

# CITY OF RACINE



## Municipal Emergency Operations 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 (TOWN CHAIRS)
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
166.23	EMERGENCY POWERS
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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 MANAGEMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483	(2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

### COUNTY ORDINANCES

#### Chapter 6 Racine County Ordinances: Emergency Government

Article I.	In General
Article II.	Administration
Article III.	Plan
Article IV.	Emergency Measures

### CITY ORDINANCES

#### Chapter 34 City of Racine Ordinances: Civil Emergencies

Article I.	In General
Article II.	Emergency Interim Successors
Article III.	Emergency Preparedness

Chapter 42, Article I: Hazardous Spills and Discharges

Section 42-1 (a)	Prohibited Discharge
Section 42-1 (b)	Containment, Cleanup and Restoration
Section 42-1 (c)	Site Access
Section 42-1 (d)	Public Protection
Section 42-1 (e)	Enforcement
Section 42-1 (f)	Civil Liability
Section 42-1 (g)	Penalty for Violation
Section 42-1 (h)	Forfeiture in Lieu of Court Appearance

**ACRONYMS**

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

## **MUNICIPAL EMERGENCY OPERATIONS PLAN**

### **A. PURPOSE:**

This municipal plan has been developed to provide procedures for City of Racine 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 Racine is part of the county emergency management program. This municipal plan is to be used in conjunction with the Racine County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Racine 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 Racine County. These hazards are outlined in Racine 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 municipality. 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 Coordinator advises the Mayor and coordinates all emergency response actions.
  - b. The Mayor declares a local state of emergency and notifies the county Emergency Management Coordinator of this action.
  - c. Forward the local state of emergency declaration to the Racine County Office of Emergency Management.
  - d. The Emergency Management Coordinator activates the Joint County/City EOC. This facility is located in the basement of the Racine County Law Enforcement Center, 717 Wisconsin Ave., Racine.
  - e. Municipal emergency response officials/agencies respond according to the checklists outlined under Responsibilities and Tasks.
  - 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.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the Racine County Emergency Management Coordinator.
  4. If assistance is requested, the Racine County Emergency Management Coordinator 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 Emergency Management (WEM) 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 Coordinator can request state assistance through the State WEM.
  7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management Coordinator 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 WEM Regional Director immediately notifies the State WEM Administrator.
  9. The State Administrator of Emergency Management 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:**

Insert the organizational chart for your municipality.

## **E. FIELD INCIDENT COMMAND**

Whenever an incident occurs that requires emergency service responders such as police, fire, public works, health agencies, emergency management, and others, to respond to a localized scene, a system of field incident command operations is essential in order to properly manage the resources of all primary and secondary agencies responding. The on-scene incident command system allows logistical management to apply tactical resources, both manpower and equipment, from one or more agencies and from one or more jurisdictions to an emergency incident insuring the highest efficiency of all agencies at the scene.

The center of field incident command operations is an incident command post (ICP) - most often a single vehicle or combination of vehicles of emergency responders that provide multi-channel and multi-agency communications as well as space for planning and management staff. In events such as major flooding, chemical spills and radiation incidents, the field command post should be located close enough to the primary scene of the emergency to allow management staff to view the field operations, but far enough removed from the incident to avoid contamination or endangerment of personnel.

### **1. FUNCTIONS OF THE FIELD INCIDENT COMMAND POST**

An incident commander, from his station at a field incident command post, can handle diverse tasks such as traffic control, security of the emergency scene, staging away from the scene for incoming resources, moving of equipment and manpower, long and short term planning, ordering supplies and equipment, financial tracking, integrated communications, and limited public information.

These functions and others appropriate to the incident should be delegated by the incident commander to the appropriate agency or personnel who will report back to the incident commander periodically on their progress. The incident commander should involve every appropriate agency or service function involved in the on-scene operations. It is imperative that the incident command post be multi-agency and multi-jurisdiction adaptable in order to efficiently manage the incident.

### **2. WHO WILL ESTABLISH INCIDENT COMMAND POST**

In most cases disaster scenes will start small with a single officer in charge until other appropriate agencies can arrive at the scene. The first on-scene officer, whether it be police, fire, public works, health, emergency management, or even an elected official from a community, can establish a command post at the scene of an incident. In case of hazardous materials, a non-fire department officer will be in charge only until such time as a fire unit from the jurisdiction involved arrives on the scene. At that time the first on-scene officer relinquishes command to the appropriate agency of impacted jurisdiction. It will be the responsibility of the impacted jurisdiction to designate the appropriate field incident commander(s) at the scene of the emergency or disaster.



### **3. WHO WILL BE IN CHARGE**

The City of Racine Mayor is responsible for overall supervision and administration of emergency incidents in the City of Racine. *A decision on what agency or functional group will be responsible for setting up and operating the incident command post or posts will be made by the impacted jurisdiction(s) based on the type of disaster or emergency which occurs in the City of Racine. The choice will be made based on the long term overriding concern or function that needs to be addressed in the incident.*

The following guidelines have been set up to reduce confusion and conflict at the scene of emergencies to insure the most effective utilization of multi-agency and multi-jurisdictional personnel in dealing with a disaster and emergency incidents:

<b>Type of Emergency/Disaster</b>	<b>Recommended Incident Commander</b>
Aircraft crashes	Law Enforcement
Bomb threats	Law Enforcement
Civil disturbance	Law Enforcement
Collapsed buildings	Fire Services
Fires/explosions	Fire Services
Flooding	Public Works
Hazardous materials incident	Fire Services
Non-vehicular medical triage	Fire Services
Nuclear attack	Emergency Management
Nuclear materials accident	Health/Medical
Nuclear power plant accident	Health/Medical
Potential crime scenes	Law Enforcement
Public health emergency	Health/Medical
Terrorist activity	Law Enforcement
Tornado/wind damage	Law Enforcement
Utility emergency	Public Works/Water & Wastewater
Vehicular mass casualty	Law Enforcement
Winter storms/blizzard	Public Works

It should be noted that in all the above cases, although a primary agency or group has been recommended to be the incident commander, it is recognized that the agency or group will not be able to handle the entire incident on their own without the support and assistance of many other agencies, groups, and multi-jurisdictional manpower and equipment. It shall be the intent within the City of Racine that once the appropriate incident commander has been determined and designated by the jurisdiction(s) impacted, the designated incident commander will have total authority to command and coordinate with all appropriate agencies and jurisdictional services necessary to bring the scene and incident under control. It will be the responsibility of the incident commander and the Racine County/City Emergency Management Coordinator to determine what level of emergency has occurred, and what degree of activation and assistance will be necessary from the County/City Emergency Operating Center. A jurisdictional or a scene

incident commander has the right to use any and all resources available to him that are reasonable for bringing the incident under control.

For multiple incident situations, the field incident commander will be the highest level appropriate agency or service group officer from the jurisdiction that is most impacted by each incident.

In the event that more than one jurisdiction within Racine County is involved, the County's Emergency Operating Center will be activated and staffed with appropriate representatives of the County Emergency Management Organization who will oversee the policy, resources, mutual aid, financial coordination and media liaison functions, and will also deal with social and political ramifications, state and federal assistance, and health information dissemination.

In the event that an incident occurs on the borderline of several jurisdictions and/or neighboring counties or states, the field incident commander will be the appropriate agency or service designee from the jurisdiction most severely impacted. He or she will work jointly with the agency and service chiefs from the other impacted communities. In the event that multiple field command posts must be established, the appropriate jurisdictional incident commander from each emergency site will be in charge of operations at his/her incident. Under such conditions, multiple incident command posts will be managed by activation of the County Emergency Operating Center.

#### **4. SHIFTING COMMAND**

Although a long term incident commander will be established for all types of disasters or emergencies that occur within the City of Racine, that incident commander should be prepared to temporarily transfer the field incident command responsibilities to another emergency management organization group for a limited period in order to accomplish specific tasks, such as rescue or field triage. Once the objective of the temporary incident command has been accomplished, overall field incident command should be transferred back to the group or agency with the long term overriding concern or function that needs to be carried out.

Command may also change at the conclusion of an incident where functions such as debris removal, decontamination, and reconstruction take highest priority.

#### **5. FIELD INCIDENT COMMAND POST RESOURCES AVAILABLE**

In the event that a jurisdiction does not have a vehicle capable of being set up as a field incident command post, multi-channel and mobile phone equipped units are available from the Racine County Sheriff's Department, City of Racine Fire Department, City of Racine Police Department and Wisconsin Emergency Management. All requests for a command post vehicle from outside the jurisdiction must be made through the County Emergency Management Coordinator or his deputy.

## 6. FIELD INCIDENT COMMAND BRIEFINGS

A schedule of field incident command post briefings will be established by the field incident commander on an hourly or other appropriate time table that allows all agencies and functions represented at the emergency scene to be (1) briefed on status of the event, (2) given goals and directions, and (3) given the opportunity to ask questions and exchange viewpoints and information. This multi-agency and jurisdiction briefing schedule is critical to the success of any field incident command.

### F. **EMERGENCY OPERATING CENTER (EOC) COMMAND**

Although the field incident command system is an outstanding way of managing manpower, resources and logistics on scene at an emergency or disaster incident, it should not be considered sufficient in and of itself to handle all management aspects of a disaster or emergency. Anytime a disaster or emergency situation goes beyond the capability of a single jurisdiction, or requires multiple agencies or departments, the activation and use of the County Emergency Operating Center should be mandatory.

While a field incident command post does have capabilities to order resources and appoint a Public Information Officer, the resources procured and the information given should be limited to what is required for and what is happening at that scene.

The Emergency Operating Center is the place where the County Executive, City of Racine Mayor and other chief elected officials, major department heads and specialized resources will come together and handle county and community-wide policies, decisions, media relations, manpower and resource procurement. This is especially important when the damage or disaster strikes in several locations involving multiple jurisdictions, where several field command posts may be established and when the sociological, political, and media impacts will be great.

The following are examples of emergency incidents that can be handled with a field incident command post without activation of the County Emergency Operating Center:

- routine law enforcement, fire and rescue operations
- a small localized flooding incident
- a small plane crash in a remote area of the county
- minor severe weather, downburst or tornado damage
- a small chemical spill with little or no impact on citizens

The following are examples of emergency and disaster incidents where the County Emergency Operating Center **should definitely** be activated to function in conjunction with a field incident command post(s):

- a major airline crash anywhere in Racine County
- a major chemical spill or release that will require large scale shelter or evacuation of residents
- large scale flooding

- when severe weather, downburst or tornado damages or loss of life and large scale damages are imminent or have occurred
- extreme prolonged blizzard or heat wave conditions
- widespread civil unrest or disturbances
- terrorist incidents
- nuclear or enemy attack
- any other event which would have widespread public health impact or require large scale shelter or evacuation of county residents

**1. EMERGENCY OPERATING CENTER (EOC) LOCATION/CAPABILITIES**

The Racine County/City Emergency Operating Center is located in the basement of the Racine County Law Enforcement Center, 717 Wisconsin Ave., Racine, Wisconsin. Backup power is supplied by a Cummins Diesel Generator, Model VTA28-6752. The generator provides three phase current at 277-480 volts.

The EOC is equipped with sufficient telephones, chalk boards, status boards, maps and communications to link Chief Elected Officials, Emergency Management Coordinator, other elected officials, department heads, and group coordinators with field operations as well as state and federal agencies.

**G. LEVELS OF ACTIVATION:**

As a guideline, the following “Levels of Activation” have been developed to assist in determining if the EOC should be activated:

**1. Level 1 Emergency:**

A Level 1 Emergency in the City of Racine will mean that the Emergency Management Coordinator, in conjunction with the Police Chief, Fire Chief or other appropriate official, determines that no activation of the Emergency Operating Center will be necessary. All activities, manpower and resource management will be handled from a field incident command post. This type of emergency would be small and localized in nature, not having any significant impact on the health and well being of citizens outside of the direct confined area of the emergency.

Examples of a Level 1 Emergency would be:

- a car/bus accident with multiple injuries.
- a small localized hazardous material spill.
- a small localized flooding incident.
- a small airplane crash in unpopulated area.
- a bomb threat.

## **2. Level 2 Emergency:**

A Level 2 Emergency in the City of Racine would indicate that a decision by the Emergency Management Coordinator, in conjunction with the Police Chief and on-scene incident commander, has been made requiring partial activation of the Emergency Operating Center. A decision to partially activate the EOC will be made if it is determined that the field incident command post will require additional manpower and resource support or that the media and general citizen interest in the emergency will be great enough to warrant re-direction of media and citizen requests about the incident to the EOC rather than burden the field incident commander with such activity.

Examples of a Level 2 Emergency would be the following:

- a moderate hazardous material spill requiring evacuation of homes or several blocks around the initial incident.
- if a moderate blizzard or heat wave condition requires the opening of community shelters.
- moderate severe weather, downbursts or tornado damage localized in a central area.

## **3. Level 3 Emergency:**

A Level 3 Emergency in the City of Racine would constitute a decision by Emergency Management Coordinator, in conjunction with the Sheriff, Police Chief, County Executive, Mayor and field incident commander, that a full scale activation of the EOC is warranted. This type of disaster or emergency incident would be one that impacts a large number of citizens throughout the county other than those directly impacted at the disaster scene. Under a Level 3 Emergency, members of each of the seven emergency management groups (See Racine County EOP-Basic Plan) would be required to report to the Emergency Operating Center to support field operations. In addition, radio dispatchers, message controllers, message runners, security officers and others report to the EOC.

The County Executive, as well as the Mayor of Racine and other town, city and village elected officials (if necessary) would report to the EOC to assist the field incident command operations, get a full scale assessment of the disaster and have the PIO handle all media inquiries, press releases, and citizen inquiries. The EOC would also take over all requests from the field for resources, mutual aid, state and federal assistance as necessary.

Examples of a Level 3 Emergency in Racine County would be:

- a large scale serious hazardous material spill requiring sheltering or evacuation of residents for several miles around the incident.
- a major airline crash in Racine County.
- large scale severe weather, downburst or tornado damage.
- large scale flooding on a non-localized basis.
- large scale civil disturbance.
- terrorist activities.

- prolonged, extreme blizzard or heat wave conditions.
- enemy attack

## **H. RESPONSIBILITIES AND TASKS:**

### **1. MAYOR**

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

#### **MAYOR SHOULD:**

- a. Ensure that the County/City Emergency Management Coordinator or designee has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- b. Report to the EOC/CP.
- c. Ensure that the County/City Emergency Management Coordinator or designee provide an initial damage assessment and casualty report.
- d. Ensure that the County/City Emergency Management Coordinator and city officials brief the EOC staff as to the status of the disaster.
- e. Be ready to issue a declaration of emergency.
- f. Ensure the City Public Information Officer (PIO) and/or designee is notified and reports to the EOC.
- g. In consultation with the County/City Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. (City/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

### **2. COUNTY/CITY EMERGENCY MANAGEMENT COORDINATOR**

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

#### **COUNTY/CITY EMERGENCY MANAGEMENT COORDINATOR SHOULD:**

- a. Report to the City EOC/CP.
- b. Ensure that city officials have been notified, key facilities warned, sirens activated, etc.
- c. Activate the Joint County/City EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
- d. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor.
- e. Conduct regular briefings of EOC staff as to the status of the situation.

- f. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
- g. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

### **3. FINANCE DIRECTOR/ASSESSOR**

The Finance Director is responsible for their assigned activities in the City of Racine. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

#### **FINANCE DIRECTOR SHOULD:**

- a. Report to the City EOC/CP.
- b. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- c. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
- d. Assign department directors account numbers to which emergency expenditures may be charged.

#### **ASSESSOR SHOULD:**

- a. Assist in the damage assessment process by:
  - Providing information regarding the estimated 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. WARNING/COMMUNICATIONS**

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

The City of Racine Joint Dispatch Center and the Racine County Sheriff's Department Dispatch Center are responsible for warning and communications activities in the City of Racine. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- a. Warn the following:
  1. Municipal Elected Officials
  2. Municipal Emergency Management Coordinator
  3. County Emergency Management Coordinator
  4. Municipal Emergency Operations Center representatives
  5. Special facilities (schools, nursing homes, hospitals, etc.)

- b. 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.
- c. Activate public warning system. This may consist of sirens, door-to-door, telephone call-up, etc. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
- d. Establish communications with Command Post if established.

## 5. LAW ENFORCEMENT

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

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

### **Other responsibilities may include:**

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- As necessary and as appropriate, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Anticipate departments' needs for manpower and equipment 24-hours in advance.
- Utilize mutual aid agreements with other police departments.

## 6. HUMAN SERVICES

The Racine County Department of Human Services is responsible for human services activities in Racine County. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.



- a. Coordinate activities of municipal agencies/departments which provide human services type services.
- b. Report to the emergency operations center.
- c. Coordinate with Red Cross in opening and managing shelters in the municipality.
- d. Ensure canteen is set up to feed emergency workers in the municipality.
- e. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- f. Provide necessary outreach services to citizens affected by emergency or disaster.
- g. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- h. Provide psychological counseling and crisis intervention to disaster victims.

## **7. PUBLIC WORKS**

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

- a. Ensure that all department personnel have been alerted and that they report as the situation requires.
- b. Report to the City EOC/Command Post.
- c. Review the disaster situation with field personnel and report the situation to County/City Emergency Management Coordinator.
- d. Maintain transportation routes.
- e. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- f. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
- g. Provide emergency generators and lighting.
- h. Assist with traffic control and access to the affected area.
- i. Assist with urban search and rescue activities as may be requested.
- j. Assist private utilities with the shutdown of gas and electric services.
- k. As necessary, establish a staging area for public works.
- l. Report public facility damage information to the Damage Assessment Team.
- m. If the County EOC is activated, establish and maintain contact with the County Public Works Director.

## **8. PUBLIC HEALTH SERVICES**

City of Racine Health Department is responsible for public health activities in the City of Racine. In the event that the County EOC is activated, they will coordinate health services activities with the Racine County Health Officer and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- a. Assure that public health needs of disaster victims are met.
- b. Assume primary operational control for health-related emergencies such as:
  - communicable disease outbreak
  - waterborne disease
  - extreme temperature conditions
  - foodborne disease
  - environmental health threats due to chemical, biological and radiological causes

## **9. PUBLIC INFORMATION**

The City of Racine Police Department is responsible for public information activities in the City of Racine. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

- a. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
- b. Maintain liaison with the EOC and CP in order to stay abreast of situation.
- c. Establish news media briefing room and brief the media at periodic intervals.
- d. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
- e. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- f. Assist the county in establishing a Joint Public Information Center.
- g. Assist the county with establishing a Rumor Control Center.
- h. Issue protective action recommendations or public service advisories as directed by the Mayor.

## **10. FIRE SERVICES/EMERGENCY MEDICAL SERVICES**

The City of Racine Fire Department is responsible for fire and emergency medical services in the City of Racine. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- a. Establish and/or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
- b. Assist Law Enforcement in warning the affected population.
- c. Rescue injured/trapped persons.
- d. Protect critical facilities and resources.
- e. Designate a person to record the arrival and deployment of emergency personnel and equipment.
- f. Assist Law Enforcement with evacuation, if needed.
- g. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
- h. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
- i. Coordinate emergency medical care to victims (hospitals and ambulances).
- j. Establish a triage area for victims.
- k. Coordinate medical transportation for victims.

1. Establish a staging area in the municipality.

**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.
- Utilize mutual aid agreements and/or contracts with other fire departments.

## **11. DAMAGE ASSESSMENT**

The Assessor is responsible for damage assessment activities in the City of Racine. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- a. Report to the City EOC or Command Post.
- b. Record initial information from first responders such as law enforcement, public works or fire services.
- c. Activate the damage assessment team which consists of the following municipal department/agencies: Police Department, Fire Department, Public Works Department, Parks Department, Building Department, Public Utilities and other necessary agencies which are responsible for public and individual damage assessment.

### **1. Within first 2-3 hours:**

Complete preliminary UDSR:

- a. Number of fatalities.
- b. Number of critical/minor injuries.
- c. Number of home/businesses damaged/destroyed.
- d. Number of power/telephone lines, poles damaged.
- e. Number of public facilities such as highways, roads, bridges, etc. damaged.
- f. Number of people who are homeless or in shelters.

### **2. Within 8 hours:**

- a. Recount items 1-6 above.
- b. Complete another UDSR, estimating public and private damage.
- c. Videotape and/or take photos of major damage.

### **3. Within 24 hours:**

- a. Update items a-f above.

### **4. Complete updated UDSR.**

- d. Provide damage assessment information to the appropriate city officials and county emergency management coordinator to assist in the preparation of the UDSR.

- e. If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the Racine County Emergency Management Coordinator.
- f. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
- g. Prepare reports for the municipal Public Information Officer.

#### **I. RESOURCE MANAGEMENT:**

Resource management includes the procurement and deployment of personnel and equipment resources which are not ordinarily in the agency inventories. It involves the use of a central coordinating individual or a coordinating mechanism.

The Mayor may expend funds which are either budgeted for or are in the local government's contingency fund. In an emergency situation, using the procedures established by local government ordinances, the Mayor establishes priorities in the procurement of supplies and services and is also authorized to make emergency procedures.

In emergency situations day-to-day purchasing procedures may be waived to protect lives and property. Following the emergency, funds for emergency purchases will need to be appropriated, transferred, and/or approved via local board or committee action. All costs of the emergency operations will be recorded in detail, e.g., personnel hours, the use of equipment, and where and what equipment is used. This is required information, if reimbursement is to be sought from a disaster declaration.

**J. PLAN DEVELOPMENT AND MAINTENANCE:**

The City of Racine EOP Development Team is composed of representatives from Racine County Emergency Management, City of Racine Police Department, Fire Department, Joint Dispatch, Public Works Department, Public Health Department and the City Attorney’s Office. 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 revisions in this plan.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City/County Emergency Management Coordinator

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Commissioner of Public Works

\_\_\_\_\_  
Public Health Administrator