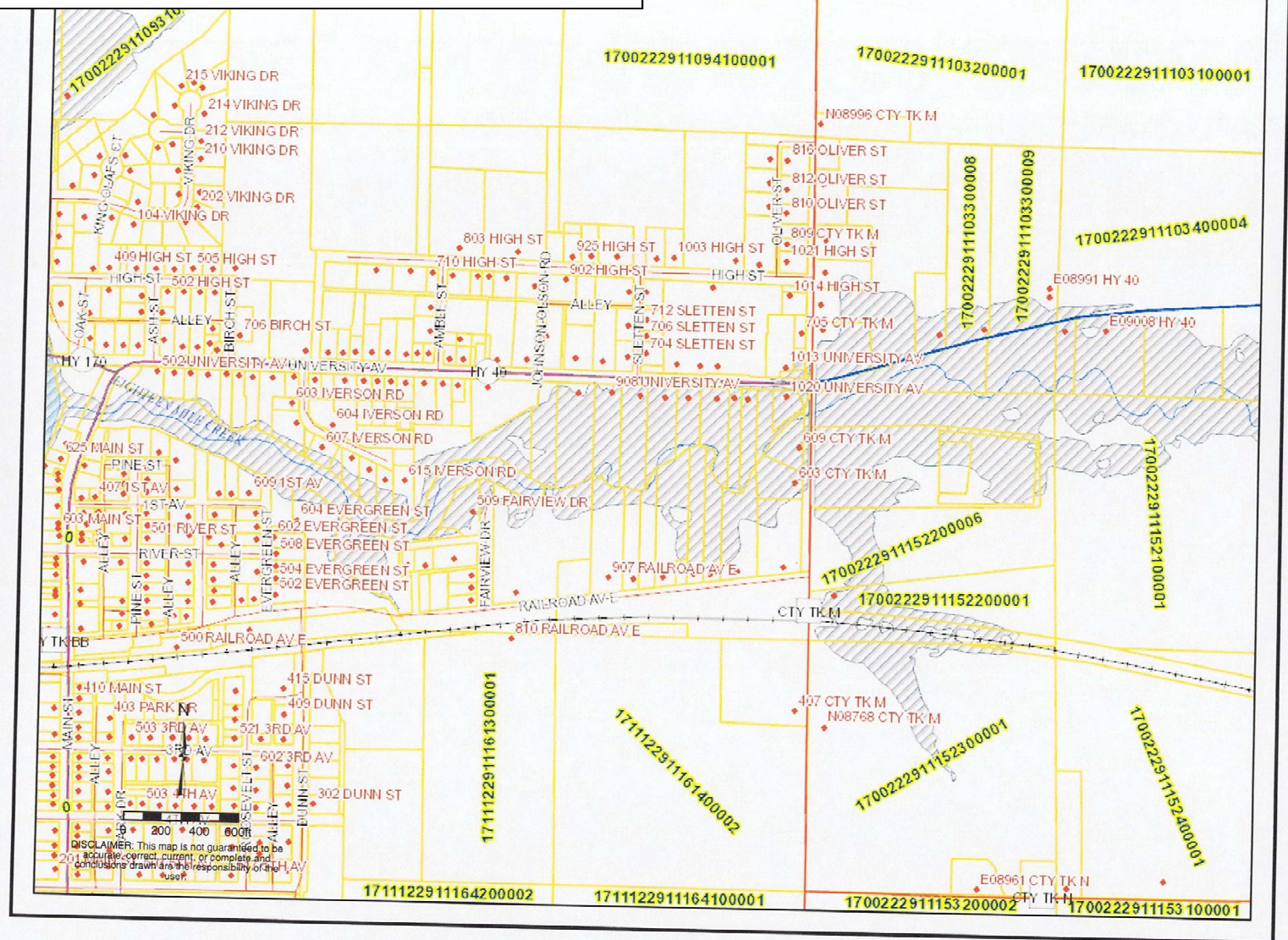


Flood Plain Eastern side Village of Colfax Detail



1066 **Template Forms**

1067 **Delegation of Authority**

1068 The ____ Fire Department is the fire suppression contract agent for the City of ____, Wisconsin.

1069 On ____ <<date>>, a massive fire at ____ in the City of ____ has exhausted local resources from the City of
 1070 ____ Fire Department and neighboring fire departments. Fire Chief ____ has requested that mutual aid
 1071 “command staff (chief officers)” respond to the fire scene to provide relief for local resources. Chief Fire
 1072 Officers from ____ have responded to the fire scene for relief of the local resources. Chief ____ will
 1073 provide a complete briefing to the relief fire officers along with the written Incident Action Plan for the
 1074 “operational period” beginning @ ____ hours, ____ <<date>> and concluding @ ____ hours, ____
 1075 <<date>>.

1076

1077 As Chief Elected Official of the City of ____, Wisconsin, I am duly authorizing this “transfer of command”
 1078 to allow the firefighting operations at ____ to continue without interruption and within the scope of
 1079 acceptable and standard “defensive structural firefighting” procedures.

1080

1081 The incoming Incident Commander has my express authorization to expend up to \$____ on behalf of
 1082 the City of ____, Wisconsin without my further approval to support the fire departments engaged at
 1083 _____. Any additional fiscal expenditure beyond the amount authorized herein shall be in writing by me
 1084 and the City Council of ____, Wisconsin.

1085

1086

1087 _____

1088 <<name>>, <<title of Chief Elected Official>>

1089 City of ____, Wisconsin

1090

1091

1092 _____

1093 **Date**

1094 **Evacuation or Emergency Declaration**

1095 **Purpose:**

1096 This document can serve as a template for local units of government and their
1097 first response organizations to legally authorize an evacuation. Additionally, it
1098 contains guidance to support the issuance of public information.

1099 An evacuation order is a public document; this template is intended to assist local
1100 units of government by providing an outline for an emergency evacuation
1101 ordinance, resolution, or proclamation. The ordinance/resolution/proclamation is
1102 to serve as documentation for those ordering the evacuation. The evacuation
1103 order is not intended to take the place of the appropriate messages that should
1104 accompany and facilitate an evacuation.

1105 **Authority:**

1106 Order to evacuate incorporated areas may be issued through local ordinance,
1107 resolution, or proclamation by local officials and local governing bodies of any
1108 Wisconsin city, village or town. Dunn County has the authority to order an
1109 evacuation in unincorporated areas of Dunn County. Additionally, during a state
1110 of emergency, the Governor can issue such orders as he or she deems necessary,
1111 for the security of persons or property.

1112 **Assumptions:**

1113 Local units of government, including units of law enforcement and fire protection,
1114 will make the determination on whether to evacuate communities before, during,
1115 or following an emergency on a case by case basis.

1116 The decision to evacuate will depend on the nature, scope, and severity of the
1117 emergency; the number of people affected; and what actions are necessary to
1118 protect the public.

1119 In certain circumstances, Dunn County may make recommendations as to
1120 whether a jurisdiction should evacuate and will assist in evacuation coordination
1121 efforts.

1122 An evacuation is “necessary and expedient for the health, safety, welfare, and
1123 good order... for the good of the community.”

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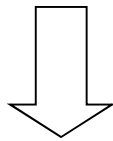
1139

1140

Operation:

The following process outlines the legal procedure for ordering/supporting an order to evacuate.

Step 1. Local Government declares an emergency.



Can the elected body
meet promptly?

NO

**Step 2. Local official
issues a proclamation
ordering an evacuation.**

Yes

As soon
as
possible

Step 3. Elected governing body ratifies BOTH the emergency declaration and evacuation proclamation, OR

Elected governing body adopts resolutions/ordinances both declaring the emergency and ordering an evacuation.

This legal process is outlined in WI. Stat. 323.14:

323.14 (3) & (4)-“the governing body of any county, city, village, or town is empowered to declare, by ordinance or resolution, an emergency...”

323.14(4)(a)-“The emergency power of the governing body...includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare, and good order of the county, city, village, or town in the emergency...”

323.14(4) (b) “If, because of emergency conditions, the governing body of the county, city, village, or town is unable to meet with promptness, the chief executive officer or acting chief executive officer ... shall exercise by or (2) which within the discretion of the officer appear necessary and expedient ... The proclamation shall be subject to ratification, alteration, modification, or subsequent action was taken by the governing body shall not affect the prior validity of the proclamation.”

There is no statutory law in Wisconsin to order persons forcibly to leave their residences. But once evacuated, authorities may restrict re-entry to specific hazardous areas. Persons, although legally not required to comply with an evacuation order, should be informed that:

1. The evacuation is the best option for their protection,
2. Failure to evacuate (non-compliance) could result in serious injury or death, and
3. Future opportunities to evacuate may not exist.

Step 1 – Declare an Emergency

Note – An emergency needs to be declared to allow local officials the ability to “... order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare and good order of the county, city, village, or town in the emergency...”(WI SS 323.01.323.11

1189 **Sample Text:**

1190 ***Declaration of a State of Emergency***

1191 *Whereas, a severe _____ event has occurred in the Village of Colfax*
 1192 *effecting _____ (i.e.-several neighborhoods, blocks, municipal systems*
 1193 *etc.); and*

1194 *Whereas, emergency conditions exist that require a multi-agency, multi-*
 1195 *jurisdictional response; and*

1196 *Whereas some injuries have occurred, and ____ death(s) has been contributed to*
 1197 *the incident; and*

1198 *Whereas, the disaster has caused the commitment of all available resources to the*
 1199 *affected areas; and*

1200 *Whereas, the Village of Colfax is asking for Dunn County assistance and request*
 1201 *the county seek state and federal disaster assistance on its behalf; and*

1202 *Whereas, the state of emergency shall expire _____ hours after issuance; and*

1203 *Be it resolved to protect the public peace, health, and safety, preserve lives and*
 1204 *property, economic stability and ensure cooperation and coordination, a*
 1205 *declaration of a local state of emergency are imposed; and*

1206 *Be it further resolved that the Village of Colfax Board of Trustees be notified by the*
 1207 *filing of written declaration with the Village Clerk on the first regular business day*
 1208 *following the declaration and the Village Clerk shall present the written*
 1209 *declaration to the Village Board for ratification at its first regular meeting*
 1210 *following such a declaration.*

1211 *Set forth this day, the _____ of _____ 20xx*

1212 _____

1213 *Village Administrator/Clerk/Treasurer*

Village President

1214 ***Step 2 – Issue a Proclamation ordering an Evacuation***

1215 Note-The presumption that a written proclamation is needed to expedite legal
1216 support for an evacuation is based on the idea that the local governing body
1217 cannot meet the promptness to pass a resolution/ordinance ordering an
1218 evacuation.

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1236 Sample Text:

1237 ***Proclamation of Order to Evacuate***

1238 *Recent events including _____ have resulted in _____ affecting the*
 1239 *following areas_____. The effects of _____ are _____.*
 1240 *(Further situational descriptive information goes here i.e. concerns for dam*
 1241 *failures are being monitored.)*

1242 *Under Wisconsin State Statue 323, elected officials of counties, cities, villages, and*
 1243 *towns are granted “the general authority to order, whatever is necessary and*
 1244 *expedient for the health safety, welfare and good order of the county, city, village,*
 1245 *or town in emergency...”*

1246 *It is at this moment proclaimed that EVACUATION of all/part of the Village of*
 1247 *Colfax is necessary and expedient for the health, safety, welfare, and good order*
 1248 *to protect the public peace, preserve lives and property, and economic stability.*

1249 *Now, therefore, the Village of Colfax issues this Order to Evacuate for the*
 1250 *following area(s): (i.e. N, E,S,W, boundaries/areas directly abutting xxx / physical*
 1251 *boundary description/areas apparent to be impacted by the hazard; and*

1252 *Be it further ordered that the Village of Colfax board of trustees be notified by the*
 1253 *filing of the written declaration with the Village of Colfax Clerk on the first regular*
 1254 *business day following the declaration. The Village of Colfax Clerk shall present the*
 1255 *written proclamation to the Village Board of Trustees for ratification at its first*
 1256 *meeting following such a declaration.*

1257 *Set forth this day, the ____ of _____, 20xx*

1258 _____

1259 *Village Administrator/Clerk/Treasure*

Village President

1260

1261 ***Step 3-Adopt Resolutions/Ordinances supporting the declaration of emergency***
1262 ***and evacuation proclamation:***

1263 Note-These sample resolutions are written under the premise that an emergency
1264 has been declared, and proclamation ordering and evacuation has been issued. If
1265 the local governing body is available to meet with promptness, these sample
1266 resolutions may need minor wording adjustments.

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1283 Sample text:

1284 ***Resolution/Ordinance adopting Declaration of Emergency***

1285 *Whereas the declaration of an emergency is the best option and is necessary and*
1286 *expedient for the health, safety welfare and good order to protect the public*
1287 *peace, preserve lives and property, economic stability and ensure cooperation and*
1288 *coordination, the Village of Colfax ratify this proclamation declaration of*
1289 *emergency.*

1290 *Set forth this day_____ of _____ 20xx*

1291 _____

1292 *Village Administrator/Clerk/Treasurer*

Village President

1293

1294

1295

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1305 **Evacuation Proclamations/Resolutions vs. Messages**

1306 One Function of the Proclamation and/or Resolution is to act as documentation
 1307 for the organization issuing the evacuation order (because it is assumed
 1308 evacuation measures will be ordered before the legal procedure can be acted
 1309 upon). The document should clarify the intentions of the issuing agency and
 1310 signify that the appropriate procedures are followed.

1311 An evacuation Proclamation/Resolution clearly delineates:

- 1312 ➤ Who is ordering the evacuation?
- 1313 ➤ The hazard itself.
- 1314 ➤ The area to evacuate.

1315 Evacuation is the best option for protection.

1316 The function of evacuation messages is to encourage prescribed and appropriate
 1317 action in a timely fashion. Information supporting evacuation procedures should
 1318 be both simple and repetitive. Situations will arise during the evacuation that will
 1319 need to be anticipated and addressed through the immediacy of the broadcast
 1320 media.

1321 Evacuation messages clearly delineate:

- 1322 ➤ Specific information pertinent to the purpose of the evacuation:
 - 1323 ○ Who is ordering the evacuation?
 - 1324 ○ The hazard itself.
 - 1325 ○ The area to evacuate.
 - 1326 ○ Evacuation routes/collection points
 - 1327 ○ Where to evacuate to (registration point).
 - 1328 ○ The window of time to accomplish the evacuation urgency.
- 1329 ➤ Evacuation is the best option for protection includes potential
 1330 dangers of non-compliance (the immediate threat posed to the
 1331 population).

1332

- 1333 ➤ Information to remind / assist /inform evacuees:
- 1334 ○ Materials to bring.
- 1335 ○ Estimated length of time the evacuation will take.
- 1336 ○ Where to get more information.

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Dane CO Evacuation Plan – Appendix K
April 2009

Sample Evacuation Message Content:

This is an Order to Evacuate from (Dept / Organization Name).

A (hazard description) is threatening the following area(s):

- Area A (define area with clear, well know boundaries)
- Area B (define area with clear, well know boundaries)

Please use the following evacuation routes:

- From Area A – xxx.
- From Area B – yyy.

Persons should evacuate to:

- Specific locations including XXX (see Appendix F of this plan), or
- Locations derived by the specific conditions of the situation (i.e. locations at least xx miles away).

The evacuation will take place over the next XX hour(s) and should be completed by HHMM hrs. Once evacuees leave the area, they will not be allowed to re-enter.

Evacuation is the best option for persons to protect themselves. The immediate threat(s) of the hazard include:

- Describe serious bodily harm, and / or
- Describe expected impact on population.

Evacuees should bring:

- Wallet / Purse (including personal identification),
- House and car keys,
- Eyeglasses,
- Medications,
- Proper / Warm Clothing,
- Family pet(s), and
- Cash.

These supplies may need to last for an indefinite period of time. It is suggested that persons bring three days worth of personal supplies to meet their individual needs.

Persons who need additional assistance with special need should contact XXX at XXX.

More information will be released when known. Official information may be found at:

- Local television and radio stations,
- The Dane County Web-page (www.countyofdane.com),
- Other...

Incident Objectives	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period (Date and Time)			
5. General Control Objectives for the Incident (include Alternatives)			
6. Objectives for this Operational Period			
7. Weather Forecast for Operational Period			
8. General Safety Message			
9. Attachments (Mark if attached)			
<input type="checkbox"/>	Organization List - ICS 203	<input type="checkbox"/>	Medical Plan - ICS 206
<input type="checkbox"/>	Div. Assignment Lists - ICS 204	<input type="checkbox"/>	Incident Map
<input type="checkbox"/>	Communications Plan - ICS 205	<input type="checkbox"/>	Traffic Plan
10. Prepared by (PSC)		11. Approved by (IC)	

1343

ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
1. Incident Name		Chief	
2. Date	3. Time	Deputy	
4. Operational Period		a. Branch I - Division/Groups	
5. Incident Commander and Staff		Branch Director	
Incident Commander		Deputy	
Deputy		Division/Group	
Safety Officer		Division/Group	
Information Officer		Division/Group	
Liaison Officer		Division/Group	
6. Agency Representative		Division/Group	
Agency	Name	b. Branch II - Division/Groups	
		Branch Director	
		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		c. Branch III - Division/Groups	
		Branch Director	
		Deputy	
		Division/Group	
7. Planning Section		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resource Unit		Division/Group	
Situation Unit		d. Air Operations Branch	
Documentation Unit		Air Operations Branch Director	
Demobilization Unit		Air Attack Supervisor	
Technical Specialists		Air Attack Supervisor	
Human Resources		Helicopter Coordinator	
Training		Air Tanker Coordinator	
		10. Finance Section	
		Chief	
		Deputy	
		Time Unit	
8. Logistics Section		Procurement Unit	
Chief		Comp/Claims Unit	
Deputy		Cost Unit	
Supply Unit			
Facilities Unit		Prepared by (Resource Unit Leader)	
Ground Support Unit			
Communications Unit			
Medical Unit			
Security Unit			
Food Unit			

1344

DIVISION ASSIGNMENT LIST				1. Branch		2. Division/Group	
3. Incident Name				4. Operational Period			
				Date:		Time:	
5. Operations Personnel							
Operations Chief				Division/Group Supervisor			
Branch Director				Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/Resource Designator		Leader	Number Persons	Trans. Needed	Drop Off PT./Time		Pick Up PT./Time
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King		Logistics		King	
		NIFC				NIFC	
Tactical Div/Group		King		Air to Ground		King	
		NIFC				NIFC	
Prepared by (Resource Unit Ldr.)		Approved by (Planning Sect. Chief)			Date		Time

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/Time Prepared	3. Operational Period Date/Time
4. Basic Radio Channel Utilization					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
King					
NIFC					
5. Prepared by (Communications Unit)					

1346

[illegible]

[illegible]

Projected incident movement/spread during next operational period:															
Major problems and concerns:															
For fire incidents, describe resistance to control in terms of:															
1. Growth potential															
2. Difficulty of terrain															
How likely is it that containment/control targets will be met, given the current resources and suppression strategy?															
Projected Demobe Start (date and time):															
Remarks:															
Prepared by:				Approved by:				Sent to:				Date			
								By:				Time:			

1350

Outlook									
Estimated Control	Projected Final Size	Estimated Final Cost	Tomorrow's Forecasted Weather						
Date: _____									
Time: _____			Wind Speed: _____			Temperature: _____			
			Wind Direction: _____			Relative Humidity: _____			
Critical Resources Needs:									
1. _____									
2. _____									
3. _____									
Actions planned for next operational period:									
Projected movement/spread during next operational period:									
Major problems and concerns:									
Describe resistance to control in terms of :									
1. Growth potential - _____									
2. Specific difficulty - _____									
How likely is it that containment/control targets will be met, given the current resources and strategy?									
Projected Demobilization start date:									
Remarks:									
Prepared by:		Approved by:		Sent to:		by:			
				Date: _____		Time: _____			

Operational Planning		Kind of Resources													Date & Operations				
Incident Name	Division	Crews	Engines	Dozers											Time Overhead	Special	Period		
Work Assignments																			
		Req.																	
		Have																	
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ICS-215A Incident Safety Analysis			Identified Risks	Date & Time	Operational Period
Incident name	Division/ Group/ Other Location	Work Assignments			
ICS-215A All Risk			Prepared By: (Date & Position)		

Support Vehicle Inventory	Incident Name			Date Prepared	Time Prepared	
Vehicle Information						
Type	Make	Capacity/Size	Agency/Owner	I.D. No.	Location	Release Time
ICS-218	Page	Prepared by (Ground Support Unit)				

Demobilization Check-Out				
Incident Name		Date/Time		Demob. No.
Unit/Personnel Released				
Transportation Type/No.				
Actual Release Date/Time		Manifest Yes No		Number
		Area/Agency/Region Notified		
Destination:		Name		
		Date		
Unit Leader Responsible For Collecting Performance Rating:				
Unit/Personnel: You and your resources have been released subject to sign off from the following: Demob Unit Leader Check Appropriate Box []				
<u>Logistics Section</u>				
Supply Unit				
Communications Unit				
Facilities Unit				
Ground Support Unit Leader				
<u>Planning Section</u>				
Documentation Unit				
<u>Finance/Administration Section</u>				
Time Unit				
<u>Other</u>				
Remarks:				

ACRONYMS AND DEFINITIONS

ACRONYMS AND DEFINITIONS USED IN EMERGENCY MANAGEMENT

- 1** **406 HAZARD MITIGATION PLAN** - A plan developed by the local unit of government to receive federal disaster assistance under Public Law 93-288. It outlines measures to be undertaken by the local unit of government to reduce the degree of long-term risk to human life and property from natural and man-made disasters.
- 9-1-1** An emergency telephone number which puts the caller in touch with an emergency dispatch center.
- A** **AFTER ACTION REPORT** – A written summary of what went well in an incident and what needs improvement.
- ALERTING LIST** - A list with names and contact numbers used to advise key officials and emergency operating staff of the possibility of an emergency situation.
- ALS** Advanced Life Support
- ARC** American Red Cross
- ARES** Amateur Radio Emergency Services
- B** **BIODOOPHTE** – Bioterrorism, Other Infectious Disease Outbreaks and Other Public Health Threats and Emergencies
- BLS** Basic Life Support
- BNEM** Barron County Emergency Management Public Safety Radio Repeater
- BNICE** Biological, Nuclear, Incendiary, Chemical, Explosive (A term used in anti-terrorism planning)
- BOMB SQUAD** – A special tactical team trained to defuse explosive devices.
- C** **CAMEO** Computer Aided Management of Emergency Operations; a software program for hazardous materials planning.
- CAP** Civil Air Patrol
- CAS** Chemical Abstract Number
- CB** Citizens Band radio
- CBRNE** Chemical, Biological, Radiological, Nuclear and Explosive. Acronym used in anti-terrorism planning.
- CDC** Centers for Disease Control and Prevention in Atlanta, Georgia
- CEB (COUNTY EMERGENCY BOARD)** - County agricultural committee which meets to determine crop damage and production losses.
- CERCLA** Comprehensive Environmental Response Compensation and Liability Act
- CERT** Community Emergency Response Team
- CFR** Code of Federal Regulations
- CHEMTREC** Chemical Transportation Emergency Center (800-424-9300)

ACRONYMS AND DEFINITIONS

- CISD** Critical Incident Stress Debriefing
- CLEAN SWEEP PROGRAM** – An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paints, etc.).
- CLEM** Clark County Emergency Management Public Safety Radio Repeater
- CODE RED** Mass Notification System for wireline and wireless telephones.
- CONGREGATE CARE** - Same as Shelter or Mass Care.
- CONPLAN** – The federal government's Concept of Operations Plan for response to a terrorist event.
- CONSEQUENCE MANAGEMENT** – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
- COUNTYWIDE HAZMAT / STRATEGIC PLAN** – Also known as the County Hazmat Plan, Countywide Hazardous Materials Plan, Countywide Hazmat/Capability Assessment and Strategic Plan.
- CRISIS COUNSELING** - Professional psychiatric or psychological services provided to victims and responders of a major disaster in order to relieve mental health problems caused by or aggravated by such disaster or its aftermath.
- CRISIS MANAGEMENT** – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

- D** **DAC (DISASTER APPLICATION CENTER)** - A facility established after a Federal Disaster Declaration, located near the disaster area, to provide victims with a "one stop" means to learn what emergency assistance they are eligible for. It will usually be open for a limited time and is staffed by representatives of local, state, and federal governmental agencies, private sector organizations and certain representatives of the private sector. Now called Disaster Recovery Center (DRC).
- DAMAGE ASSESSMENT** – A process of describing in general terms the location, nature, and severity of damage sustained by the public and/or private sectors in an emergency or disaster and estimating the cost of repair and restoration/replacement.
- DAMAGE ASSESSMENT TEAM** - A group of qualified and trained individuals who conduct an assessment to determine the extent of damage and the estimated cost of repairs or restoration/replacement.
- DATCP** Department of Agriculture, Trade & Consumer Protection (state agency)
- DFO (DISASTER FIELD OFFICE)** - A facility normally near the disaster location established by the Federal Coordinating Officer and utilized to coordinate federal and state efforts in support of the disaster relief and recovery operations.

ACRONYMS AND DEFINITIONS

DHS	Department of Homeland Security (federal agency)
DHS	Department of Health Services (state agency)
DIRECTION AND CONTROL	- Overall operational control and/or coordination of emergency operations, whether it be the direction of field resources or the coordination of joint efforts of governmental and private agencies in the support of field operations.
DISPATCH CENTER	- The location where radio communication coordination and direction takes place. May also be referred to as Communications Center, 911 Center, Com Center.
DMA	Department of Military Affairs (state agency)
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DNR	Department of Natural Resources (state agency)
DO	Duty Officer
DOA	Department of Administration (state agency)
DOJ	Department of Justice (federal agency)
DOT	Department of Transportation (state agency)
DPI	Department of Public Instruction (state agency)
DRC	Disaster Recovery Center. See DAC.
DUEM	Dunn County Emergency Management Public Safety Radio Repeater
DWD	Department of Work Force Development (state agency)

E	E 9-1-1	Enhanced 9-1-1 System. Address location of the caller automatically comes up on screen upon receiving a 9-1-1 call in the Dispatch Center.
	EAS (EMERGENCY ALERT SYSTEM)	- A network means to communicate to the populace through the local broadcast stations in the event of an emergency or disaster.
	EBS	Emergency Broadcast System. See EAS.
	ECB	Educational Communications Board
	ECEM	Eau Claire County Emergency Management Public Safety Radio Repeater
	EHS	Extremely Hazardous Substance
	EMAC (EMERGENCY MANAGEMENT ASSISTANCE COMPACT)	-A state-to-state mutual aid agreement.
	EMI	Emergency Management Institute at Emmitsburg, Maryland (a FEMA national training facility).
	EMPG	Emergency Management Performance Grant
	EMS	Emergency Medical Service
	EMT	Emergency Medical Technician
	EOC (EMERGENCY OPERATING CENTER)	- A designated room or area where governmental officials can gather to conduct operations during an emergency
	EOC	<u>Executive On Call</u>

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EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (federal agency)
EPCRA	(EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT) – Federal legislation which requires local communities to prepare for emergencies related to hazardous materials releases through development of off-site emergency response plans for fixed facilities that meet threshold levels of certain extremely hazardous substances (also known as Title III of the Superfund Amendments and Reauthorization Act, or SARA).
EPI	(EMERGENCY PUBLIC INFORMATION) - Information disseminated to the public by official sources during an emergency, utilizing broadcast and print media.
EPNFS	Emergency Planning Notification Fee Statement. Facility using or storing certain extremely hazardous substances at Threshold Planning Quantities or above must file this form and pay a one-time fee to Wisconsin Emergency Management under EPCRA.
EMERGENCY SHELTER	- A facility provided to persons who have been evacuated from their homes because of an impending disaster or whose homes have been severely damaged due to a disaster. Often a school or community building.
EPA	Environmental Protection Agency (federal agency)
EPCRA	Emergency Planning and Community Right-to-Know Act, sometimes also referred to as SARA.
EPS	Emergency Police Services
ERT	Emergency Response Team. Sometimes referred to as a SWAT team.
ESF	Emergency Support Function
E-SPONDER	– Wisconsin Emergency Management website provided for the <u>exclusive use of Government and private agencies and their employees with a mission directly related to the safety and security of the State of Wisconsin and its constituent jurisdictions.</u>
ESSENTIAL FACILITIES	- Facilities that are essential for the maintaining the health, safety, and overall well-being of the public following a disaster (e.g. hospitals, police and fire stations, utility buildings, etc. May also include buildings that have been designated for use as mass care facilities (e.g. churches, schools, etc.).
EVACUEE	An individual who moves or is moved from a hazardous area to a less hazardous area with anticipation of return when the hazard abates.
F	
FAA	Federal Aviation Administration (federal agency)
FBI	Federal Bureau of Investigation (federal agency)
FCC	Federal Communications Commission (federal agency); handles radio frequency license applications/renewals.
FCO	(FEDERAL COORDINATING OFFICER) - The individual representing the federal government at the Disaster Field Office (DFO).

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Responsible for coordinating all federal disaster assistance programs to sure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

FEMA Federal Emergency Management Agency (federal agency)

FIRM Flood Insurance Rate Map

FRP Federal Response Plan

FSA Farm Service Agency (federal agency with local offices at the county level)

FTE (FULL-TIME EQUIVALENT EMPLOYEE) – a unit of measure to identify an individual employed who received wages for 2000 hours per calendar year.

G **GIS (GEOGRAPHIC INFORMATION SYSTEM)** – a system for collecting, storing, analyzing and disseminating information using base maps and thematic layers which are linked together by spatial reference points.

GMT Greenwich Mean Time

GPS Global Positioning System. A means of determining location on the earth's surface through triangulation of three orbiting satellites. Usually given in degrees longitude and latitude.

H **HAZARD** - Any source of danger or element of risk.

HAZMAT Hazardous materials.

HAZMAT TEAM – Hazardous Materials Response Team established to respond to hazardous materials releases.

HRSA Health Resources and Services Administration (federal agency)

HF High Frequency

I **I&G MEMO** Information and Guidance Memo. A series of memos issued by Wisconsin Emergency Management providing administrative, operational and programmatic information.

IAP Individual Agency Plans

ICP Incident Command Post

ICS (INCIDENT COMMAND SYSTEM) – A management system consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

INCIDENT COMMAND POST – The individual responsible for management of all incident operations.

IDRG Interagency Disaster Recovery Group

IFGP (INDIVIDUAL AND FAMILY GRANT PROGRAM) - A federal disaster program that addresses a disaster victim's immediate needs

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following a disaster; now combined with the Housing Program and called IHP.

IHP (INDIVIDUAL HOUSING PROGRAM) - A federal disaster program that addresses a disaster victim's immediate needs, including housing, following a disaster; formerly called IFGP.

J **JAEM** Jackson County Emergency Management Public Safety Radio Repeater

JOC (JOINT OPERATIONS CENTER) – Operations center set up by the FBI to coordinate the response to a terrorist event.

JIC (JOINT INFORMATION CENTER) - A location set up during emergency where emergency information is gathered and released to the media under the auspices of the Public Information Officer (PIO). The JIC is usually located in proximity to the disaster area but outside the immediate danger zone and provides consistent information about the incident and the response actions provided. Media briefings may also be conducted from the JIC.

L **LCEM** La Crosse County Emergency Management Public Safety Radio Repeater

LEPC Local Emergency Planning Committee

LOS Line of Succession

M **MARC** Mutual Aid Radio Channel

MASS CARE FACILITY - A location such as a school at which temporary lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims.

MCC (MOBILE COMMAND CENTER) – A vehicle that is equipped with communications equipment and space for the command group to operate. The vehicle can be maneuvered near an incident scene.

MITIGATION - Efforts undertaken to reduce or lessen the effect of a particular hazard.

MMRS (METROPOLITAN MEDICAL RESPONSE SYSTEM) – Special medical response team set up in the 120 Nunn-Lugar Program cities. These include Milwaukee and Madison in Wisconsin.

MOU Memorandum of Understanding

MSAG Master Street Address Guide

MSDS Material Safety Data Sheet

MUTUAL AID AGREEMENT – An agreement that calls for reciprocal aid during time of need given by and to those who have entered into the agreement. Can be either written or oral.

N **NAWAS** National Warning System

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NDMS (NATIONAL DISASTER MEDICAL SYSTEM) – a nationwide mutual aid network between the federal and non-federal sectors that includes medical response, patient evacuation, and definitive medical care.

NFIP National Flood Insurance Program

NGO Non-Government Organization

NIMS National Incident Management System

NOAA National Oceanic and Atmospheric Administration (federal agency)

NPS National Pharmaceutical Stockpile; now known as the National Strategic Stockpile.

NRC National Response Center

NSS National Strategic Stockpile

NWS National Weather Service (federal agency)

O

OJA Office of Justice Assistance (state agency)

OJP Office of Justice Programs within the US Dept. of Justice (federal agency)

OPA-90 Oil Pollution Act of 1990

OSHA Occupational Safety and Health Administration (federal agency)

P

PAC Public Assistance Coordinator

PCEM Pierce County Emergency Management Public Safety Radio Repeater

PDA Preliminary Damage Assessment

PEEM Pepin County Emergency Management Public Safety Radio Repeater

PIO (PUBLIC INFORMATION OFFICER) - The person who coordinates the gathering and release of information pertaining to an emergency or disaster.

PL Public Law

POPULATION PROTECTION - Protection that is provided for which may be either in place, or by evacuation to those confronted by a life-threatening hazard.

POW Plan of Work

PREPAREDNESS - Planning that prepares a jurisdiction for response to and emergency or disaster.

PRESIDENTIAL DISASTER DECLARATION - A declaration that provides certain federal financial assistance to individuals and/or state and local units of government as a result of damage sustained. The declaration is requested by the Governor of the state on behalf of the local unit of government where the disaster occurred.

PSA (PUBLIC SERVICE ANNOUNCEMENT) - Media announcements usually of ten, twenty, or thirty second duration that provide timely

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information to the public. Normally provided by the media as a public service (without charge).

PSC Public Service Commission (state agency)

PSAP (PUBLIC SERVICE ANSWERING POINT) – Central dispatch location for 9-1-1 radio communications.

R

RACES Radio Amateur Civil Emergency Services

RECOVERY - Post-response operations that continue until all systems return to normal or near normal.

RE-ENTRY - The return to an area after an evacuation.

REGIONAL OFFICE – One of Wisconsin Emergency Management's six field offices located throughout the state. Usually co-located with Wisconsin State Patrol, with the exception of the SW Regional Office, which is co-located with the Department of Military Affairs.

REP Radiological Emergency Planning

RESOURCE MANAGEMENT – The act of managing resources in order to gain the greatest sustained yield without overuse or abuse of the resource.

RESPONSE - The action that occurs during and immediately following an emergency or disaster to provide assistance to the victims and reduce likelihood of secondary damage to property.

RQ Reportable Quantity

RTAC Regional Trauma Advisory Council

RUMOR CONTROL – A method of authenticating and coordinating all media releases.

RURAL ADDRESSING - The four or five digit number address number system used with road names in rural areas of a county to facilitate the locating of residents for emergency response purposes.

S

SAME Specific Area Message Encoder

SAR Search and Rescue

SARA Superfund Amendments and Reauthorization Act, sometimes also called EPCRA.

SBA Small Business Administration (federal agency)

SCEM St. Croix County Emergency Management Public Safety Radio Repeater

SCM (SURVIVAL CRISIS MANAGEMENT) – The ability of local, state, and federal governments to survive and continue to direct and control emergency operations and continue to govern in the event of a disaster.

SCO (STATE COORDINATING OFFICER) - The individual representing state government at the Disaster Field Office (DFO). Responsible for coordinating with the Federal Coordinating Officer all disaster assistance programs to sure their maximum effectiveness and

ACRONYMS AND DEFINITIONS

take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

SDS Safety Data Sheet

SEOC State Emergency Operations Center

SEOP State Emergency Operations Plan

SIC CODE (STANDARD INDUSTRIAL CLASSIFICATION CODE) – a numerical code that defines the activity that a facility, type of business, or industry is categorized under.

SITREP Situation Report

SOG (STANDING OPERATING GUIDANCE) – Same as SOP.

SOP (STANDING OPERATING PROCEDURE) – A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness. Sometimes also referred to as SOG.

SPECIAL NEEDS GROUP – People who require special consideration or attention because of their age, language, physical handicaps or other limiting conditions who are unable to properly care for themselves during times of emergency.

STAFFORD ACT – The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

STAGING AREA – An assembly area for manpower and equipment before dispatching to the actual emergency or disaster scene.

SWAT Special Weapons and Tactics.

SWAT TEAM – A law enforcement special operations team of people and equipment.

T

TCMPA Terrorism Consequence Management Preparedness Assistance, also known as Terrorism Assessment.

TIME Transaction Information for Management of Enforcement (Law Enforcement Teletype System)

THIRA Threat Hazard Identification and Risk Assessment

TPQ Threshold Planning Quantity

TREM Trempealeau County Emergency Management Public Safety Radio Repeater

U

UDSR (UNIFORM DISASTER SITUATION REPORT) – A Wisconsin Emergency Management standard report that summarizes disaster damages and status at the local and county level.

US&R Urban Search and Rescue

USDA United States Department of Agriculture (federal agency)

USGS United States Geological Survey (federal agency)

UW University of Wisconsin

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V	VA	Veterans Administration (federal agency)
	VHF	Very High Frequency
	VOAD	Volunteer Organizations Active in Disasters
	VMAT	Veterinary Medical Assistance Team
W	WCIA	West Central Interoperability Alliance
	WEM	Wisconsin Emergency Management (state agency)
	WEMA	Wisconsin Emergency Management Association
	WHOPRS	Wisconsin Hazmat Online Planning & Reporting System
	WICORTS	Wisconsin Committee on Radio Tower Sites
	WIICS	Wisconsin Interagency Incident Command System
	WISCOM	Wisconsin state-wide, VHF, P25, digital radio network
	WISCONSIN DISASTER FUND	<u>This funding is made available when the state or counties are denied Federal disaster assistance or do not meet the Federal eligibility criteria. Communities that meet an established per capita threshold in damages can request assistance through the County Emergency Management Director, who applies to the Administrator of Wisconsin Emergency Management. Funding is intended to help local government units recover from disasters.</u>
	WISPERN	Wisconsin Police Emergency Radio Network (called MNSEF in Minnesota)
X	WMD	Weapons of Mass Destruction
	WSP	Wisconsin State Patrol (state agency)
	WWTP	Wastewater Treatment Plant
Y		
Z	ZULU	Military term for GMT (Greenwich Mean Time)

1370 **PLAN DEVELOPMENT AND MAINTENANCE SIGNATURES**

1371 *The Village of Colfax EOP Development will be updated yearly by July 1st with*
 1372 *input from each department head and the Village Board and will be evaluated*
 1373 *after each incident. After all, revisions are made a revised copy will be sent to*
 1374 *Dunn County Emergency Management.*

1375 _____

1376 *Scott Gunnufson, Village President* *Date*

1377 _____

1378 *Public Safety Chair (Emergency Management Director), Chad Berge* *Date*

1379 _____

1380 *Lynn Niggemann, Administrator-Clerk-Treasurer* *Date*

1381 _____

1382 *William Anderson, Police Chief* *Date*

1383 _____

1384 *Rand Bates, Public Works* *Date*

1385 _____

1386 *Donald Logslett, Fire Chief* *Date*

1387 _____

1388 *Donald Knutson, Ambulance Director, Emergency Planning Coordinator*

1389 _____

1390 *Date*

1391