

TOWN OF DEERFIELD EMERGENCY OPERATIONS PLAN

JULY, 2023

Town of Deerfield Emergency Operations Plan

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Municipal Emergency Operations Plan Resolution

RESOLUTION NO. 2023-4

TOWN OF DEERFIELD

MUNICIPAL EMERGENCY OPERATIONS PLAN

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

NOW, THEREFORE the Town of Deerfield adopts the Emergency Operations Plan, by the Town Board of the Town of Deerfield and will be effective the day after publication. Dated this 10 day of July, 2023.

Town of Deerfield Emergency Operations Plan

LEGAL BASIS

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

FEDERAL ACTS

PL 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act, www.fema.gov/disaster/stafford-act, provides federal assistance programs to deal with economic losses resulting from disasters and expresses the need for state and local governments to create comprehensive disaster preparedness plans and mechanisms to prepare for intergovernmental coordination during times of crisis.

Title 42, Chapter 116 Emergency Planning and Community Right to Know Act (EPCRA) of 1986, www.epa.gov/epcra, was created to help communities plan for chemical emergencies.

WISCONSIN STATUTES

Chapter 60 Towns, docs.legis.wisconsin.gov/statutes/statutes/60

Chapter 61 Villages, docs.legis.wisconsin.gov/statutes/statutes/61

Chapter 62 Cities, docs.legis.wisconsin.gov/statutes/statutes/62

Chapter 323 Emergency Management, docs.legis.wisconsin.gov/statutes/statutes/323

COUNTY ORDINANCES

Chapter 36 Emergency Planning
www.countyofdane.com/documents/pdf/ordinances/ord036.pdf

MUNICIPAL ORDINANCES

Resolution 2023-04 Municipal Emergency Plan
www.town.deerfield.wi.us

**MUNICIPAL EMERGENCY OPERATIONS PLAN
BASIC PLAN**

A. PURPOSE:

The municipal plan has been developed to provide procedures for the Town of Deerfield and its municipal 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 state and county government since the Town of Deerfield is part of the Dane County Emergency Management Program. This specific municipal plan is to be used in conjunction with the Dane County Emergency Response Plan (ERP).

B. SITUATIONS AND ASSUMPTIONS:

Natural, man-made, and technological hazards pose a threat to lives, property, or environment in Dane County and/or the Town of Deerfield. These hazards are outlined in the Dane County Hazard Analysis. A Copy may be obtained from Dane County Emergency Management.

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the municipality. The Town of Deerfield is responsible to activate the appropriate municipal agencies to deal with the disaster. The highest elected official and/or the Town of Deerfield Head of Emergency Management is responsible for coordinating the response of municipal agencies and coordinating the response with Dane County Officials if county assistance is necessary.

D. ORGANIZATION:

Lines of Succession (EXAMPLE BELOW)

Mike Schlobohm

TOWN CHAIR



Bob Riege

CLERK



Al Pulvermacher

PUBLIC WORKS

Town of Deerfield Emergency Operations Plan

In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.

E. RESPONSIBILITIES AND TASKS:

See the attachments at the end of the EOP for emergency responsibilities to key officials in the Town of Deerfield, dictated by stated emergency.

Also, reference the Municipal Emergency Response Checklist in the attachments.

F. MUTUAL AID AGREEMENTS:

The Town of Deerfield may participate in and maintain mutual aid agreements, both formal and informal, which facilitate bringing additional resources to the scene of an emergency. This can also include Memorandums of Understanding (MOU's) and Memorandums of Agreement (MOA's).

G. SUPPORT FROM COUNTY, STATE AND FEDERAL AGENCIES:

Information and assistance in securing county, state or federal support may be obtained by contacting the Dane County Emergency Management Duty Officer. Requests for any State resources, including National Guard assistance, should be channeled through Dane County Emergency Management who then channels the request to the Wisconsin Emergency Management (WEM) Duty Officer or State EOC.

H. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Deerfield EOP Development Team is composed of representatives from the Police Department, Fire Department, the Clerk, and Public Works. The highest elected official and/or the Town of Deerfield Town Board Head of Emergency Management is responsible for maintaining this plan on a regular basis.

The development team meets on as needed basis or as determined by the Head of Emergency Management. The team reviews incidents, changes, and updates information as necessary and makes revisions in this plan.

Attachment 1

INITIAL LOCAL EMERGENCY PERSONNEL ALERT NOTIFICATION LIST

Purpose: In the event of a critical incident, the following individuals should be notified in the following order to determine if the municipality's EOP needs to be implemented and the emergency operations center needs to be activated.

Head of Emergency Management:	Mike Schlobohm Town Chairman 608-764-8301
Town Chairman	Mike Schlobohm 608-764-8301
Police Chief	Dane County Sheriff 608-255-2345
Fire Chief	Josh Sewell Deerfield Volunteer Fire Dept. 608-764-5343
Department of Public Works	Al Pulvermacher Town Patrolman 608-332-0659 608-764-5615 (town garage)
Clerk	Bob Riege Town Clerk 608-692-5193 920-240-6700 (clerk office)

Attachment 2

HIGHEST ELECTED OFFICIAL CHECKLIST

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

The Town Chairman should:

- 1, Ensure that the Head of Emergency Management or designated person has activated the Emergency Operations Center (EOC) or Command Post (CP).
- 2, Report to the EOC/CP.
- 3, Ensure that the Head of Emergency Management or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Head of Emergency Management and municipal officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a proclamation of emergency.
6. Ensure the Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the Head of Emergency Management, determine whether or not county, state or federal assistance should be requested. (Municipal/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.)

Town of Deerfield Emergency Operations Plan

Attachment 3

MUNICIPAL EMERGENCY RESPONSE CHECKLIST

March 2023

This checklist is an emergency response planning tool for municipal governments. It includes a listing of general emergency response issues that need to be addressed on a municipal level as well as a suggested time-line of response goals, actions, and considerations. Please contact Dane County Emergency Management with any questions.

Response Concerns

Event Driven - Always performed for every response

- A. Emergency Coordination** - Provide leadership for non-first responder municipal response.
 - 1. EOC Operations - facility, communications, appropriate staffing and feeding, etc.
 - 2. Develop response objectives and task assignments for current and future municipal operations.
 - 3. Maintain appropriate and complete documentation of municipal activities, events and expenses.
 - 4. Be the focal point for all coordination efforts between municipal and county operations.
 - 5. Be the central point for non-field command post resource requests.
- B. Track Information** - Maintain a system(s) to make the following information both available when needed and accessible to those who need it (e.g. spread sheets managed by EOC reps)
 - 1. *Citizen's Needs* - Document what is needed (e.g. shelter, food, transportation, medical assistance, etc.), what can be met with local / county resources, and what needs go unmet
 - 2. *Municipal Expenses* - Maintain a running record of municipal expenses attributed to the emergency (e.g. assign an emergency account #).
 - 3. *Offers of Assistance* - nature of offer, limitations, point of contact.
 - 4. *Volunteers* - names / organizational membership, capabilities, availability, etc.
 - 5. *Donations* - materials, cash, food, etc.
- C. Damage Assessment** - The process of identifying, quantifying, categorizing, and reporting damage:
 - 1. Area affected (size, land features, and land usage)
 - 2. Population (number, characteristics, special needs)
 - 3. Economic impact (business / job loss, commercial operations affected, etc.)
 - 4. Collate data and submit reports to Dane County Emergency Management
- D. Public Information** - Share information that will provide direction for residents' behavior.
 - 1. Social media, web pages, traditional media release
 - 2. Scripts for door-to-door operations, handouts
 - 3. Public meeting notification and agendas

Work with DCEM and field command posts to both coordinate and amplify messaging

(Continued)

Town of Deerfield Emergency Operations Plan

Impact Driven - performed as warranted by incident

E. Emergency Sheltering - Providing a safe place for residents to stay.

1. Location
2. Staffing
3. Supervision & resident support procedures
4. Transport to & from
5. Pets

F. Debris Management - Address proper disposal of debris,. Inform the public of proper debris disposal procedures. Provide resources for resident's to dispose of their personal debris as appropriate.

6. Track and monitor staff and equipment usage.
7. Initiate emergency financial and contract procedures.
8. Municipal debris collection or resident drop-off?
9. Recycle or dispose?
10. Temporary storage / sorting location
11. Burn or haul away?

G. Determine Public Health Issues - Working with Public Health Madison Dane County, address health issues such as safe water and food, disease, mental health as they relate to victims and responders.

Town of Deerfield Emergency Operations Plan

Response Timeline (based on 12 hour operational periods)

0-2 Hours

Goals -

- G1. Make EOC operational
- G2. Organize staff for emergency response
- G3. Develop process to collect and keep track of incident information
- G4. Build contact lists and communication expectations
- G5. Develop a standard process for municipal public information activities

Actions -

- A1. Make notifications to:
 - Mobilize staff.
 - Make persons / agencies aware your municipal EOC is operational (e.g. the incident command post, Dane County Emergency Management duty officer, local elected officials).
- A2. Conduct initial briefing for local officials.
- A3. With DCEM Duty Officer, determine initial information sharing and coordination procedures with Dane County Emergency Management.
- A4. Start documenting activities (e.g. notifications, actions taken, contact information, etc.)
- A5. Collect information to determine the scope of the incident including:
 - Geographic area(s) affected,
 - Population(s) affected,
 - Primary and secondary impacts (e.g. roadway closures, loss of power, loss of heat due to loss of power, etc.)
 - Economic impacts..
- A6. Begin public information activities as appropriate.

Considerations -

- C1. Declaring a State of Emergency
- C2. Emergency Sheltering:
 - How many people and pets might need shelter ?
 - Where could a shelter be set up ?
 - Who can staff the shelter ?
- C3. Consider debris removal and cleanup procedures:
 - Track and monitor staff and equipment usage.
 - Initiate emergency financial and contract procedures
 - Debris collection or drop-off ?
 - Burn or haul ?
 - Temporary storage / sorting location
 - Recycle or dispose ?

Town of Deerfield Emergency Operations Plan

2-4 Hours (1st Operational Period)

Goals -

- G1. Staff all municipal positions (EOC and otherwise)
- G2. Begin Damage assessment activities
- G3. Start developing an EOC Specific Incident Action Plan
- G4. Continue public information efforts
- G5. Determine debris removal strategy

Actions -

- A1. Start developing a formal EOC-specific Incident Action Plan (IAP)
- A2. Conduct a briefing with EOC representatives.
- A3. Brief local officials.
- A4. Work to make roads and streets passable.
- A5. Support specialized resource requests from local incident command posts.
- A6. Keep track of and act appropriately with the following information:
 - Persons' with special needs requests or assistance.
 - Offers of assistance (voluntary and otherwise).
 - Donation offers.
 - Volunteer offers.
- A7. Damage assessment - Document the nature, extent, and location of:
 - Damage to municipal property
 - Private sector damages (not-for-profits are private sector).
 - Residential damage by structural type (apartment, condo, townhome, free standing house).
- A8. Assign staff / volunteers damage assessment responsibilities.
- A9. Continue public information activities.
- A10. Open an emergency shelter as needed.
- A11. Develop a debris management strategy that outlines how debris will be collected, processed, and disposed of. Initiate debris management strategy when needed.

Considerations -

- C1. Consider the need for 24-hour operations and the establishment of shifts.
- C2. Potential public health effects of the disaster.
- C3. Consider potential needs of special populations.

Town of Deerfield Emergency Operations Plan

4-12 Hours (1st Operational Period)

Goals -

- G1. Complete the initial EOC-specific IAP
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning - procedures are in place for municipal staff to determine who and how resident's needs are addressed.

Actions -

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the 2nd Operational Period staff
- A3. Brief the incoming 2nd Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Coordinate with utilities to facilitate the restoration of service.
- A7. Keep track of and act appropriately with the following information:
 - Persons' with special needs requests for assistance.
 - Others of assistance (voluntary and otherwise).
 - Donation offers
 - Volunteer offers.
- A8. Damage Assessment - Document the nature, extent, and location of:
 - Damage to municipal property.
 - Private sector damages (not-for-profits are private sector).
 - Residential damage by structural type (apartment, condo, townhouse, free standing house).
- A9. Assign staff / volunteers damage assessment responsibilities.
- A10. Provide damage assessment summary to Dane County Emergency Management as requested.
- A11. Continue public information activities.
- A12. Continue shelter operations as needed.
- A13. Continue debris management activities.

Considerations -

- C1. Assess the need for ongoing mutual aid
- C2. Prioritize a list of needed repairs of critical facilities and transportation routes.
- C3. Anticipate public health issues of disaster victims and the community.

Town of Deerfield Emergency Operations Plan

12-24 Hours (2nd Operational Period)

Goals -

- G1. Complete the second EOC-specific IAP
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning - procedures are in place for municipal staff to determine who and how resident's needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed

Actions -

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the 3rd Operational Period staff
- A3. Brief the 3rd Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Coordinate with utilities to facilitate the restoration of service.
- A7. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A8. Keep track of and act appropriately with the following information:
 - Persons' with special needs requests for assistance.
 - Offers of assistance (voluntary and otherwise).
 - Donation offers.
 - Volunteer offers.
- A9. Damage Assessment - Document the nature, extent, and location of:
 - Damage to municipal property.
 - Private sector damages (not-for-profits are private sector).
 - Residential damage by structural type (apartment, condo, townhouse, free standing house).
- A10. Assign staff / volunteers damage assessment responsibilities.
- A11. Provide damage assessment summary to Dane County Emergency Management as requested.
- A12. Continue public information activities.
- A13. Continue shelter operations as needed.
- A14. Continue debris management activities.

Considerations -

- C1. Assess the need for ongoing mutual aid
- C2. Identify activities that can utilize volunteers.
- C3. Prioritize a list of needed repairs of critical facilities and transportation routes.
- C4. Anticipate public health issues of disaster victims and the community.

Town of Deerfield Emergency Operations Plan

24-48 Hours (3rd thru 6th Operational Periods)

Goals -

- G1. Complete the subsequent EOC-specific IAP
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning - procedures are in place for municipal staff to determine who and how resident's needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed

Actions -

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the next Operational Period staff
- A3. Brief next Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Determine the need for and use of volunteers.
- A7. Prioritize a list of needed repairs of critical facilities and transportation routes
- A8. Coordinate with utilities to facilitate the restoration of service.
- A9. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A10. Keep track of and act appropriately with the following information:
 - Persons' with special needs requests for assistance.
 - Offers of assistance (voluntary and otherwise).
 - Donation offers.
 - Volunteer offers.
- A11. Damage Assessment - Document the nature, extent, and location of:
 - Damage to municipal property.
 - Private sector damages (not-for-profits are private sector).
 - Residential damage by structural type (apartment, condo, townhouse, free standing house).
- A12. Assign staff / volunteers damage assessment responsibilities.
- A13. Provide damage assessment summary to Dane County Emergency Management as requested.
- A14. Continue public information activities.
- A15. Continue shelter operations as needed.
- A16. Continue debris management activities.

Considerations -

- Identify operations that can be suspended.
- Identify resident's recovery needs and municipal actions that can aide their recovery
- Convening municipal committee to determine municipal recovery activities

Town of Deerfield Emergency Operations Plan

48+ Hours (7th and subsequent Operational Periods)

Goals -

- G1. Complete the subsequent EOC-specific IAPs
- G2. Municipal staff and resources are engaged, fully utilized, and addressing community needs
- G3. Information tracking activities are operational and useful
- G4. Planning - procedures are in place for municipal staff to determine who and how resident's needs are addressed
- G5. Future municipal staffing needs are estimated and addressed.
- G6. Outside resources are requested and utilized as needed
- G7. Demobilization plan is initiated.

Actions -

- A1. Conduct EOC staff briefings.
- A2. Complete EOC-specific IAP and prepare briefing for the next Operational Period staff
- A3. Brief next Operational Period staff
- A4. Work to make roads and streets passable.
- A5. Coordinate efforts to make critical facilities functional
- A6. Determine the need for and use of volunteers.
- A7. Coordinate with utilities to facilitate the restoration of service.
- A8. Anticipate and address resource needs (e.g. sandbags, fuel, feeding, additional staff, etc.)
- A9. Develop plan for demobilizing emergency municipal services
- A10. Determine municipal roles and responsibilities for resident's recovery efforts.
- A11. Keep track of and act appropriately with the following information:
 - Persons' with special needs requests for assistance.
 - Offers of assistance (voluntary and otherwise).
 - Donation offers.
 - Volunteer offers.
- A12. Damage Assessment - Document the nature, extent, and location of:
 - Damage to municipal property.
 - Private sector damages (not-for-profits are private sector).
 - Residential damage by structural type (apartment, condo, townhouse, free standing house).
- A13. Assign staff / volunteers damage assessment responsibilities.
- A14. Provide damage assessment summary to Dane County Emergency Management as requested.
- A15. Continue public information activities.
- A16. Continue shelter operations as needed.
- A17. Continue debris management activities.

Considerations -

- Organizing records and expenses to support state and federal disaster assistance applications

Attachment 4

DAMAGE ASSESSMENT CHECKLIST

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

1. Report to the Municipal EOC or Command Post as directed.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies: Town Board, Town Patrolmen, Deerfield Volunteer Fire Dept., Dane County Sheriff Office are responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 24 hours: Complete preliminary UDSR (Include locations (e.g. street addresses, coordinates when possible)):
 - i. Number of fatalities.
 - ii. Number of critical/minor injuries.
 - iii. Number of homes/businesses affected/damaged/destroyed.
 - iv. Number of public facilities such as highways, roads, bridges, etc. damaged.
 - v. Number of people who are homeless or in shelters.
 - b. Within 36 hours
 - i. Recount items above
 - ii. Complete another UDSR, estimating public and private damage.
 - iii. Videotape and/or take photos of damaged critical infrastructure.
 - c. Within 48 hour
 - i. Update items above.
 - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate municipal officials and Dane County Emergency Management to assist in the preparation of the UDSR for submission to the state.
5. If the situation warrants, assist the Town Chair with the preparation of the local state emergency declaration and forward to Dane County Emergency Management.
6. Plot damage assessment information on status board in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

Attachment 5

TOWN OF DEERFIELD EMERGENCY OR DISASTER PROCLAMATION

WHEREAS, Town of Deerfield has suffered from a _____
that occurred on _____.

WHEREAS, extensive damage was caused to public and private property,
disruption of utility service, and endangerment of health and safety of the
residents of the Town of Deerfield within the disaster area.

WHEREAS, all locally available public and private resources available to
mitigate and alleviate the effects of this disaster have been insufficient to
meet the needs of the situation.

THEREFORE, the Town Chairman of the Town of Deerfield Town Board
has declared a state of emergency on behalf of the Town of Deerfield,
and will execute for and on behalf of the Town of Deerfield, the expenditure
of emergency funds from all available sources, the invoking of mutual aid
agreements, and the requesting assistance from the State of Wisconsin.

Town Board
Town Chairman

WITNESS my hand and seal of my office

This _____ day of _____, _____

Town of Deerfield Clerk

Note: Do not include specific dollar amounts in the Resolution.
Resolution does not guarantee that the jurisdiction or any potential
applicants will qualify to receive state or federal funding assistance.

Town of Deerfield Emergency Operations Plan

Attachment 6
Town of Deerfield Maps

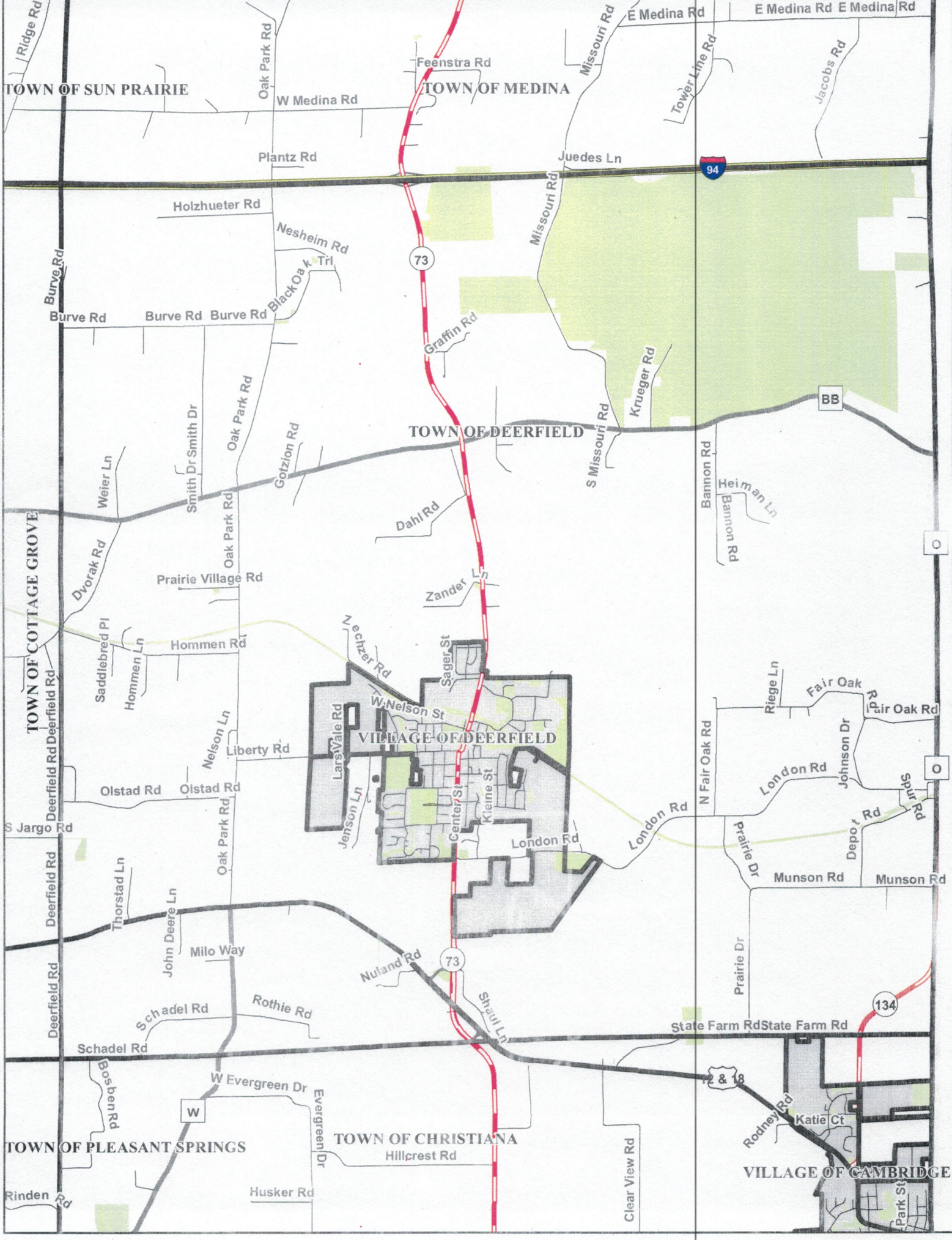
DEERFIELD

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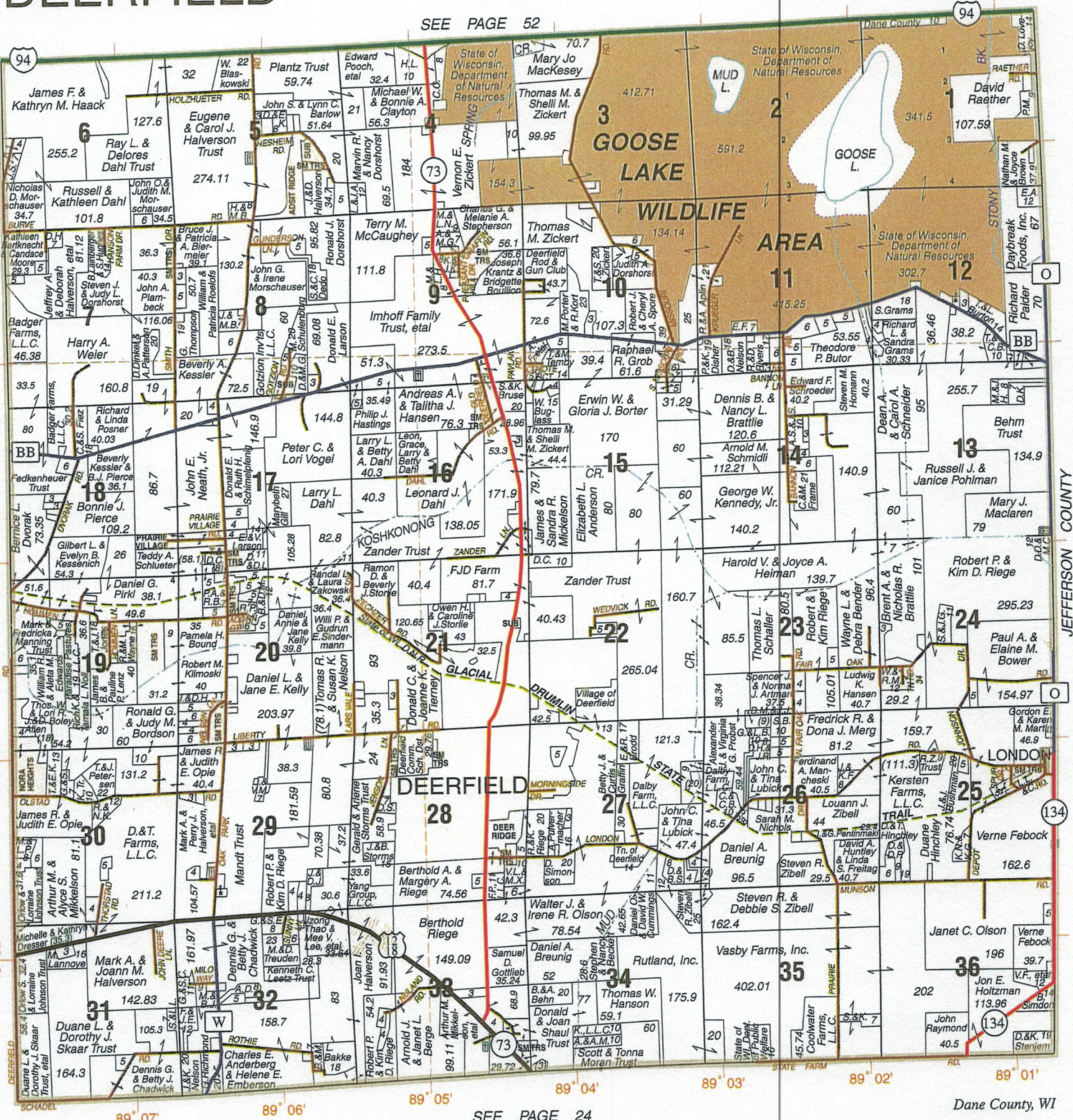
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DEERFIELD

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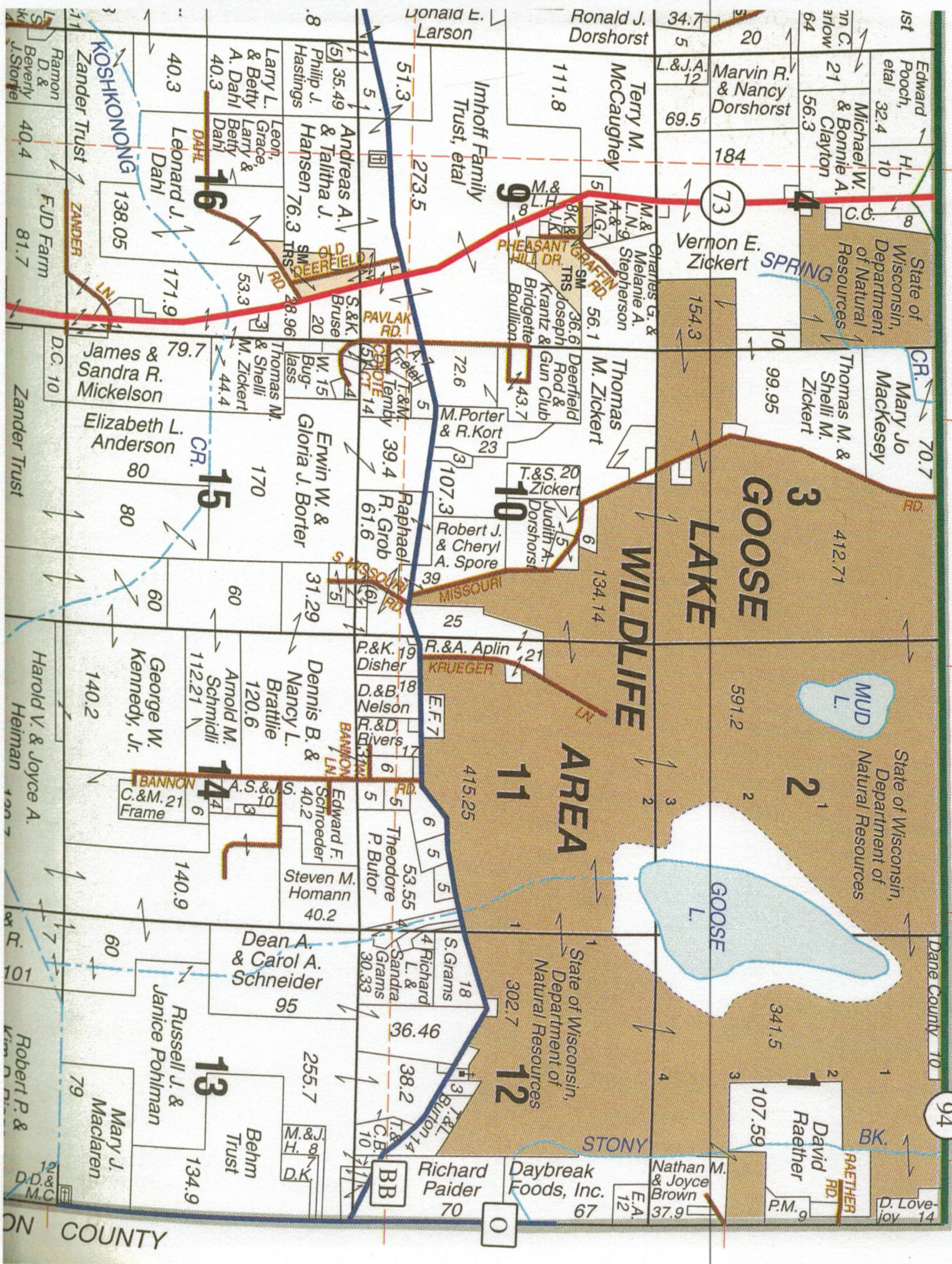


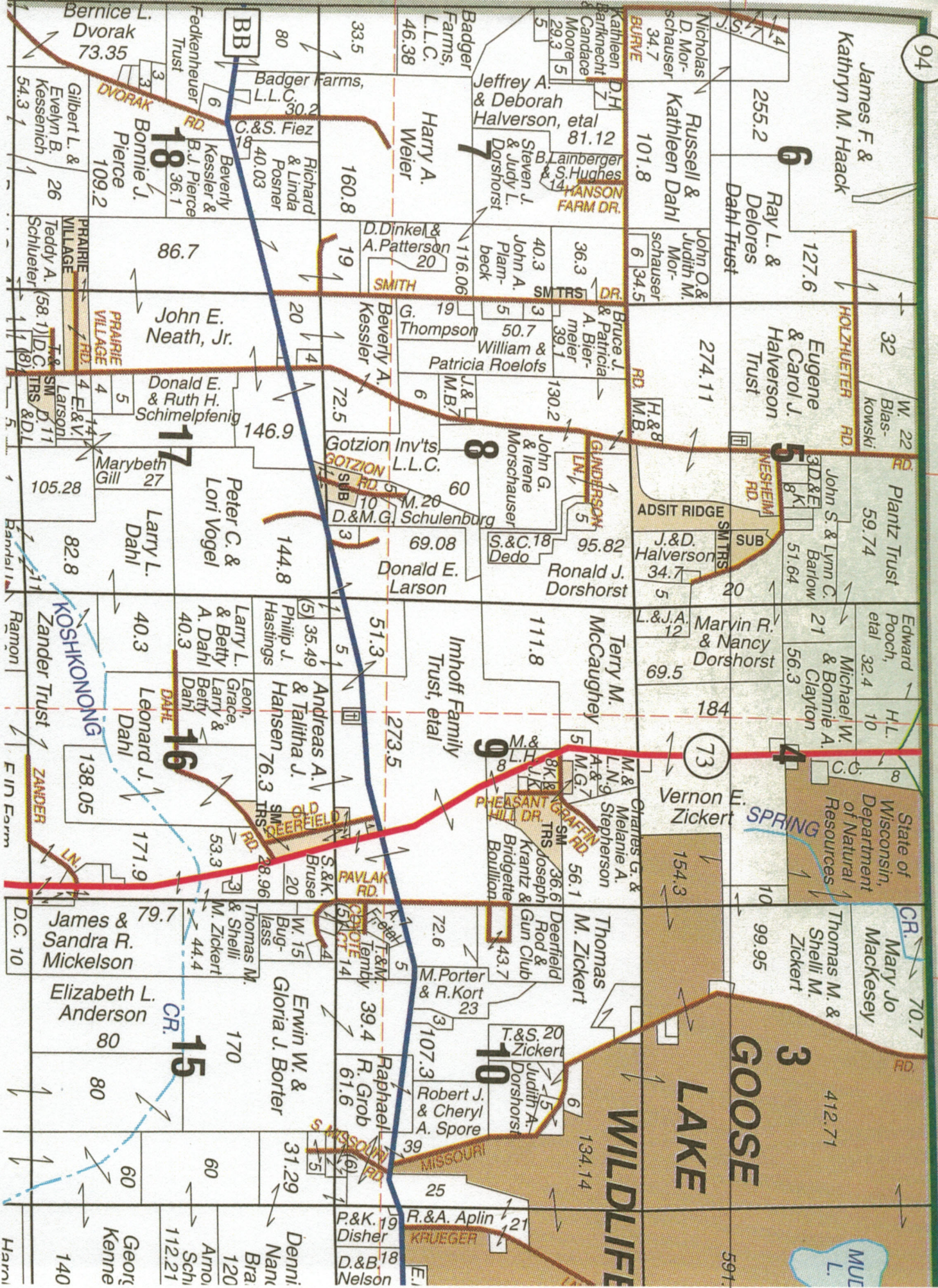
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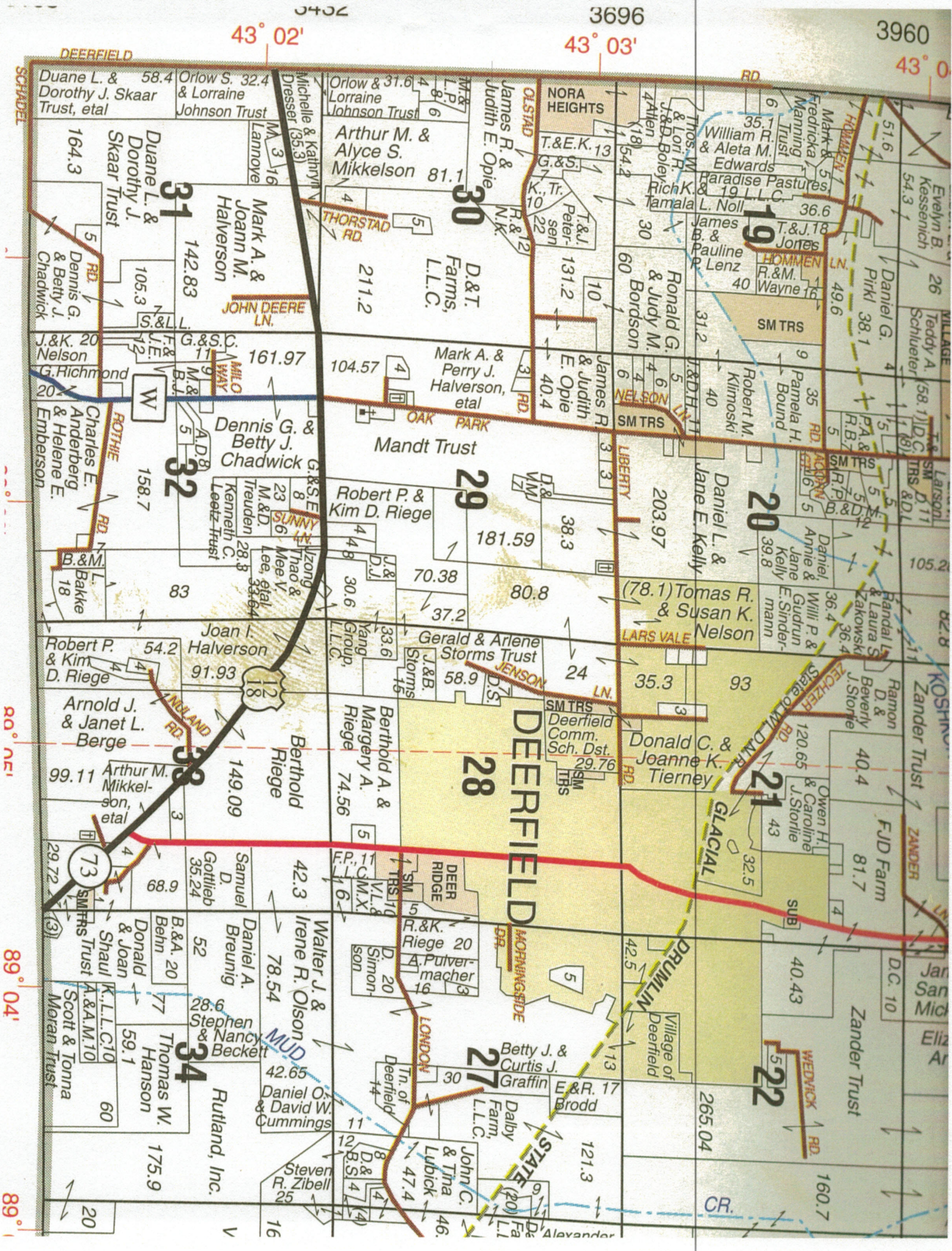
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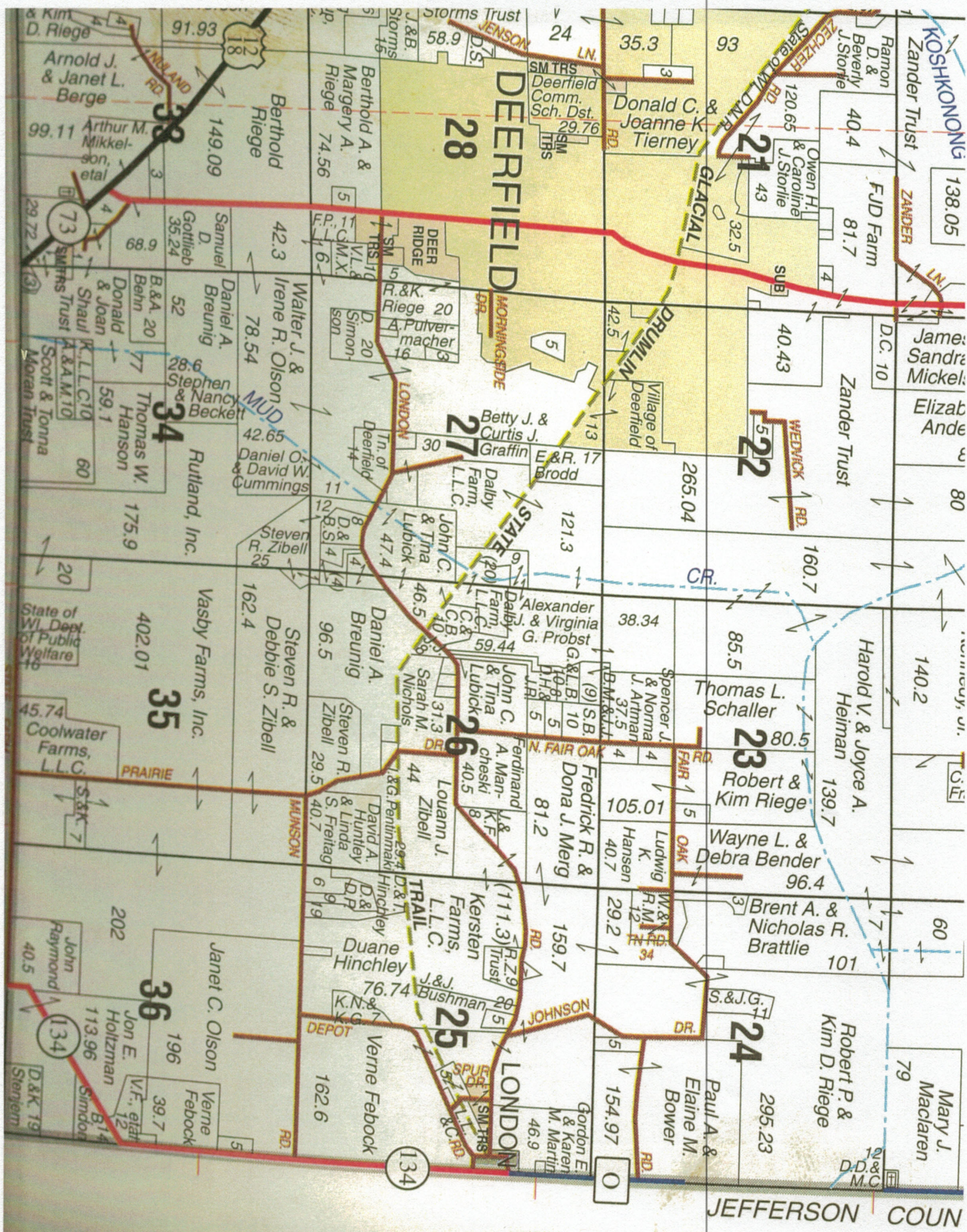
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KOSHKONONG

138.05

Zander Trust

FJD Farm

40.4

81.7

40.43

Zander Trust

139.7

80.5

Robert & Kim Riege

Wayne L. & Debra Bender

96.4

Brent A. & Nicholas R. Brattlie

101

Robert P. & Kim D. Riege

295.23

Paul A. & Elaine M. Bower

154.97

Gordon E. & Karen M. Martin

46.9

DEPOT

Verne Febock

162.6

Janet C. Olson

196

Jon E. Holtzman

113.96

Simdow

40.5

John Raymond

202

45.74

Coolwater Farms, L.L.C.

402.01

Vasby Farms, Inc.

162.4

Steven R. & Debbie S. Zibell

96.5

Daniel A. Breunig

46.5

John C. & Tina Lubick

40.5

Ferdinand & A. Man- K.F.

81.2

Dona J. Merg

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Dona J. Merg

105.01

Ludwig K. Hansen

40.7

Wayne L. & Debra Bender

96.4

Brent A. & Nicholas R. Brattlie

101

Robert P. & Kim D. Riege

295.23

Paul A. & Elaine M. Bower

154.97

Gordon E. & Karen M. Martin

46.9

DEPOT

Verne Febock

162.6

Janet C. Olson

196

Jon E. Holtzman

113.96

Simdow

40.5

John Raymond

202

45.74

Coolwater Farms, L.L.C.

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DEPOT

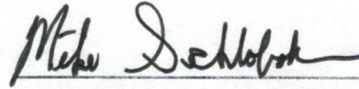
Attachment 7

Mutual Aid Commitment / Resolution

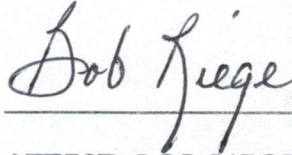
Be it resolved that the Town of Deerfield hereby pledges to offer physical support resources for surrounding or adjoining municipalities in the event said municipality(s) are subject to an emergency event or natural disaster while the Town of Deerfield does not experience said event, thereby authorizing resources to be utilized by affected municipalities.

RESOLUTION 2023-04

TOWN OF DEERFIELD EMERGENCY OPERATIONS PLAN



MIKE SCHLOBOHM, CHAIRMAN



ATTEST: BOB RIEGE, CLERK

DATED: 7-10-23