

CITY OF MUSKEGO

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE & GOALS:

This Municipal Emergency Operations Plan (MEOP) has been developed to provide procedures for the government of the City of Muskego 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 Muskego is part of the county emergency management program. This municipal plan is to be used in conjunction with Waukesha County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Waukesha County EOP and in accordance with the 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 Waukesha County. These hazards are outlined in Waukesha County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC). Hazard analysis assists in the assessment process in determining the level of risk an emergency poses as well as the level and scope of response necessary.

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 Emergency Management Coordinator is responsible for coordinating the response of municipal officials and agencies and coordinating the response with county officials if county assistance is necessary. Activation of the MEOP will be the decision of the Police Chief or person in the line of succession if the Police Chief cannot be reached.

Whenever necessary during a declared emergency the Mayor or designee may by proclamation promulgate orders, rules and regulations relating to the implementation of the MEOP.

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. Mayor declares a local state of emergency and notifies Waukesha County Emergency Management Director.
 - c. Forward the local state of emergency declaration to the Waukesha County Emergency Management Office.
 - d. The Emergency Management Coordinator activates the municipal emergency operations center (MEOC). This facility is located at the City Hall or a location designated by the Emergency Management Coordinator..
 - e. Municipal emergency response officials and agencies respond according to the checklists outlined in the Attachments 1-13.
 - f. Mayor directs departments and agencies to respond to the situation.
 - g. Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Mayor may call an emergency meeting of the Common Council when feasible to provide necessary resolutions for the operation of municipal government as well as implementation of the MEOP.
 - i. Notify the public of the situation and appropriate actions to take.
 - j. Keep county officials informed of the situation and actions taken.
 - k. 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 Waukesha County Emergency Management Director.
4. If assistance is requested, the Waukesha 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:

The City of Muskego's Municipal Emergency Management Team (MEMT) is comprised of a Core Team as well as elected officials, facilities, essential services and support services. Please refer to Attachment A as to the organization of the MEMT.

The Core Team is comprised of the Emergency Management Coordinator, the Mayor, as well as key officials and department heads. The Emergency Management Coordinator is appointed by the Mayor and approved by the Common Council. The Public Information Officer and Communications Officer are appointed by the Mayor. The rest of the Core Team is comprised of the Police Chief, Common Council President, City Engineer/Building Inspection Director, Fire Chief of Tess Corners Volunteer Fire Departments, Public Works Superintendent, and the Public Utilities Superintendent.

The purpose of the Core team is to assess the disaster, organize, and then implement a response to the disaster. Refer to Attachment B as to the organization of the Core Team.

The Damage Assessment Team collects data for the purpose of assessing damage inflicted upon persons and property within the City. The Damage Assessment Team consists of the Finance Director, City Assessor, City Engineer, Public Works Superintendent, and the Public Utilities Superintendent. Please refer to Attachment C as to the organization of the Damage Assessment Team.

Elected officials include members of the Common Council as well as the Waukesha County Supervisors that represent the City. Facilities include any public buildings which would be utilized as needed in response to the emergency. Essential services include all utilities and necessary services provided to the citizens Muskego that are not directly provided to them by the City.

Secondary staff, support and services are county and state agencies as well as private sector organizations that are utilized as needed when the plan is implemented. Please refer to Attachment D as to those secondary services.

Attachments E, F, G and H all refer to the various phone fan-out lists found in the back of the packet, noting the organizational chain of command that is normally implemented in emergency situations in Muskego.

E. RESPONSIBILITIES AND TASKS:

Attachments 1-13 to this plan list the emergency responsibilities of key officials in the City of Muskego.

F. RESOURCE MANAGEMENT:

Additional support from Waukesha County Agencies may include:

- a. Emergency Medical Services
- b. Public Health Center
- c. Human Services
- d. Medical Examiner

Support from these agencies will be obtained by the MEMT with advise from the Waukesha County Emergency Management Coordinator.

Mutual Aid Reciprocal Agreements:

Current mutual aid agreements will be fostered and maintained by the Muskego Police Department and the Tess Corners Volunteer Fire Department. Activation of those agreements will be at the discretion of the Police Chief or his designee as well as the Chief of Tess Corners fire departments, or their designees.

Support from Private Agencies/Volunteer Groups:

Support and resources from private agencies and volunteer groups will be utilized as needed by Emergency Management Core Team.

Support from State and Federal Agencies

Information and assistance in securing state for 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 MEOP Development Team is composed of members of the Core Team. The Emergency Management Coordinator is responsible for soliciting input from members of the Core Team in the development and maintenance of 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

KEY ACTION CHECKLISTS

This attachment is designed to identify the responsibilities and tasks of the Mayor and provide a checklist of actions to consider when this municipal plan is activated. The Mayor is responsible for the overall management of the City of Muskego. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR SHOULD:

1. Ensure that the Police Chief or designated person has activated/is activating the Emergency Operations Center (MEOC).
2. Report to the MEOC.
3. Ensure that the Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Emergency Management Coordinator and city officials brief the MEOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the Public Information Officer (PIO) and Communications Officer are notified and reports to the MEOC.
7. In consultation with the 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.)

EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

This attachment is designated to identify the responsibilities and tasks of the City Emergency Management Coordinator and provide a checklist of actions to consider when this municipal plan is activated.

The Emergency Management Coordinator coordinates all components of the emergency management program in the City of Muskego. 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.

EMERGENCY MANAGEMENT COORDINATOR SHOULD:

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

COMMON COUNCIL PRESIDENT

KEY ACTION CHECKLISTS

This attachment is designed to identify the responsibilities and tasks of the Council President and provide a checklist of actions to consider when this municipal plan is activated. The Council President is responsible for providing support to the Mayor and serve as a liaison between the Common Council and the Mayor. The Council President serves the role of the Mayor if the Mayor is unavailable. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

COMMON COUNCIL PRESIDENT SHOULD:

1. Ensure that the City Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center (EOC).
2. Report to the MEOC.
3. Assist in alerting other Common Council members as well as Waukesha County Supervisors.
4. Serve as liaison between the Common Council and the Mayor.

PRIMARY WARNING: DISPATCH

KEY ACTION CHECKLISTS

This attachment is designed to identify the department in the municipality responsible for primary warning activities and provides a list this department should consider when this municipal plan is activated.

The primary warning function is responsible for initial warning of city officials in City of Muskego. The Police Department, located at central dispatch, is responsible for primary warning activities in City of Muskego. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

DISPATCH SHOULD:

1. Warn the following:
 - a. Mayor
 - b. Police Chief
 - c. Emergency Management Coordinator
 - d. County Emergency Management Coordinator
2. Ensure all agencies represented in the MEOC have communications both to their staff at their Department offices and their staff at the incident site.
3. Activate public warning system. Develop assignment on how alerts, watches and warnings would be handled prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency government office.
5. Establish communications with Command Post (CP) if established.
6. Coordinate with Public Information Officer and Communications Officer for any further alerting, communications, or warnings.

COMMUNICATIONS COORDINATOR

KEY ACTION CHECKLISTS

This attachment is designed to identify the department in the municipality responsible for warning and communications activities and provides a list of actions this department should consider when this municipal plan is activated.

The communications function is responsible for communications in City of Muskego. The Communications Officer is responsible for warning and communications activities in City of Muskego. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

COMMUNICATIONS OFFICER SHOULD:

1. Report to the MEOC when notified.
2. Establish communications with Command Post (CP) if established.
3. Make certain that all members of the Core Team or their backups have been notified are on their way to the MEOC.
4. Coordinate with the Emergency Management Coordinator and other Core Team members for any further alerting, communications, or warnings.

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

This attachment is designed to provide a list of action the municipal police department should consider when this municipal plan is activated. The municipal police department has mutual aid agreements with the Suburban Mutual Assistance Response Teams.

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

1. Activate Emergency Management and Incident Command System; notify Dispatcher to activate alerting list.
2. Ensure that all Police Department staff have been notified and that they report as situation directs.
3. Direct the designated law enforcement representative to report to the MEOC.
4. Determine whether to activate SMART agreement.
5. Secure the affected area and perform traffic and crowd control.
6. Participate in warning the public as situation warrants.
7. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
8. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
9. Report above information to appropriate law enforcement agencies.
10. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
11. 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, 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.

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.

PUBLIC INFORMATION OFFICER

KEY ACTION CHECKLISTS

This attachment is designed to identify the department or agency in the municipality responsible for public information activities and provides a list of actions this officer should consider when this municipal plan is activated. The Public Information Officer is responsible for public information activities in City of Muskego. The following tasks represent a checklist of actions this officer 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 MEOC 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 municipality 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 services advisories as directed by the Mayor or designee.

FINANCE DIRECTOR

KEY ACTION CHECKLISTS

This attachment is designed to identify the responsibilities and tasks of the Finance Director and provide a checklist of actions to consider when this municipal plan is activated. The Finance Director is responsible for financial activities in City of Muskego. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

FINANCE DIRECTOR SHOULD:

1. Report to the City MEOC.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Lead the Damage Assessment Team in their assessment duties including:
 - a. Activate and organize the Damage Assessment Team
 - b. Survey and assess damage with the team
 - c. Provide information regarding the dollar value of property damaged as a result of the disaster.
 - d. Provide information (name, telephone number, etc.) regarding the owner's 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.

PUBLIC WORKS

KEY ACTION CHECKLISTS

This attachment is designed to identify the department or agency in the municipality responsible for public works activities and provides a list of actions this department should consider when this municipal plan is activated. This department upon notification may respond directly to the EOC. The Superintendent of Public Works is responsible for public works activities in City of Muskego. 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. Report to the City MEOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the City Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate with Public Utilities Superintendent in coordinating all flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
7. Provide emergency generators and lighting.
8. Assist private utilities with the shutdown of gas and electric services.
9. Assist private utilities with the shutdown of gas and electric services.
10. Assist with urban search and rescue activities as may be requested.
11. As necessary, establish a staging area for public works.
12. Assist in damage assessment activities as a member of the Damage Assessment Team.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner and the Waukesha County Public Works Superintendent.

PUBLIC UTILITIES

KEY ACTION CHECKLISTS

This attachment is designed to identify the department in the municipality responsible for public utilities and provides a list of actions this department should consider when this municipal plan is activated. This department upon notification may respond directly to the EOC. The Superintendent of Public Utilities is responsible for public utilities in City of Muskego. 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. Report to the City MEOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Emergency Management Coordinator.
4. If necessary, coordinate with Public Works Superintendent in coordinating all flood fighting activities, including sandbagging, emergency diking, and pumping operations.
5. Assist with urban search and rescue activities as may be requested.
6. Assist private utilities with the shutdown of gas and electric services.
7. Assist in damage assessment activities as a member of the Damage Assessment Team.

EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

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

The Chief of the Tess Corners Volunteer Fire Department or his designee will serve as the Emergency Medical Services Liaison in the City of Muskego and is responsible for emergency medical services activities in City of Muskego. The Chief or his designee will coordinate health services activities with a representative from the Waukesha County 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. Coordinate with Law Enforcement in assisting in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Coordinate with county public health officials to assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
5. Establish a triage area for victims.
6. Coordinate medical transportation for victims.
7. Establish a staging area in the municipality.

FIRE SERVICES

KEY ACTION CHECKLISTS

This attachment is designed to provide a list of actions each municipal fire department should consider when this municipal plan is activated.

The Tess Corners Volunteer Fire Department are responsible for fire service activities in City of Muskego. The following tasks represent a checklist of actions each of these departments should consider in an emergency or disaster situation in their jurisdictions.

1. Establish and/or respond to designated staging area, CP or City MEOC 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.
7. Assist the municipal public works department and utilities department with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

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

If the 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 contracts with other fire departments.

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

This attachment is designed to identify the department or agency in the municipality responsible for collecting damage assessment information and provides a list of actions this team should consider when this municipal plan is activated.

The Damage Assessment Team is responsible for damage assessment activities in City of Muskego. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City MEOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works, public utilities or fire services.
3. Activate the Damage Assessment Team. The team consists of:
 - a. Finance Director
 - b. City Assessor
 - c. City Engineer
 - d. Public Works Superintendent

 - e. Public Utilities Superintendent

The team is responsible for public damage assessment and those responsible for individual damage assessment.

4. Begin Damage Assessment duties:
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 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.
5. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.
6. If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
7. Plot damage assessment information on status boards in the MEOC and map damaged sites.
8. Record all expenditures for municipal personnel, equipment, supplies, services, etc. used.
9. Prepare reports for the municipal Public Information Officer.

****See Emergency Management Phone List****

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