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CITY OF WATERLOO EMERGENCY RESPONSE PLAN COMMITTEE - AGENDA
MUNICIPAL BUILDING POLICE TRAINING ROOM – 136 N. MONROE STREET
June 28, 2021 – 1:00 p.m.

1. CALL TO ORDER & ROLL CALL
2. CITIZEN INPUT / PUBLIC COMMENT
3. NEW BUSINESS
 - a. Review Current Policy
4. ADJOURNMENT


Mo Hansen
Clerk/Treasurer

Posted & Emailed: 06/24/2021

Committee members: Police Chief; Utility Superintendent; Fire Chief; Public Works Director; Council Representative (Alder Thomas); Clerk/Treasurer

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, 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 such services please contact the clerk's office at the above location

City of Waterloo Emergency Response Plan



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LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES

- 21.11 CALL TO ACTIVE SERVICE
- 26.97 LAW ENFORCEMENT AND POLICE POWER
- 59.025 ADMINISTRATIVE HOME RULE
- 59.026 CONSTRUCTION OF POWERS
- 59.031 COUNTY EXECUTIVE (2) DUTIES AND POWERS
- 59.033 COUNTY ADMINISTRATOR (2) DUTIES AND POWERS
- 59.05 CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
- 59.07 GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
- 59.08 PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
- 59.083 CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
- 59.24 PEACE MAINTENANCE
- 61.34 POWERS OF VILLAGE BOARD
- 66.325 EMERGENCY POWERS
- 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
- 166.03 (1) POWERS AND DUTIES OF THE GOVERNOR
(4) POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
(5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
- 213.095 POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
- 895.483(2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

CITY ORDINANCES

MUTUAL AID AGREEMENTS

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DEG	DIVISION OF EMERGENCY GOVERNMENT
EMD	EMERGENCY MANAGEMENT DIRECTOR
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WFD	WATERLOO FIRE DEPARTMENT
WPD	WATERLOO POLICE DEPARTMENT
HAZ-MAT	HAZARDOUS MATERIAL

WATERLOO EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the City of Waterloo government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Waterloo is part of the county emergency management program. This municipal plan is to be used in conjunction with the Jefferson County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Jefferson County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

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

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the City of Waterloo. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan as, appropriate.

- a. The Emergency Management Director advises the City Clerk and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the County Emergency Management Director of this action.
 - c. Forward the local state of emergency declaration to the Jefferson County Emergency Government Office.
 - d. The Emergency Management Director activates the Municipal EOC located at City Hall (Primary) or Fire Department (Alternate)
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-L.
 - f. The Mayor directs departments/agencies to respond to the situation.
 - g. The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
 - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the county office of emergency government.
 4. If assistance is requested, the county emergency management director assesses the situation and makes recommendations.
 5. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify Wisconsin Division of Emergency Government (DEG) Regional Director.

- g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist municipality with prioritizing and allocating resources.
6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State DEG.
 7. If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
 8. After completing the assessment, the DEG Regional Director immediately notifies the State DEG Administrator.
 9. The State Administrator of Emergency Government notifies the Governor and makes recommendations.
 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Organizational chart for City of Waterloo

E. RESPONSIBILITIES AND TASKS:

See Attachments A-L for emergency responsibilities of key officials in the City of Waterloo.

F. RESOURCE MANAGEMENT:

Support from Jefferson County Emergency Management.

Mutual Aid Reciprocal Agreements:

Support from Private Agencies/Volunteer Groups:

Red Cross, Salvation Army, Schools, Local Church Organizations

Support from State and Federal Agencies:

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

National Guard assistance should be channeled through the County Emergency Management Director to the DEG Regional Director to the DEG Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The City of Waterloo EOP Development Team is composed of representative from City Hall, Police Department, Fire Department, Public Works Department, and Water and Light Department.

These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Mayor. The Team reviews incidents, changes and new information and makes available revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Team members include the Mayor, City Emergency Management Director, City Clerk/Treasurer, Police Chief, Fire Chief, Public works Director, Water and Light Department Superintendent, and City Engineer.

ANNEX A

MAYOR

KEY ACTION CHECKLISTS

The City of Waterloo Mayor is responsible for the overall management of the City of Waterloo. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR SHOULD:

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

ANNEX B

CITY EMERGENCY MANAGEMENT DIRECTOR

KEY ACTION CHECKLISTS

The City Emergency Management Director coordinates all components of the emergency management program in the City of Waterloo. This included hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster or emergencies. The following tasks represent a checklist of actions this department should consider.

CITY EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director has been notified, key facilities warned, sirens activated, etc.
3. Activate the City / Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and the EOC staff have reported / are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the City of Waterloo Mayor and to the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department / agency heads have begun to keep separate and accurate records of disaster – related expenditures.

ANNEX C

CITY CLERK / TREASURER

KEY ACTION CHECKLISTS

The City Clerk / Treasurer is responsible for their assigned activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY CLERK / TREASURER SHOULD:

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

ANNEX D

WARNING / COMMUNICATIONS

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in the City of Waterloo. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The City of Waterloo Police Department, located at the City of Waterloo Municipal Building, is responsible for warning and communications activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Official
 - b. Municipal Emergency Management Director
 - c. County Emergency Management Director
 - d. Municipal Emergency Operations Center representatives.
 - e. Special Facilities (list)
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of communications equipment i.e., telephone, pagers, radios, mobile telephone, fax, etc.)
3. Activate public warning system. This consists of (a warning system of sirens, and telephone calls.) Develop policies on how to handle alerts for, watches, warnings, and severe weather prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is (radios, telephones, pagers, and fax machines.)
5. Establish communications with Command Post if established.

ANNEX E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The City of Waterloo Police Department is responsible for law enforcement activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

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

Assist the medical examiner with mortuary services.

If the County EOC is activated, establish and maintain contact with the persons 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.

ANNEX G

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Public Works Department is responsible for public works activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

ANNEX H

PUBLIC UTILITIES

KEY ACTION CHECKLISTS

The Waterloo Utilities is responsible for electric, water and wastewater plant for the City of Waterloo. The following tasks represent a basic checklist of actions this department should consider in an emergency or disaster situation.

WATER AND WASTEWATER SYSTEM

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Review the disaster situation with field personnel and report situation to the City Emergency Management Director.
3. Provide staffing and temporary electrical power source to water and wastewater facilities as needed.
4. Maintain adequate water pressure in the system to provide fire protection service.
5. Provide portable pumping at various locations within the sanitary collection system to prevent flooding. Maintain pumping as needed.
6. Continue communication with fire department staff and Emergency Management Director (EMD) on the water and sewer system status.
7. Assist in the evaluation of the City's status expressing the utility customers needs and set priorities with EMD. Relocate staff and equipment as needed to further the recovery of the city.
8. As necessary, establish a staging area for public utilities.
9. Report facility damage information to the Damage Assessment Team.

Electrical Distribution System

1. Ensure that all personnel have been alerted and that they report as the situation directs.
2. Assess damage from storm and report situation to City Emergency Management Director.
3. Make decision on which circuits can remain energized.
4. Areas that receive priority for service:
 - Waterloo Clinic
 - UW System Clinic
 - Highland Assisted Living
 - Schools for Housing
 - City Hall
 - Fire Department
5. As necessary, establish a staging area for public utilities
6. Assist in the evaluation of the City's status expressing the utility customers needs and set priorities with EGC. Relocate staff and equipment as needed to further the recovery of the city.
7. Report facility damage information to the Damage Assessment Team.
8. If the County EOC is activated, establish and maintain contact with the Coordinator.

Gas Distribution System

1. WE Energies will handle gas situations as per their policies.

ANNEX I

PUBLIC HEALTH SERVICES / EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

The City of Waterloo Fire Department will serve as the Public Health and Emergency Medical Services for the City of Waterloo and is responsible for public health and emergency medical service's activities in City of Waterloo. They will coordinate health services activities with a representative from the Public Health Department and the County Emergency Medical Services Officer. The following Tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

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

ANNEX J

FIRE SERVICES

KEY ACTION CHECKLISTS

The City of Waterloo Fire Department is responsible for fire /rescue activities in the City of Waterloo. The following tasks represent a checklist of actions this Department should consider in an emergency or disaster situation.

1. Establish and / or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured / trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and / or contacts with other fire departments.

ANNEX K

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The appointed Public Information Officer will be responsible for public information activities in the City of Waterloo. The following tasks represent a checklist of actions this person(s) should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the City of Waterloo as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the Mayor or Emergency Government Director.

ANNEX L

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The Clerk/Treasurer, Assessor, Public Works Director, Water and Light Superintendent, and Building Inspector are responsible for damage assessment activities in the City of Waterloo. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department / agencies; Clerk / Treasurer, Assessor, Public Works Director and Red Cross are responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours; complete
 1. Number of fatalities
 2. Number of critical / minor injuries.
 3. Number of home / businesses damaged / destroyed.
 4. Number of power / telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and / or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. complete updated UDSR.
4. Provide damage assessment information to the appropriate City Officials and County Emergency Management Director to assist in the preparation of the UDSR.

5. If the situation warrants, assist the Mayor with the preparation of the Local State of Emergency Declaration and forward to the Jefferson County Emergency Management Director.
6. Plot-damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal, personal, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Municipal Public Information Officer.

CITY OF WATERLOO
DISASTER DECLARATION
ORDER TO EVACUATE

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 exist,

NOW THEREFORE, I, Mayor for the City of Waterloo, do hereby proclaim that the area bordered on the south by _____, on the north by _____, on the east by _____ and on the west by _____ be immediately evacuated.

These proclamations in effect until further notice.
In testimony whereof I have hereunto set my hand
Done at this ____ day of _____, 20____

Mayor
City of Waterloo

CITY OF WATERLOO

DECLARATION OF EMERGENCY

WHEREAS, a disaster has struck Waterloo; and

WHEREAS, because of such emergency conditions, the Common Council is unable to meet with promptness; and

WHEREAS, the disaster has caused the City to expand or commit all of its available resources; and

WHEREAS, the City of Waterloo is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW THEREFORE, pursuant to State Statutes, as Chief Elected Official of the City of Waterloo I have hereunto set my hand and have caused the great seal of Waterloo to be affixed declaring a state of emergency exists in the City of Waterloo.

Mayor
City of Waterloo

WATERLOO EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the City of Waterloo government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Waterloo is part of the county emergency management program. This municipal plan is to be used in conjunction with the Jefferson County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Jefferson County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

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

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the City of Waterloo. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan as, appropriate.
 - a. The Emergency Management Director advises the City Clerk and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the County Emergency Management Director of this action.
 - c. Forward the local state of emergency declaration to the Jefferson County Emergency Government Office.
 - d. The Emergency Management Director activates the Municipal EOC located at City Hall (Primary) or Fire Department (Alternate)
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-L.
 - f. The Mayor directs departments/agencies to respond to the situation.
 - g. The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
 - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the county office of emergency government.
4. If assistance is requested, the county emergency management director assesses the situation and makes recommendations.
5. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.

- f. Notify Wisconsin Division of Emergency Government (DEG) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist municipality with prioritizing and allocating resources.
6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State DEG.
 7. If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
 8. After completing the assessment, the DEG Regional Director immediately notifies the State DEG Administrator.
 9. The State Administrator of Emergency Government notifies the Governor and makes recommendations.
 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Organizational chart for City of Waterloo

E. RESPONSIBILITIES AND TASKS:

See Attachments A-L for emergency responsibilities of key officials in the City of Waterloo.

F. RESOURCE MANAGEMENT:

Support from Jefferson County Emergency Management.

Mutual Aid Reciprocal Agreements:

Support from Private Agencies/Volunteer Groups:

Red Cross, Salvation Army, Schools, Local Church Organizations

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the DEG Regional Director to the DEG Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The City of Waterloo EOP Development Team is composed of representative from City Hall, Police Department, Fire Department, Public Works Department, and Water and Light Department.

These agencies are responsible for developing and maintaining this plan. The plan shall be reviewed yearly in June.

This Team meets on an as needed basis or as determined by the Mayor. The Team reviews incidents, changes and new information and makes available revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Team members include the Mayor, City Emergency Management Director, City Clerk/Treasurer, Police Chief, Fire Chief, Public works Director, Water and Light Department Superintendent, and City Engineer.

ANNEX A

MAYOR

KEY ACTION CHECKLISTS

The City of Waterloo Mayor is responsible for the overall management of the City of Waterloo. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR SHOULD:

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

ANNEX B

CITY EMERGENCY MANAGEMENT DIRECTOR

KEY ACTION CHECKLISTS

The City Emergency Management Director coordinates all components of the emergency management program in the City of Waterloo. This included hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster or emergencies. The following tasks represent a checklist of actions this department should consider.

CITY EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director has been notified, key facilities warned, sirens activated, etc.
3. Activate the City / Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and the EOC staff have reported / are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the City of Waterloo Mayor and to the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department / agency heads have begun to keep separate and accurate records of disaster – related expenditures.

ANNEX C

CITY CLERK / TREASURER

KEY ACTION CHECKLISTS

The City Clerk / Treasurer is responsible for their assigned activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY CLERK / TREASURER SHOULD:

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

ANNEX D

WARNING / COMMUNICATIONS

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in the City of Waterloo. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The City of Waterloo Police Department, located at the City of Waterloo Municipal Building, is responsible for warning and communications activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Official
 - b. Municipal Emergency Management Director
 - c. County Emergency Management Director
 - d. Municipal Emergency Operations Center representatives.
 - e. Special Facilities (list)
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of communications equipment i.e., telephone, pagers, radios, mobile telephone, fax, etc.)
3. Activate public warning system. This consists of (a warning system of sirens, and telephone calls.) Develop policies on how to handle alerts for, watches, warnings, and severe weather prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is (radios, telephones, pagers, and fax machines.)
5. Establish communications with Command Post if established.

ANNEX E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The City of Waterloo Police Department is responsible for law enforcement activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

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

Assist the medical examiner with mortuary services.

If the County EOC is activated, establish and maintain contact with the persons 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.

ANNEX G

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Public Works Department is responsible for public works activities in the City of Waterloo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

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

ANNEX H

PUBLIC UTILITIES

KEY ACTION CHECKLISTS

The Waterloo Utilities is responsible for electric, water and wastewater plant for the City of Waterloo. The following tasks represent a basic checklist of actions this department should consider in an emergency or disaster situation.

WATER AND WASTEWATER SYSTEM

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Review the disaster situation with field personnel and report situation to the City Emergency Management Director.
3. Provide staffing and temporary electrical power source to water and wastewater facilities as needed.
4. Maintain adequate water pressure in the system to provide fire protection service.
5. Provide portable pumping at various locations within the sanitary collection system to prevent flooding. Maintain pumping as needed.
6. Continue communication with fire department staff and Emergency Management Director (EMD) on the water and sewer system status.
7. Assist in the evaluation of the City's status expressing the utility customers needs and set priorities with EMD. Relocate staff and equipment as needed to further the recovery of the city.
8. As necessary, establish a staging area for public utilities.
9. Report facility damage information to the Damage Assessment Team.

Electrical Distribution System

1. Ensure that all personnel have been alerted and that they report as the situation directs.
2. Assess damage from storm and report situation to City Emergency Management Director.
3. Make decision on which circuits can remain energized.
4. Areas that receive priority for service:
 - Waterloo Clinic
 - UW System Clinic
 - Highland Assisted Living
 - Schools for Housing
 - City Hall
 - Fire Department
5. As necessary, establish a staging area for public utilities
6. Assist in the evaluation of the City's status expressing the utility customers needs and set priorities with EGC. Relocate staff and equipment as needed to further the recovery of the city.
7. Report facility damage information to the Damage Assessment Team.
8. If the County EOC is activated, establish and maintain contact with the Coordinator.

Gas Distribution System

1. WE Energies will handle gas situations as per their policies.

ANNEX I

PUBLIC HEALTH SERVICES / EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

The City of Waterloo Fire Department will serve as the Public Health and Emergency Medical Services for the City of Waterloo and is responsible for public health and emergency medical service's activities in City of Waterloo. They will coordinate health services activities with a representative from the Public Health Department and the County Emergency Medical Services Officer. The following Tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

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

ANNEX J

FIRE SERVICES

KEY ACTION CHECKLISTS

The City of Waterloo Fire Department is responsible for fire /rescue activities in the City of Waterloo. The following tasks represent a checklist of actions this Department should consider in an emergency or disaster situation.

1. Establish and / or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured / trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and / or contacts with other fire departments.

ANNEX K

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The appointed Public Information Officer will be responsible for public information activities in the City of Waterloo. The following tasks represent a checklist of actions this person(s) should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the City of Waterloo as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the Mayor or Emergency Government Director.

ANNEX L

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The Clerk/Treasurer, Assessor, Public Works Director, Water and Light Superintendent, and Building Inspector are responsible for damage assessment activities in the City of Waterloo. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department / agencies; Clerk / Treasurer, Assessor, Public Works Director and Red Cross are responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours; complete
 1. Number of fatalities
 2. Number of critical / minor injuries.
 3. Number of home / businesses damaged / destroyed.
 4. Number of power / telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and / or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. complete updated UDSR.
4. Provide damage assessment information to the appropriate City Officials and County Emergency Management Director to assist in the preparation of the UDSR.

5. If the situation warrants, assist the Mayor with the preparation of the Local State of Emergency Declaration and forward to the Jefferson County Emergency Management Director.
6. Plot-damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal, personal, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Municipal Public Information Officer.

CITY OF WATERLOO
DISASTER DECLARATION
ORDER TO EVACUATE

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 exist,

NOW THEREFORE, I, Mayor for the City of Waterloo, do hereby proclaim that the area bordered on the south by _____, on the north by _____, on the east by _____ and on the west by _____ be immediately evacuated.

These proclamations in effect until further notice.
In testimony whereof I have hereunto set my hand
Done at this ____ day of _____, 20____

Mayor
City of Waterloo

CITY OF WATERLOO

DECLARATION OF EMERGENCY

WHEREAS, a disaster has struck Waterloo; and

WHEREAS, because of such emergency conditions, the Common Council is unable to meet with promptness; and

WHEREAS, the disaster has caused the City to expand or commit all of its available resources; and

WHEREAS, the City of Waterloo is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

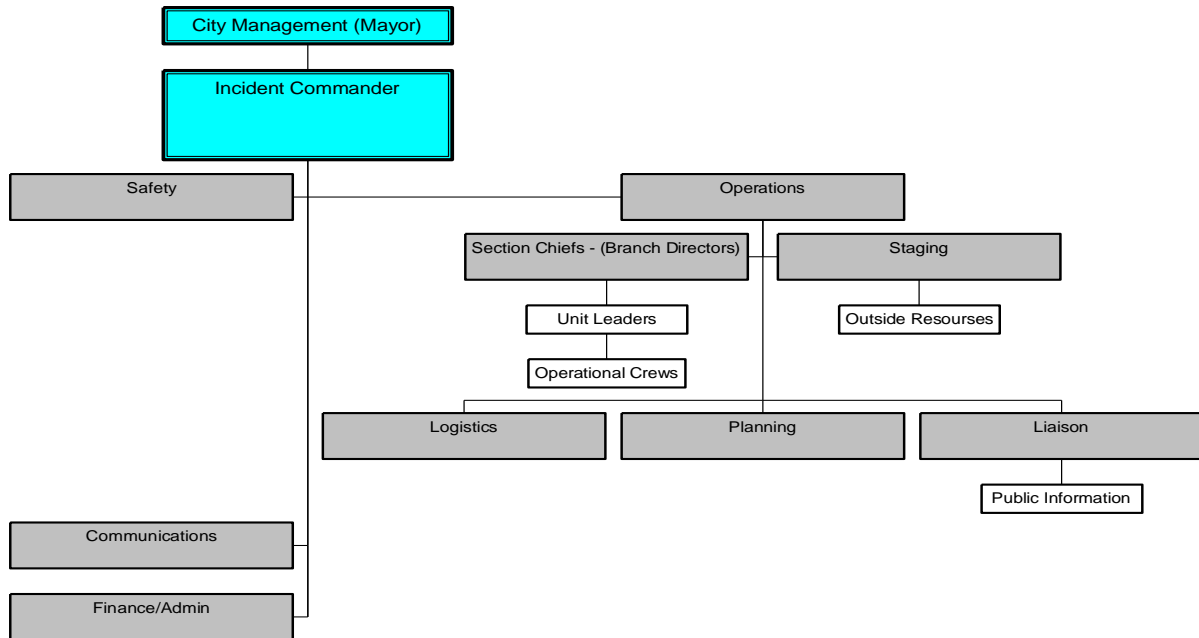
NOW THEREFORE, pursuant to State Statutes, as Chief Elected Official of the City of Waterloo I have hereunto set my hand and have caused the great seal of Waterloo to be affixed declaring a state of emergency exists in the City of Waterloo.

Mayor
City of Waterloo

CITY OF WATERLOO

UNIFIED INCIDENT COMMAND SYSTEM (ICS) EMERGENCY MANAGEMENT STRUCTURE

Organizational Chart



CITY OF WATERLOO

UNIFIED INCIDENT COMMAND SYSTEM (ICS) EMERGENCY MANAGEMENT PLAN

Emergency Management - Command Structure - SOP

I.

Scope.

This procedure applies to all City operational personnel. Overall Control of all incidents with the City begins at the Mayoral Level. City Management falls outside the scope of this addendum.

II.

Expanding the Organization

A. The transition from the initial response to a major incident organization will be evolutionary and positions will be filled as the corresponding tasks require.

B. The Operations, Planning, Logistics, Staging and Liaison positions will be staffed only when corresponding functions are required for effective incident management.

C. The Incident Commander (IC) should be cognizant of the probable expansion of the organization based on the complexities and number of resources required for control.

D. The first IC to arrive at a complex incident that will obviously grow to a resource intensive situation must start thinking about expanding the organization at a high level. The staffing of the Operations Chief functions will greatly improve the IC's ability to effectively manage the operation by allowing for the delegation of the responsibilities of an entire Section (Planning, Logistics, Staging) to others.

III. Operations Section

The following are positions within the Operations section which may be activated:

- A. Staging Area(s).
- B. Branches.
 - 1. Operations Branch
 - a. Support Group
 - b. Tactical Group
- C. Divisions and Groups.
- D. Single Resources.
- E. Task Forces.
- F. Strike Teams.

IV. Operations Section - Chief

A. The Operations Section Chief (OPS) is responsible for direct management of all incident tactical activities, tactical priorities, and the safety and welfare of personnel in the Operations Section.

B. OPS is most often staffed when the IC, due to incident complexities, needs to be relieved of the responsibility of being the incident tactician and step back to focus on the “big picture”.

C. The OPS **must** be staffed when the IC’s span-of-control becomes too large due to the staffing of many Divisions and/or Groups and one or more Planning or Logistics Sections.

D. Responsibilities of the Operations Section Chief:

- 1. Manages incident tactical activities.
- 2. Coordinates activities with the IC.
- 3. Implements the Incident Action Plan.
- 4. Assigns resources to tactical level areas based on tactical objectives and priorities.
- 5. Builds an effective organizational structure through the use of Branches and Divisions/Groups.
- 6. Controls staging and air operations.
- 7. Provides for life safety.
- 8. Determines needs and requests additional resources.

9. Consults with and informs other sections and the IC Staff as needed.

E. When OPS is staffed, the IC is at the Strategic Level, OPS at the Tactical Level, and Divisions/Groups and companies at the Task Level.

F. When OPS is staffed, the IC **must** notify all Divisions, Groups, and Branches, or single resources that report directly to him that OPS is initiated and those functions now report to OPS. **Acknowledgement from these functions is required.**

V. Staging

A. Staging is an area where resources are temporarily placed and available for immediate assignment into the operation.

1. Effective utilization of staging will:
 - a. Prevent congestion of apparatus on scene.
 - b. Allow time for the IC to evaluate conditions and determine proper assignment.
 - c. Place apparatus in an uncommitted location to facilitate assignment.
 - d. Reduce the amount of radio traffic during initial stages of operation.

2. IC and staff vehicles will not stage upon arrival at an incident; they will be parked where they will not restrict access to the scene.

3. POV's shall follow the same guidelines as fire units and anticipate a "Staging Area" being established; care should be used in staging vehicles to allow easy emergency vehicle access.

B. Staging reports to the OPS when staffed; otherwise, Staging reports directly to the IC..

C. Level 1 Staging procedures:

1. The first engine, first ladder, and first chief officer go directly to the scene.
2. All other first alarm units stop one block from the incident in the direction of travel and report their unit number and compass direction

from the scene. A position allowing a maximum of tactical options (access, water supply, etc.) will be selected.

Example (Incoming Fire Units) :

“IC, Engine 531”

“Engine 531, IC”

“IC, Engine 531, Staged North”

“Copy. Engine 531, Staged North”

This tells the IC the unit ready for assignment and from which direction they will approach the scene. Acknowledgement by Communications is not required.

3. Staged units will stay off the air until assigned or released by the IC. If not assigned within a reasonable period of time, they should contact the IC and advise of their standby status.

4. All units shall continue to the scene until a unit reports on scene. Do not assume another unit will be first on scene.

5. Units responding from other than their quarters will advise Communications of the location they are responding from.

6. Preplan may indicate exceptions to Level 1 Staging due to special considerations of the occupancy.

D. Level 2 Staging Procedures:

1. When a second alarm or mutual aid call is requested for additional resources, the IC designates a formal Staging Area. Due to POV response, the IC may choose to establish a Staging Area whenever there is a working incident or an extensive investigation.

2. Additional alarm or mutual aid companies and POVs are dispatched to formal Staging Area.

3. Certain units may be given assignments while enroute.

4. Units not receiving assignments while enroute will report to the Staging Area.

5. The IC will assign an officer or member of one of the companies reporting to Staging to be the Staging Area Manager. If not assigned by the IC, the first officer/lead firefighter to arrive shall assume Staging.

6. Staging is responsible for:

a. Ensuring apparatus are parked in a safe manner.

b. Maintaining a log for Staging units and inventory of specialized equipment available.

c. Coordinate with the IC what resources might be needed.

d. Maintain a highly visible location so incoming units will be able to readily locate.

e. Advise incoming units of the best route to Staging.

f. Give periodic reports to the IC of available units and POV crews in the staging area.

7. Staging will communicate directly with Communications to request units, as needed.

VI. Operations Section - Branch Directors

A. As span-of-control becomes excessive, or the incident becomes increasingly complex, the organization can be further sub-divided into Branches.

B. In general, Branches may be staffed for the following reasons:

1. Span-of-control problems for the IC, or OPS when staffed.

2. For specific functional or geographic area supervision and control.

3. When the incident involves multi-agency, or multi-jurisdictional response.

Example:

When the IC, or OPS, has too many Division and Group Supervisors in their span-of-control, the incident may require various specialist activities such as suppression, EMS, and HazMat. The IC may decide to segregate the operations under technical experts by creating a Suppression Branch, Multi-Casualty (or EMS) Branch, or a HazMat Branch.

Example:

When the incident requires the services and resources of different agencies or jurisdictions, the IC may decide to establish a Fire Branch, Police Branch, Public Works Branch, providing other agencies with direct supervision by their own managers. Most often, the OPS Section Chief will have one or more Chief officers representing each of the agencies involved. This provides a high level of coordination and authority.

C. Branch Directors may be at the Command Post to work directly with the IC and OPS chief(s).

D. On incidents encompassing a large geographic area, it may be more effective to have Branch Directors in their tactical locations.

E. When a Branch is staffed, the IC, or OPS as appropriate, **must** notify all Divisions, Groups, and single resources assigned to the Branch that it has been initiated and those functions are now reporting to that Branch.

Acknowledgement from these functions is required.

F. When the incident calls for a functional Branch structure due to multi-agency response, i.e., fire, police, health services, the IC, or OPS as appropriate, should establish a Branch for each agency.

G. When an incident is multi-agency or multi-jurisdictional, resources are best managed under the managers of those agencies who have normal control over those resources.

H. Branches should always be used at incidents involving two or more distinctly different major management components, i.e., fire with major evacuation; fire with a multi-casualty component.

I. When possible, and/or practical, a separate frequency should be used for each branch.

VII. Planning Section

The Planning Section is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision making. Information management is a full time task at large, complex incidents. Information is needed for both long and short term planning. The Planning Section Chief's goal is to plan ahead to identify the need for resources before required.

A. The Planning Section is responsible to:

1. Evaluate current strategy and plan with the IC.
2. Check-in and maintain resource and personnel status.
3. Refine and recommend any needed changes to the Action Plan.
4. Evaluate incident organization and span-of-control.
5. Predict possible outcomes.
6. Evaluate future resource requirements.
7. Use technical assistance as needed.
8. Evaluate tactical priorities, specific critical factors, and safety.
9. Gather, update, improve, and manage situation status in a systematic way.
10. Coordinate with any needed outside agencies for planning needs.
11. Plan for and carry out incident demobilization.
12. Maintain incident records.

VII. Logistics Section

The Logistics Section is the support mechanism for the organization. Logistics provides service and support systems to all organizational components involved in the incident, including facilities, transportation, equipment maintenance, fueling, feeding, communications, responder medical services, and responder rehab.

A. Logistics is responsible to:

1. Provide medical aid for incident personnel and manage Responder Rehab.
2. Coordinate immediate critical incident stress debriefing function.
3. Provide and manage needed supplies or equipment.
4. Predict and obtain future resource needs (coordinate with Planning Section).
5. Provide the communications plan and any needed communications equipment.
6. Provide equipment fuel and needed repairs.
7. Obtain specialized equipment or expertise per the IC.
8. Provide food and associated supplies.
9. Secure fixed or portable facilities.
10. Provide any other logistical needs as requested by the IC.
11. Supervise assigned personnel.

IX. Finance/Administrative Section

The Finance/Administrative Section is established when the agencies involved have a specific need for finance services. Not all incidents require

the establishment of a separate Finance/Administrative Section. When only one specific function is required, i.e., cost analysis, the position could be established as a Technical Specialist in the Planning Section. In addition to Finance, other seldom needed but important administrative functions, such as a Legal Unit, could be established under this Section.

A. The Finance Administrative Section is responsible to:

1. Procure services and/or supplies from sources within and outside the district or community as requested by the IC (coordinates with Logistics).
2. Documenting all financial costs of the incident.
3. Documenting for possible cost recovery for services or supplies.
4. Analyzing and managing legal risk for incidents.
5. Document for compensation and claims for injuries.

X. Command Staff

A. *Safety Officer.*

1. The IC will staff the Safety Officer function at every working incident.

Examples:

Working fire or other working incidents where other responsibilities require too much of the IC's time; where IC cannot personally see incident operations or structure deterioration; highly hazardous incidents, i.e., HazMat, TRT, natural disasters, or mass casualty.

2. Structural Safety Officers must know and understand building construction, overall safety regulations, and be experienced in incident operations.

B. *Liaison Officer.*

1. Will be staffed when the IC's ability to personally interface with representatives of outside agencies will interfere with incident management.
2. The Liaison Officer will establish a Liaison Area where all outside agency members will report, excluding agency representatives that are part of the Unified Command Post.

C. *Information Officer.*

1. The IC will staff an Information Officer (IO) when his ability to personally meet with media representatives interferes with incident management.
2. The IO will establish an Information Area for media members.
3. The IO will brief the press after consulting with the IC on information to be released.
4. The IO will provide opportunities for incident pictures and keep media abreast of conditions.
5. The IO will provide other governmental agencies with information about incident conditions on an "as needed" basis.

XI. Unified Command.

- A. When more than one agency in a single jurisdiction or more than one jurisdiction has a legal responsibility for the mitigation of the incident, Unified Command may be established.
- B. All agencies with legal responsibility for the incident outcome will influence the strategy and tactics that are determined and selected.
- C. The Operations Section Chief has the responsibility to implement the Action Plan.

D. The Operations Section Chief should be chosen from one of the agencies represented in the Unified Command Post. Possible Selection Criteria:

1. Basis of greatest jurisdictional involvement.
2. Number of resources involved.
3. Existing statutory authority.
4. Mutual knowledge of the individual's qualifications.

E. The Operations Section Chief may select representatives of the other agencies to act as Deputy Operations Chiefs to assist in implementing the Action Plan.

XII. Operational Crews

A. A crew is composed of members who arrive at the scene on a piece of firefighting or non-firefighting apparatus, such as a utility vehicle, squad car or privately owned vehicle.

B. Personnel must be organized into teams of two or more before being assigned to tasks.

C. The person organizing the crew selects one member, usually the ranking or most experienced member, to be the Crew Leader.

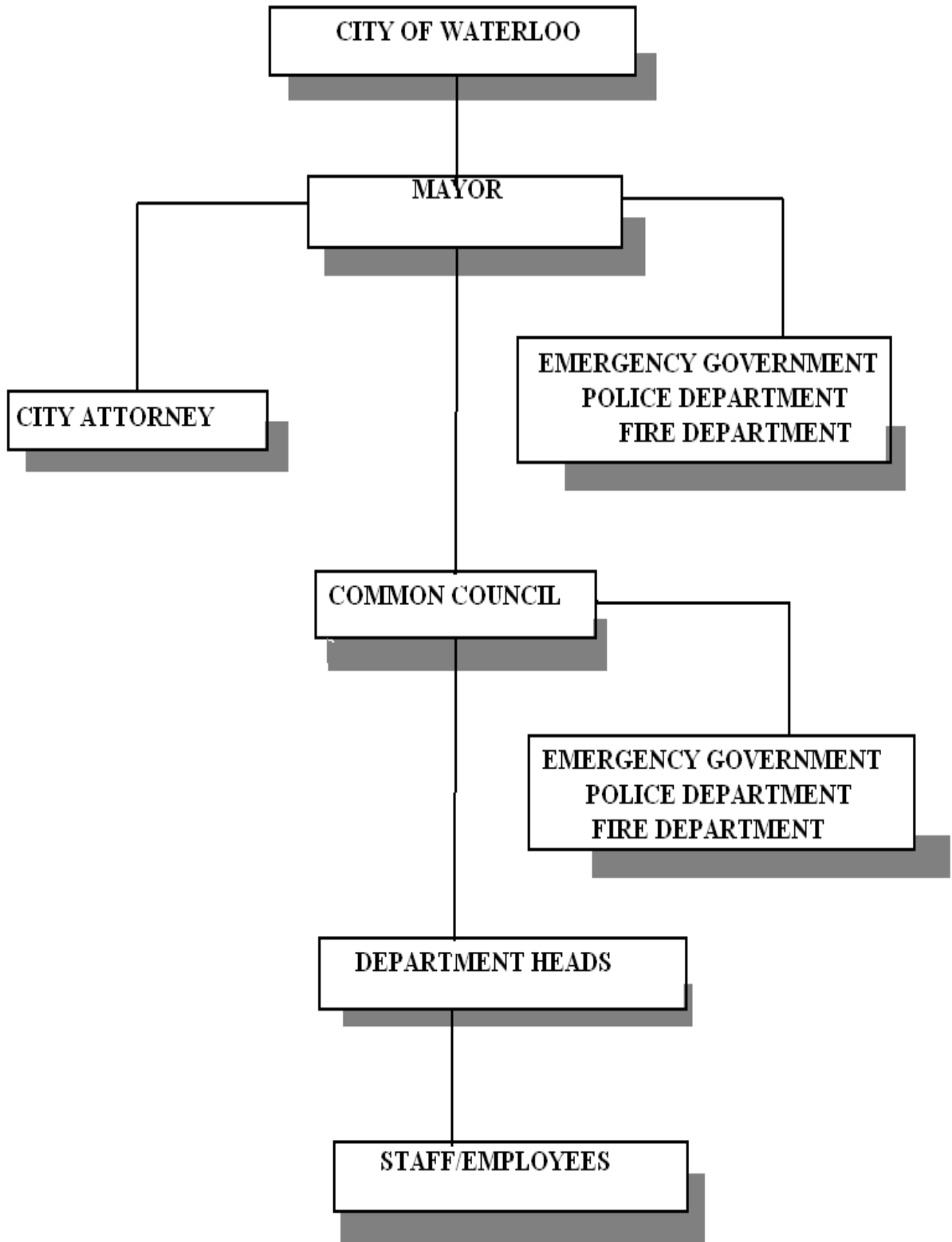
D. The crew must stay together and operate as if they were a company.

E. Personnel reporting to the scene and arriving on non-firefighting apparatus are directed to report to the Staging Area, if established, otherwise to the Command Post for formation into crews.

F. Crews usually have a radio designation using the term "Crew" plus a number, such as Crew One.

For functional assignments, the term "Crew" is preceded by the function assigned, such as Search Crew.

ORGANIZATIONAL STRUCTURE



CITY OF WATERLOO LINE OF SUCCESSION

1. Mayor Jeni Quimby (H) 478-2352 (C) 608-516-3363
2. Council Pres Tim Thomas (H) 478-2321 (C) 920-988-9109
3. Emergency Management Director - Jeanette Petts (C) 608-669-2209

ELECTED OFFICIALS

MAYOR – Jeni Quimby (H) 920-478-2352 (C) 608-516-3363
COUNCIL PRESIDENT – Tim Thomas (H) 478-2321 (C) 920-988-9109
ALDERPERSON WARD 1 – Jason Schoenwetter (C) 920-296-2226
ALDERPERSON WARD 2 – Eric Rhynes (C) 920-350-5053
ALDERPERSON WARD 3 – Tim Thomas (H) 478-2321 (C) 920-988-9109
ALDERPERSON WARD 4&5- Jeanette Petts (C) 608-669-2209
ALDERPERSON AT LARGE- Charles Kuhl (C) 920-988- 9153
ALDERPERSON AT LARGE – Richard Weihert (C) 608-513-4593
ALDERPERSON AT LARGE – Ron Griffin (H) 478- 3686 (C) 920-988-8324

EMERGENCY OPERATING CENTER

Primary: Waterloo City Hall, 136 N. Monroe St. Waterloo WI. 53594
 Alternate: Waterloo Fire Dept., 900 Industrial Lane, Waterloo, WI 53594

POSITION	NAME	BUS. PHONE	HOME PHONE
Mayor	Jeni Quimby	920-478-2352	
Council President	Tim Thomas	(920) 478-2321	(C)920-988-9109
Emergency Management Director	Donna Haugon	920-674-7450 (C)920-723-8316	N/A
Police Chief	Denis Sorenson	920-478-2343	920-478-9925
Fire Chief	Wesley Benisch	608-335-3260	
EMS Director	Wesley Benisch	608-335-3260	
Utilities Supt.	Barry Sorenson	920-478-2260	920-988-8073
City Clerk	Morton Hansen	920-478-3025	920-478-2955
Public Works Director	Chad Yerges	920-478-9797	920-988-9686
Medical Examiner	Nichol Tesch	920-674-7119	Or 911
City Attorney	Bill Cole	608-283-6766	N/A
Emergency Management Office	Donna Haugon	920-674-7450	N/A
Emergency Management State of Wisconsin SE Regional Director	Ben Schliesman 2115 USH 18 Waukesha, WI 53186 24 hr duty office	1-800-943-0003 C-608-516-5282	
American Red Cross Disaster Response Coordinator	Roger Draeger 521 East Street Ft. Atkinson WI 53538		1-920-563-4952
Lakehead Pipeline-Enbridge	John Schwartz	920-988-7928	

WATERLOO POLICE AND COUNTY SHERIFF DEPARTMENT NUMBERS			
CITY OFFICERS			
OFFICER	RADIO #	BUSINESS #	HOME #
Chief Denis Sorenson	3803	920-478-2343	920-988-9925
Lt. Tracy Thom	3831	920-478-2343	608-723-8028
Sgt.		920-478-2343	
Randy Bollig	3826	920-478-2343	920-988-9607
Nathaniel Cullen	3828	920-478-2343	608-212-4841
David Warner	3836	920-478-2343	262-490-4096
Jared Coffren	3840	920-478-2343	715-897-5836
Randy Burns	3841	920-478-2343	608-697-8172
Greg Worzalla	3837	920-478-2343	920-650-2840
Sarah Thomford	3830	920-478-2343	920-253-8086
COUNTY DEPARTMENTS			
Jefferson County Sheriff Department	920-674-7310 or 800-675-7310		
Dodge County Sheriff Department	920-386-3726		
Dane County Sheriff Department	608-266-4948		
Columbia County Sheriff Department	608-742-4166		

WATERLOO FIRE DEPARTMENT NUMBERS			
NAME	POSITION	Cell #	HOME #
Wes Benisch	Chief	608-335-3260	
Chad Butzine	Asst. Chief	920-988-1079	920-478-4120
Ryan Weber	1 st Captain	608-333-7364	
Jon Boedefeld	2 nd Captain	608-843-6601	920-478-3068
Jason Butzine	1st Lieutenant	920-253-6897	
Matt Petrie	1st Lieutenant	920-253-9120	
Craig Strobel	2 nd Lieutenant	608219-2007	920-478-3114
Julie Kuhlow	SECRETARY	920-382-0124	
Vern Butzine	PIO	920-253-0074	
Russ Christiansen	Asst. Service Dir.	920-723-2402	920-723-9033

WATERLOO WATER AND LIGHT COMMISSION CONTACT LIST			
		Office	Home
Water & Light		920-478-2260	
Superintendent	Barry Sorenson	920-478-2260	c920-988-8073
Crew Leader	Tim Lins	920-478-2260	c920-988-1495
Water Operator	Nick Hauptli		C920-988-7831
Lineman	Evan Pratt	c608-235-1619	
Lineman	Jacob Fenner		C920-248-9237
Lineman	Jake Dowden	608-628-1762	
Wastewater Plant		920-478-2720	
Plant Manger	Mike Kitelinger	608-279-4944	920-478-3783
Wastewater Assist	Brent Mosher	608-692-5414	
Wastewater	Curtis Haberman	920-253-9097	
Lineman Cell Phone	Weekends	920-988-5240	
Wastewater cell	Weekends	920-988-5239	

EMERGENCY RESPONSE EQUIPMENT			
QTY	DESCRIPTION	QTY	DESCRIPTION
2	Tractor Backhoe w/compactor & hammer	1	Digger Derrick Truck w/bucket
2	Aerial Bucket Truck 55 Foot & 60 foot	1	Portable Air Compressor
2	Portable 4" Diaphragm Pump	1	Portable Generator
1	1 Ton Dump Truck	2	Line Locators

VARIOUS OTHER EQUIPMENT			
QTY	DESCRIPTION	QTY	DESCRIPTION
1	Barricades, cones, road signs, vests	1	Pole Trailer
1	Trencher w/ trailer	2	Chain saws
3	Pickups	6	Portable Radios
1	Trench Box	1	Trash Pump
1	Welder	1	Mini Excavator

WATERLOO DEPARTMENT OF PUBLIC WORKS		
NAME	TITLE	HOME
Chad Yerges	Public Works Director	c920-988-9686
Chris Hauptli	Asst. Public Works Director	920-988-4091
Travis Schaller		920-988-8850
Ryan Rostead		920-296-9685

EMERGENCY RESPONSE EQUIPMENT		
TYPE	DESCRIPTION	CAPABILITIES
7400 International-2010	Dump Trucks	6 yd. Capability
Bandit	Wood Chipper	Chip 14 inch diameter
John Deere	544 Endloader	3 yd. bucket
John Deere	2555 Loader Tractor	½ yd bucket
International (W&L)	Sewer Vector	1,500 Gallon
Miller	Generator	
Elgin	Street Sweeper	
Universal (Qty. 4)	Snow Plows	12 feet long
Universal	Push Plow	12 feet long
Freightliner (2018)	Dump Trucks	6 yd. Cap.
Freightliner (2015)	Dump Trucks	6 yd. Cap.
International (2020)	Dump Truck	6 yd. Cap.
1 ton dump truck (2011)	Dump truck	
Pickup truck (2017)	truck	
Bobcat (2018)	Skid loader	
welder	welder	
torch	torch	

TOWN OF MILFORD

Estimated Population 1,055

Position	Name	Address	Phone #
Chairperson	Steve Kube	W5412 Church Rd Johnson Creek, WI 53038	920-723-8230
Supervisor	Anthony Schadt	N9457 Cty. Rd. Q Watertown WI 53094	920-261-8478
Clerk	Trisha Miller	W6543Vandre,Road Johnson Creek, WI 53038	920-819-9882
Treasurer	Kathy Redmer	W6330 CTH A Johnson Creek Wi 53038	920-648-5191

TOWN OF WATERLOO

Estimated Population 832

Position	Name	Address	Phone
Chairperson	Scott Hassett	Waterloo, WI 53594	608-469-1655
Supervisor	Jeremy Ellis	N9637 Doepke Ln Waterloo WI 53594	920-988-3003
Supervisor	Larry Holzhueter	N9165 Riverview Dr Waterloo WI 53594	920-285-3963
Clerk	Cindy Schroeder	N7874 STH 89 Waterloo, WI 53594	920-648-3230
Treasure	Laurie Frey	TownHall Road. Waterloo WI 53551	920-478-3425

TOWN OF PORTLAND

Estimated Population

Position	Name	Address	Phone
Chairman	Jeffery Spoke	N11673 Ridge Rd Waterloo, WI 53594	920-478-3694 920-988-2848
Supervisor #2	Thomas Crave	N1201 CTH T Waterloo, WI 53594	920-478-2233 920-988-9022
Supervisor #1	Kurt Keach	109 ½ Columbus st Waterloo, WI 53594	608-333-1811
Clerk	Nancy Thompson	N120 Hickory Lane Waterloo, WI 53594	920-478-3724 920-988-6021
Treasurer	Carleen Benninger	W10284 CTH I Reeseville, WI 53579	920-927-5244 920-296-5510

DUNNEISEN EXCAVATING		
W8889 HWY 89, WATERLOO, WI 53594		
NAME	HOME #	CELL #
Shop	920-478-2544	
Randy Dunniesen	920-478-3074	920-988-0372/Truck # 920-948-0743
Cris Zickert	N/A	920-988-2983
Bill Hubacher	N/A	920-988-6149
Hans Dunniesen	920-478-2518	N/A
Dennis Gmeimder	920-623-4637	N/A
Dick Zickert	N/A	920-698-4498/Pager # 920-692-0628
David Ariens	N/A	920-9880327
Mike Dunneisen	N/A	920-988-0327

EMERGENCY RESPONSE EQUIPMENT		
QTY	TYPE	DESCRIPTION
5	Dump Trucks	Quad Axel
2	Dump Trucks	Tri Axel
1	Dump Truck	Tandem Axel w/Trailer
1	Dump Truck	One Ton Dumper
2	Truck	Semi Tractor w/Trailer
3	Truck	Job Pick up
3	Heavy Equipment	Tracked Back Hoes
1	Heavy Equipment	Rubber Tire Back Hoe
2	Heavy Equipment	Rubber Tire Loaders
3	Heavy Equipment	Bull Dozers
1	Heavy Equipment	Compactor
1	Heavy Equipment	Tractor w/blade and equipment
	Other Equipment	Welder, Torch

JERRY HEPP EXCAVATING
842 WEST STREET, WATERTOWN, WI 53098

Owner	Jerry Hepp	Business 920-261-6739
	Linda Hepp	Shop 920-261-8739
		Office 920-261-6741

EMERGENCY RESPONSE EQUIPMENT

QTY	TYPE	DESCRIPTION
5	Heavy Equipment	Tracked – Back hoes
1	Heavy Equipment	Loader – Back hoe
3	Heavy Equipment	Rubber Tire Load
3	Heavy Equipment	Dozers
1	Heavy Equipment	Roller
3	Trucks	Semis
2	Trucks	One Ton Dumper
1	Trucks	Single Axle
1	Trucks	Tri-Axel
4	Trucks	Quad-Axel

MICHELS MATERIALS WATERLOO OFFICE W11184 HUBBLETON ROAD, WATERLOO, WI 53594		
Steve Hollis Materials		920-478-2085 Cell # 414-507-6117
Deb Yelk	Scale Person	920-478-2084
Main Office	817 W. Main Street Brownsville, WI 53006	920-583-3132

QUARRY PRODUCT LIST	
Screenings	3/8" Chips
3/4 Traffic Bond	Manufactured Sand
1 1/2 Traffic Bond	Shot Rock
3" Traffic Bond	Rip Rap
Breaker Run	200#-500# Rip Rap
Sewer Backfill	500#-1000# Rip Rap
#1 Washed Stone	1 Two Ton Armor Stone
#2 Washed Stone	2 Five Ton Armor Stone
#1 Clear Stone	5 Ten Ton Armor Stone
Decorative Stone	10 Twenty Ton Armor Stone
Railroad Ballast	

CHURCHES IN THE CITY OF WATERLOO

Cornerstone Church 1003 North Monroe Street Waterloo, WI 53594	920-478-9522
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Holy Family Church 205 West Milwaukee Avenue Waterloo, WI 53594	920-478-2032
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St. Paul's Lutheran Church ELCA 226 East Madison Street Waterloo, WI 53594	920-478-2032
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St. John's Evangelical Lutheran Church 413 East Madison Street Waterloo, WI 53594	920-478-2707
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United Methodist Church 347 West Madison Street Waterloo, WI 53594	920-478-2520
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SCHOOLS IN THE CITY OF WATERLOO

Waterloo Public Schools Grade School 785 North Monroe Street Waterloo, WI 53594	920-478-2168
Waterloo District Administrator Junior & Senior High School Pool 865 North Monroe Street Waterloo, WI 53594	920-478-3633 920-478-2171 920-478-3511
St. John's Lutheran School 413 East Madison Street Waterloo, WI 53594	920-478-2707
Holy Family Catholic School 387 South Monroe Street Waterloo, WI 53594	920-478-3221
Little Bears Day Care, LLC 807 Lum Avenue Waterloo, WI 53594	920-478-2767