wording making EMS responsible for EMS in the City in an emergency situation. Remove Monroe County Emergency Medical Services Officer	43
	Add New PIO Information	44
	Add Press Release Template	45
	Fire Service- Update wording for La Crosse Fire Dept. Haz-Mat	49
	Fire Department Resource List- Update entire list	50-51
	Damage Assessment- Add language to include input into WebEOC from MOCO EM	52
	Quick Reference Guide for Damage Assessment- Update with new form from FEMA	54-57
	City of Tomah Map- Updated City Map	

DATE	SECTION CHANGED
	Pg. 6, Take out bi-annual tabletop exercises from IX. C.
3/6/2023	Pg. 13-16, Update personnel list
	Pg. 43, Remove Brady Excavating
	Pg. 44-45, Change EMS/Public Health Info. And Add EMS Resources
	Pg. 46-47, Change PIO procedures