

# MARATHON COUNTY

## EMERGENCY OPERATIONS PLAN



Lead Department: Marathon County Emergency Management  
Supporting Departments: Administration  
Central Wisconsin Airport  
Conservation Planning Zoning  
City-County Information Technology Commission  
City-County Parks, Recreation, Forestry  
Finance  
Health  
Highway  
Sheriff's Office  
Social Services  
Solid Waste  
University of Wisconsin - Extension

The Marathon County Emergency Operations Plan was developed by  
Marathon County Emergency Management

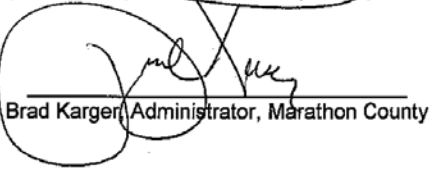


# Marathon County Emergency Operations Plan

## Memorandum for Record

### Promulgation

This version of the Marathon County Emergency Operations Plan has been formally recognized and adopted by Marathon County effective April 24, 2018. This plan supersedes all previous plans.



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Brad Karger, Administrator, Marathon County

Marathon County Emergency Operations Plan

**RESOLUTION # R-20-18**

**TO ADOPT AN EMERGENCY MANAGEMENT PLAN FOR  
MARATHON COUNTY: 2018**

**WHEREAS**, section 323.14(1)(a), Stats., Emergency Management, Local Government; duties and powers, requires that each county board shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management; and

**WHEREAS**, the current emergency management plan was in need of revision; and

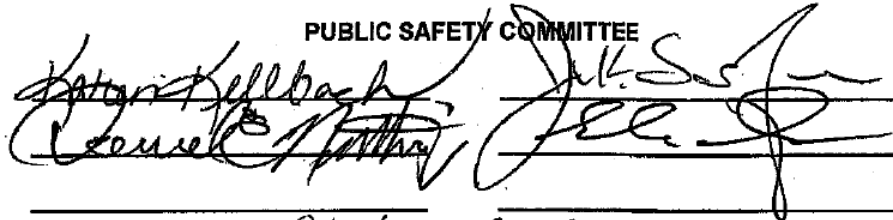
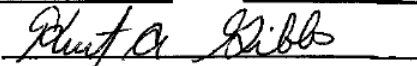
**WHEREAS**, the Marathon County Emergency Management Director has undertaken the task of revising the emergency management plan to conform to the state law and current practice; and

**WHEREAS**, on March 14, 2018, the Public Safety Committee voted to approve revisions and to forward to the county board the draft as set forth in the Attachment hereto.

**NOW, THEREFORE**, the Marathon County Board of Supervisors hereby ordain and resolve to: adopt the revised emergency management plan to read as described in the Attachment hereto.

**Respectfully submitted this 24th day of April, 2018.**

**PUBLIC SAFETY COMMITTEE**

*Financial Impact: No anticipated budgetary impact for 2018*

# Marathon County Emergency Operations Plan

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# Marathon County Emergency Operations Plan

## I. INTRODUCTION

### A. Purpose

Most emergencies are handled by local first responders using their standard operating procedures or guidelines and are typically sufficient to handle day-to-day emergency response activities. When additional resources are needed, those affected departments mutual aid plans are activated to bring more resources to the scene. However, during a large-scale emergency or disaster, community resources will be overwhelmed and require assistance not just from mutual aid, but from a larger geographic area regionally and potentially from throughout the State. The Marathon County Emergency Operations Plan (EOP) is a comprehensive all-hazards plan developed by the authority of Chapter 323 of the Wisconsin Statutes, which provides for a county program of emergency management as well in Marathon County Municipal Code Chapter 6 – Emergency Management. Attachment 2 identifies additional legal authorities relevant to the plan.

As a home rule state, Wisconsin (State) recognizes that the safety and well-being of every resident of every jurisdiction in the State is the responsibility of the senior elected officials at the lowest level of government affected by an emergency. It is the premise of this plan that all county departments share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster event.

The Marathon County Board of Supervisors is responsible to develop and adopt an emergency management plan and program that is compatible with the State plan of emergency management. This plan is not intended to be a script followed to the letter, but flexible and adaptable to the actual situation.

Together with relevant State and federal law and with its supporting plans and documents, this plan:

1. Facilitates the protection of lives, property and the environment in an all-hazard approach.
2. Coordinates identification of mitigation opportunities, response and support to disasters, damage assessment and reporting, and implementation of recovery efforts.
3. Coordinates supporting plans outlined within Emergency Support Functions (ESFs), attachments, and appendices.
4. Provides emergency management policy for administration, department heads, agency managers and others.
5. Provides a link to the State of Wisconsin Emergency Response Plan.

### B. Scope

The use of the Marathon County Emergency Operations Plan is dependent upon the scope and magnitude of the emergency or disaster within Marathon County and describes the:

1. Responsibilities delineated by state and federal law, regulation, administrative rule, executive order, and policy.

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2. Roles and responsibilities of county agencies and their relationship to other local, state, tribal, federal, volunteer agencies, and private sector partners in emergency management.
3. Functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response, and recovery.
4. Sequences and processes that trigger phases and emergency response actions.
5. Use of government, private sector, and volunteer resources during emergencies.
6. Application of information collected or recorded, decisions made, and procedures developed in the planning process, during response and in the after-action review following emergency operations or training events.

### C. Situation

The Marathon County Emergency Management office is located within the Marathon County Courthouse. The Emergency Management Director is responsible for the day-to-day operations of the Emergency Management Department.

Marathon County Department of Emergency Management is organized as shown in Attachment 6, and operates in accordance with Marathon County Ordinance Chapter 6 - Emergency Management and State Statute Chapter 323.

Marathon County's line of succession for executive authority is:

1. County Administrator
2. County Board Chairperson
3. County Board Vice-chairperson

Marathon County may declare a State of Emergency using either of the following processes:

1. Disaster Proclamation: The Administrator, Board Chairperson, or Board Vice-chairperson (if the Chair is not available) may declare a Disaster Proclamation because the governing body of the county cannot promptly meet. The proclamation shall have the power to take action necessary and expedient for the health, safety, protection, and welfare of persons and property within the county in the emergency and includes the power to bar, restrict, or remove all unnecessary traffic, both vehicular and pedestrian from the highways, notwithstanding any provision of chapters 341 to 349 of the Wisconsin Statutes and sub. (b). The proclamation shall be subject to ratification, alteration, modification, or repeal by the county board as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.

2. Disaster Declaration: The county board may declare, by ordinance or resolution, an emergency existing within the county whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster, which impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of

**Marathon County Emergency Operations Plan**  
the county. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.

The Emergency Operations Center (EOC) is the physical location at which the coordination of information and resources to support incident management activity normally takes place. The permanent EOC is shared with the City of Wausau and is located within the Wausau City Hall; however, EOC's may be located in temporary facilities as well.

The City – County EOC is a dedicated facility configured with phones, internet, computers, cable TV, communications, and conference rooms. It is available at all times. In the event the EOC is inoperable for an extended period of time, an emergency operations center will be established elsewhere.

The Marathon County Sheriff's Office has a Communications Division staffed with public safety communication specialists that receive emergency information through various media and dispatches all public safety (Fire, EMS, Law Enforcement, and Public Works) agencies within Marathon County. The Communications Division also communicates with other departments, public safety agencies, vendors and service providers throughout the region as needed.

The Communications Division is responsible for activating the Emergency Alerting System (EAS), mass notification systems, and severe weather sirens within the metro area of Marathon County.

The Marathon County EOP consists of:

- a. A basic plan that identifies policies and concepts of operations that guide the county's mitigation, preparedness, response, and recovery activities.
- b. Emergency Support Functions (ESFs) that describe the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of activities.
- c. Attachments or annexes which provide additional detail for coordinating and executing specific process or administrative requirements of the Emergency Support Function.

## **II. PLANNING ASSUMPTIONS**

### **A. Hazard Assessment and Vulnerability**

Natural, technological, and human-caused hazards are all recognized to have the potential to impact the lives, property, economy and/or the environment in Marathon County. Detailed information about natural hazards and associated mitigation programs are identified in the Marathon County All-Hazard Mitigation Plan. The All-Hazard Mitigation Plan also:

- a. Identifies Marathon County's major natural hazards.
- b. Assesses the vulnerability to those hazards.
- c. Identifies mitigation strategies to reduce those vulnerabilities.

## Marathon County Emergency Operations Plan

### B. Potential Effects

The emergency operations plan recognizes that emergencies may produce cascading effects with an initial incident, either within Marathon County or in surrounding counties, leading to follow-up threats and/or incidents including:

1. Damage and destruction of homes, facilities, vehicles, and other property damage
2. Disruption of power, fuel, communications, water, and other vital services
3. Contamination of people, food, water, property, or the environment
4. Damage to critical infrastructure
5. Disruption of government functions, economic, and financial disruption
6. Looting and other disruption of law and order
7. Mass casualties
8. Displacement of residents with widely varying needs
9. Need for management and care of household pets, service animals, and livestock
10. Influx of survivors from other counties.

The consequences of disasters to the physical, mental, and financial health of Marathon County residents can be extensive.

### C. Assignment of Responsibilities

ESFs provide the structure for coordinating the response to an incident. Primary responsibilities for each ESF are held by either one or more departments or agencies. Each ESF also provides a supporting department(s) or agency to assist the primary department.

Attachment 4 provides a snapshot of the ESFs assigned to county departments, agencies and offices.

### D. Responsibility

1. Effective preparedness requires ongoing public awareness and education programs so that residents will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency event occur.
2. In Wisconsin's home rule system, incidents are managed at the lowest possible jurisdictional level.
3. Marathon County Emergency Management helps coordinate Department of Military Affairs/Wisconsin Emergency Management and other state agencies in their support to local units of government.
4. Government at all levels must continue to function under all threat, emergency, and disaster conditions. Continuity of Government /Continuity of Operations (COG/COOP) plans are essential adjuncts to this plan.
5. The Federal Emergency Management Agency (FEMA) coordinates federal



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response activities in accordance with the National Response Framework (NRF) and federal recovery assistance, contingent on the magnitude of the disaster, as prescribed in the Robert T. Stafford Disaster Assistance and Emergency Relief Act as codified in 42 U.S.C. 5121, et seq., and as further amended.

#### E. Additional Assumptions

1. Per Wisconsin State Statute Chapter 323, county, city, village, or town governments will designate a head of emergency management services who:
  - a. directs local emergency management training programs and exercises,
  - b. directs participation in emergency management programs that are ordered by the adjutant general or the county head of emergency management,
  - c. advises the county head of emergency management on local emergency management programs,
  - d. and submits to the county head of emergency management any reports that he or she requires.
2. Marathon County departments are responsible for developing and updating their Standing Operating Procedures (SOPs) and Continuity of Operations plan.
3. Emergency management in Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response and recovery from major incidents.
4. Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions.
5. Local jurisdictions respond first to disasters and can quickly exhaust their resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response. For additional information, see Chapters 62 and 66 of the Wisconsin Statutes. Outside assistance, whether from another jurisdiction within Marathon County or from another county, state, federal government or private sector, should be tracked and accounted for when they are providing assistance.
6. Marathon County Emergency Management is generally responsible for requesting state disaster assistance for local governments. The State will request federal assistance if needed.
7. The National Incident Management System (NIMS) has been adopted by Marathon County and its components will be used.

## II. **CONCEPT OF OPERATIONS**

### A. General Authority

This plan is developed, promulgated, and maintained pursuant to State and federal statutes, regulations, and guidance (Attachment 2); however, as emergency

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incidents are unpredictable, flexibility in the implementation of the plan is authorized.

## B. Concept of Operations

The following natural and technological hazards pose a risk that may be significant in frequency, magnitude, or both, to lives, property and/or environment in Marathon County.

These hazards are:

- winter storms
- extreme cold
- tornadoes
- severe thunderstorms
- high winds
- hail
- lightning
- flooding
- dam failures
- drought
- hazardous materials releases from either transportation or fixed facilities

Refer to Marathon County's Hazard Mitigation Plan risk analysis for additional information (with the exception of hazardous materials releases, natural hazards only were assessed in the hazard mitigation plan).

Other scenarios not readily identifiable may pose significant threats to Marathon County as well.

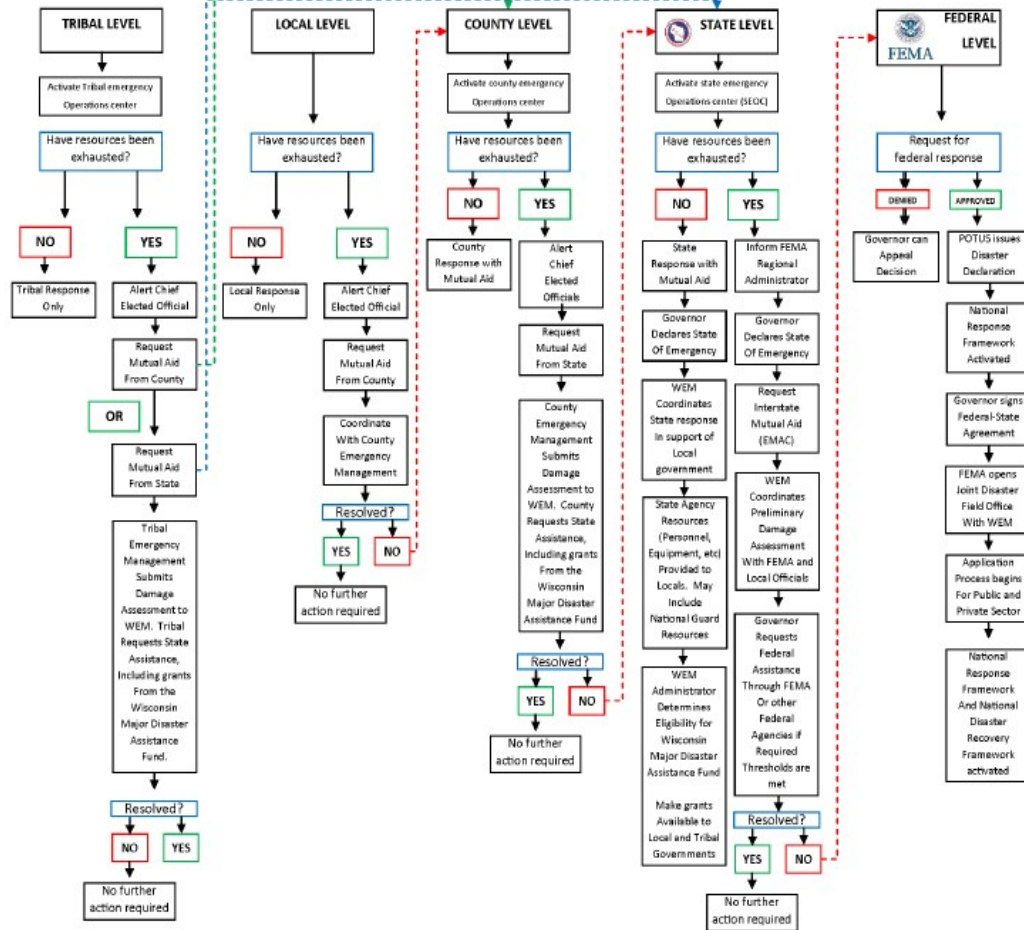
Consequences of disasters could include, but are not limited to:

- mass casualties
- disaster victims/responders psychological trauma
- disruption of power, fuel, communications, water and other vital services
- damage and destruction of homes, facilities, vehicles and other property
- damage to infrastructure
- contamination of people, food, water, property or the environment
- looting and other disruption of law and order
- disruption of government functions and economic and financial disruption

As local resources respond to a disaster, they can quickly exhaust their capability, making outside assistance necessary. Even though outside assistance may respond (whether from the county, state, federal government or private sector) to support the local effort, local elected officials still retain control over the response.

# Marathon County Emergency Operations Plan

## DISASTER RESPONSE FLOWCHART



### Responsibilities to an Emergency or Disaster:

#### 1. Preparedness.

- Refer to Wisconsin Statute § 323 – Emergency Management, for the powers and duties of local governments (Local unit of government means a county, city, village, or town).
- Develop and adopt an emergency management plan and program compatible with Wisconsin’s Emergency Management Plan.
- Assign emergency or disaster responsibilities based upon existing resources, capabilities, mutual aid agreements, or other agreements.
- Develop Emergency Support Functions to go with the Emergency Management Plan.
- As the National Incident Management System (NIMS) has already been adopted by Marathon County, ensure Departments are aware of the system, its applicability and scope, and its guiding principles.
- Develop functional, support, emergency phase, or agency-focused annexes as needed.
- Marathon County departments should support the Emergency Operations Plan and ensure key staff is aware of their responsibilities.

# Marathon County Emergency Operations Plan

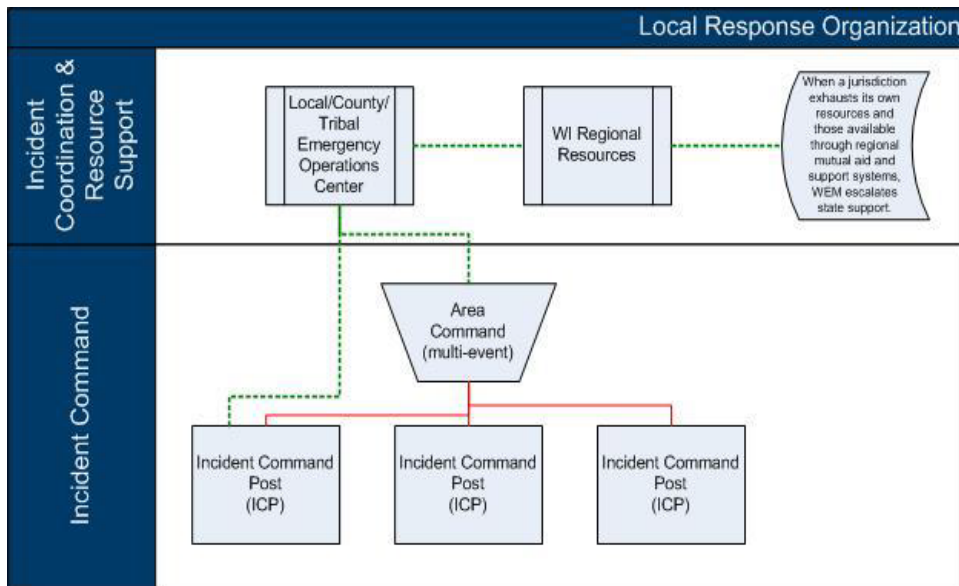
## 2. Response.

As incidents begin at the lowest jurisdictional level, local governments will initially respond to incidents occurring within their jurisdiction.

They do this by:

- Managing the incident using the incident command system, their own resources and draw additional resources using their mutual aid or other agreements as needed.
- Notifying Marathon County Emergency Management if county, State or federal resources are needed.
- Contacting other community or supporting agencies (e.g. hospitals, schools, etc.) should activation of their plan or this plan was to occur.
- Maintaining accurate records of disaster-related activities.
- Beginning the damage assessment process.
- Coordinating access and security to the impacted area(s).
- Coordinating assistance in meeting the short-term needs of those affected (e.g., food, potable water, replacement medications, evacuation, shelter, etc.).

### Response - Local Resource Support Flow



## 3. Recovery

Local governments have the primary responsibility to recover from disasters. To do this they determine recovery priorities and implementation strategies such as:

- Restoration of essential services
- Assigning personnel and obtaining additional assistance
- Coordinating access and security to the disaster area
- Coordinating restoration activities such as resident re-entry

## Marathon County Emergency Operations Plan

- Managing donated resources
- Identifying short- and long-term health and mental health impacts and determining best methods to address them
- Coordinating the evacuation and shelter of persons with special needs
- Addressing the long-term economic impacts of disaster.
- Managing recordkeeping to ensure maximum cost recovery, including recording in-kind and volunteer contributions to response and recovery efforts.
- Conducting the damage assessment process.
- Identifying potential mitigation projects.
- Making appropriate applications for federal disaster assistance and ensure programs are administered according to guidelines.
- Coordinating assistance in meeting the short and long-term needs of those affected (e.g., food, housing, crisis counseling, etc.).

### C. Phases of Emergency Management

#### **Mitigation**

Mitigation is those activities, which reduce or eliminate long-term risk to people, property, environment and the economy from natural, technological, or human-caused hazards.

#### **Preparedness**

Preparedness activities serve to develop the response capabilities that may be needed if an emergency does occur. Planning and training are among the activities conducted in preparation of such events. Other examples include the development of warning and communication systems and mutual-aid agreements, as well as conducting exercises.

#### **Response**

Response is the process of providing coordinated emergency services during a crisis. These activities priorities include life safety, scene stabilization, and property conservation. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, evacuation and sheltering, etc.

#### **Recovery**

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public.

Long-term recovery, on the other hand, focuses on restoring the community as a whole to a normal or near-normal state. The recovery period provides an opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, crisis counseling programs, and damage/disaster insurance, loans, and grants.

### D. Levels of and Authority for Emergency Management Activation

Dependent upon the circumstances, Marathon County may consider a graduated program of four response levels. These levels are based on increasing levels of

## Marathon County Emergency Operations Plan

damage from minor to major. During “fast-breaking” events, initial activation levels may be time-compressed and concurrent.

Dependent upon circumstance, the senior elected official, administrator, Sheriff, or department head director may activate the emergency operation plan.

The activities listed under each level of activation are suggested actions and staffing at that level. Actual activities and staffing will be determined by the department head or Sheriff.

### Level 4 Pre-Activation (Monitoring)

- Initial reports of response activity received by the Emergency Management Director merit monitoring
- Initial reports of the scope of incident and early damage estimates
- Situation report provided to Wisconsin Emergency Management
- Situation closed or Level 3 activated

### Level 3 Activation (Minor)

- WEM Regional Director requests a Uniform Disaster Situation Report (UDSR).
- Partial activation of the EOC begins as needed:
  - Emergency Operations Center Manager
  - Operations Section
  - Public Information
  - Logistics
- Limited regional resources requested
- Marathon County or other local declaration of emergency has occurred.
- WEM Regional Director on-scene.
- Situation closed or escalation to Level 2.

### Level 2 Activation (Moderate)

- Full or partial activation of the City/County EOC
- Evacuation and sheltering needs
- City of Wausau ESF counterparts are activated and liaison with the county for resources.
- Marathon County or other local municipality has declared an emergency and requested state assistance.
- Situation de-escalates and short-term recovery planning begins or escalation to Level 1.

### Level 1 Activation (Major)

- Marathon County and/or State of Wisconsin declaration of emergency.
- Expansion of City/County EOC to include state and/or federal ESF liaison.
- Deployment of State of Wisconsin and/or Federal ESF assets.
- Obvious that long-term recovery operations will be needed
- Extensive need for tracking operational assets.
- Extensive need for tracking costs and recovery

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### **Emergency Operations Center**

During events that individual departments are able to respond to and control within their standard operating procedure to include use of mutual aid, those impacted departments will operate within their normal mode with an established command post. However, as the need for increased coordination of all activities relating to the emergency response rise, an emergency operations center may be activated to support the incident management activities.

The Emergency Operations Center does not command or control the on-scene response, but provides a location where government at any level can provide interagency coordination and execute decision making to support incident response. A permanent EOC is located in Wausau City Hall (See Attachment 7, Emergency Operations Center), but an alternate may be set-up at a different location. There is no specific mandated model that must be used set up and operate an EOC.

The EOC plays a role in coordinating a response by supporting:

- Situational Awareness
- Priority Setting
- Policy Setting
- Information Management
- Record Keeping
- Resource Management
- Planning
- Communications
- Coordination

**III. ORGANIZATION AND RESPONSIBILITIES**

A. Emergency Support Functions (ESF's)

ESF's contain detailed descriptions of the methods that Marathon County's departments follow for critical operational functions during emergency operations. The ESF's support the Emergency Operations Plan and should be incorporated as such. As emergency incidents are unpredictable and flexibility is essential, ESFs are not intended as scripts to be followed to the letter, but adaptable to the situation.

ESF's will have a lead agency or agencies and support agencies.

ESF #1	Transportation
Lead Agency:	Marathon County Highway Department
Support Agencies:	Marathon County Sheriff's Office Central Wisconsin Airport City – County Parks, Recreation, Forestry
ESF #2	Communications
Lead Agencies:	Marathon County Sheriff's Office
Support Agencies:	City-County Information Technology Commission Marathon County Emergency Management
Non-Governmental:	Wisconsin Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (WI ARES/RACES)
Private Support:	Telecommunications service providers
ESF #3	Public Works and Engineering
Lead Agency:	Marathon County Highway Department
Support Agencies:	Marathon County Emergency Management City-County Information Technology Commission City-County Parks, Recreation, Forestry Marathon County Planning and Zoning Marathon County Solid Waste, Landfill, and Hazardous Waste
ESF #4	Firefighting
Lead Agency:	Impacted municipality fire department
Support Agencies:	Central Wisconsin Airport Impacted municipality law enforcement Impacted municipality public works Marathon County Emergency Management Marathon County Highway Department Marathon County Sheriff's Office
State Agencies:	Wisconsin Department of Natural Resources Wisconsin Emergency Management
Non-Governmental:	Mutual Aid Box Alarm System – Wisconsin The Salvation Army The American Red Cross
ESF #5	Emergency Management
Lead Agency:	Marathon County Emergency Management
Support Agencies:	All Marathon County Departments and agencies
Other:	Volunteer Organizations Active in Disasters



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ESF #6	Mass Care, Emergency Assistance, Housing, and Human Services
Lead Agency:	Marathon County Department of Social Services
Support Agencies:	Marathon County Health Department Marathon County Emergency Management Volunteer Organizations Active in Disasters
ESF #7	Resource Support
Lead Agency:	Marathon County Emergency Management
Support Agencies:	City-County Information Technology Commission Marathon County Health Department Marathon County Highway Department Marathon County Sheriff's Department
State Agencies:	Wisconsin Emergency Management
Non-Governmental:	Volunteer Organizations Active in Disasters
ESF #8	Public Health & Medical Services
Lead Agency:	Marathon County Health Department
Support Agencies:	City - County Information Technology Commission Marathon County Corporation Counsel Marathon County Department of Social Services Marathon County Emergency Management Marathon County Medical Examiners Department Marathon County Sheriff's Office
State Agencies:	Wisconsin Department of Health Services
Non-Governmental:	The American Red Cross
ESF #9	Urban Search and Rescue
Lead Agency:	Marathon County Sheriff's Office
Support Agencies:	Local fire departments Local police departments
ESF #10	Oil and Hazardous Materials
Lead Agency:	Marathon County Emergency Management
Support Agencies:	Local fire departments Local police departments Marathon County Local Emergency Planning Committee Wausau Fire Department's Regional Response Team Marathon County Sheriff's Office
Non-Governmental:	Mutual Aid Box Alarm System – Wisconsin
Private:	Spill response vendors
ESF #11	Agriculture and Natural Resources
Lead Agency:	University of Wisconsin Extension Office
Support Agencies:	Marathon County Emergency Management Marathon County Health Department Marathon County Conservation, Planning and Zoning City-County Parks Department
State Agencies:	Wisconsin Department of Natural Resources Wisconsin Department of Agriculture, Trade

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Non-Governmental: and Consumer Protection  
Marathon County Humane Society  
Wisconsin Veterinary Corps  
The American Red Cross

ESF #12 Energy  
Lead Agency: Marathon County Emergency Management  
Support Agencies: Marathon County Highway Department  
Local fire departments  
Local law enforcement  
Local public works  
Non-Governmental: Local Utility Companies

ESF #13 Public Safety and Security  
Lead Agency: Marathon County Sheriff's Office  
Support Agencies: Local law enforcement  
Wisconsin State Patrol

ESF #14 Long-term Community Recovery and Mitigation  
Lead Agency: Marathon County Conservation, Planning, and Zoning  
Support Agencies: Marathon County Department of Social Services  
Marathon County Emergency Management  
Marathon County Finance Department

ESF #15 External Affairs  
Lead Agency: Marathon County Administration  
Support Agencies: All other County Departments  
Marathon County Sheriff's Office

### B. Priorities for Emergency Management

Incident priorities are the core basis for the decision-making that leads to setting incident objectives and developing incident action plans in each operational period. This plan at all times adheres to the following priorities:

1. Life Safety
2. Incident Stabilization
3. Property/environmental preservation

### C. Inclusiveness Policy

1. Emergency services are provided without regard to economic status or age, racial, religious, political, ethnic, citizenship, or other affiliation.
2. All emergency services must meet the Americans with Disabilities Act of 1990 – (ADA) 42 U.S. Code Section 12101 et.seq., and as further amended, and other disability rights laws physical, programmatic, and communications access (e.g. preparedness, warnings/notifications, evacuations, sheltering, temporary/interim housing).
3. The emergency response plan directs responding agencies to take into account the physical, programmatic, and communication needs of individuals with disabilities and others with access and functional needs.

## Marathon County Emergency Operations Plan

4. The emergency response plan takes into account the essential needs of household pets and service animals.

### D. Direction, Control, and Coordination

Using the incident command system, responsible agencies will maintain tactical and operational control of response assets.

Multijurisdictional coordination systems and processes will be used in the case of an emergency.

### E. Administration, Finance, and Logistics

#### Administration

This section describes administrative protocols used during an emergency operation.

Documentation is an administrative process used to document the response to and recover from a disaster.

- The lead response agency will be responsible for assigning, collecting, and filing the appropriate documentation for actions taken during and after the emergency (e.g., incident and damage assessment, incident command logs, cost recovery).
- The permanent historical record of the incident (after-action report developed by the lead agency) that includes actions taken, resources expended, economic and human impacts, and lessons learned should be kept on a secured server.

#### Finance

This section describes financial protocols used to recover the costs incurred during an emergency that include:

- Collecting data related to force account costs, including labor, equipment, and material costs, using references such as bid documents, purchase orders, contracts, and invoices.
- Reviewing damage descriptions and scopes of work specifications in order to determine data, such as bid documents, purchase orders, contracts, and invoices, are in compliance with specifications.
- Working with disaster recovery funding streams from declaration to funding approval and grant closeout.
- Developing the method of pre- and post-declaration funding for the jurisdiction's household pets and service animals preparedness and emergency response program.
- Developing the method to capture eligible costs for reimbursement by the Public Assistance Program, eligible donations for volunteer labor and resources, and eligible donations for mutual aid resources.

#### Logistics

This section describes the logistics and resource management mechanisms used to identify and acquire resources in advance of and during emergency operations, especially to overcome gaps possibly identified in a capability assessment.

## Marathon County Emergency Operations Plan

- County departments are responsible conducting their own risk analysis and capability assessment in order to identify what resources are needed for a response to a defined hazard, including using past incident critiques to identify and procure additional resources.
- After identifying resource shortfalls, each department is responsible for developing agreements with other jurisdictions or agencies that identify the process for obtaining needed resources.
- Those departments involved with response operations, should identify specialized equipment, facilities, and personnel available to support children, individuals with disabilities, and others with access and functional needs.
- As needed, departments should develop a process to identify private agencies/contractors that will support resource management issues (e.g., waste haulers, spill contractors) and develop memorandum of understanding agreements with them.

## **IV. PLAN DEVELOPMENT AND MAINTENANCE**

This Emergency Operations Plan was developed with assistance and input from members of Marathon County, private, volunteer, and non-governmental organizations that have emergency management responsibilities.

### A. Plan Development

- Emergency management develops the basic plan as well as selected ESF's and attachments.
- The designated primary lead agencies and their designated support agencies develop their respective ESF components
- Emergency management provides guidance for the ESF's and attachments
- All ESF lead agencies provide signed approval of their planning components and each subsequent revision
- Following a new administrator, the incoming administrator must endorse the plan with a current, signed promulgation order
- Attachments to this basic plan and ESF's provide a record of changes.

### B. Exercise

- Emergency management encourages regular exercises to test the responsiveness and capabilities of the plan
- Exercises are designed to enhance the training of local and volunteer personnel on their roles and responsibilities in the four phases of emergency management

### C. Review and Updating

The emergency response plan may need reviewing and updating after:

- A major incident
- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- A formal update of planning guidance or standards
- Activations
- Major exercises
- A change in the County's demographics or hazard or threat profile
- A change in the acceptability of various risks
- The enactment of new or amended laws or ordinances

The emergency response plan should be reviewed biennially.

# Marathon County Emergency Operations Plan

## **V. AUTHORITIES AND REFERENCES**

Attachment 1, County Map

Attachment 2, Laws and Regulations

Attachment 3, Supporting Operations Plans and Documents

Attachment 4, Agency Responsibilities

Attachment 5, Mutual Aid Agreements

Attachment 6, Organizational Chart

Attachment 7, County EOC Layout

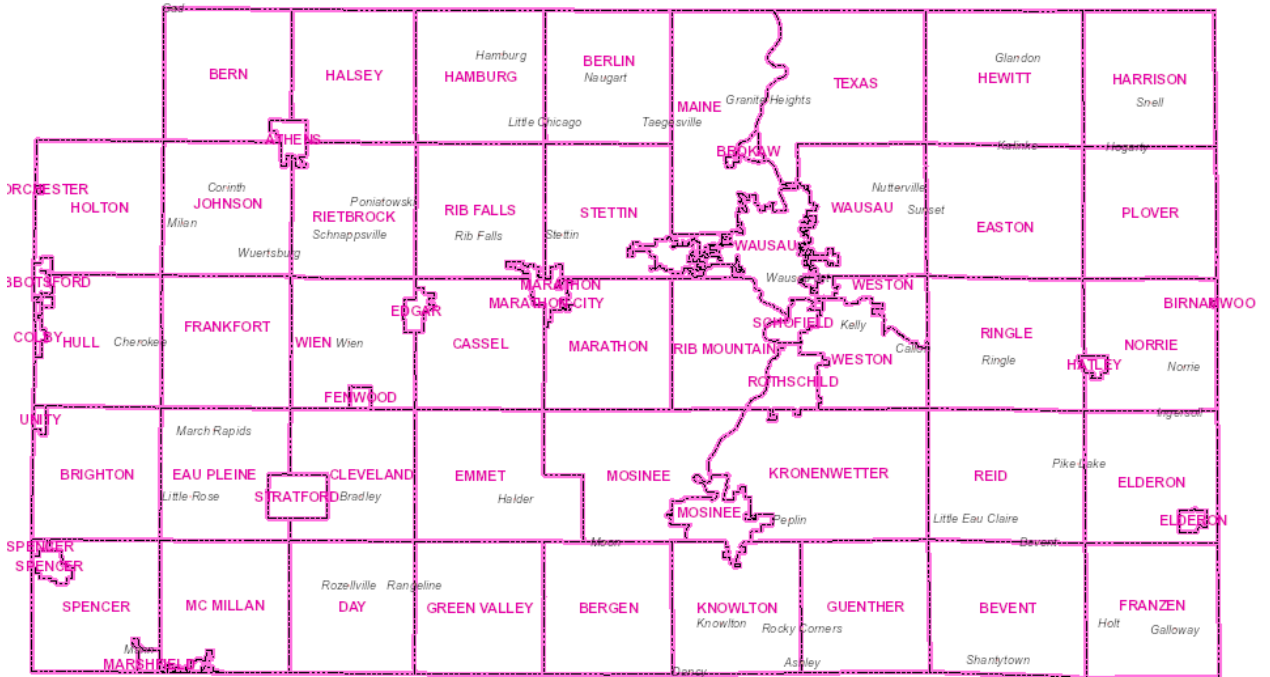
Attachment 8, Glossary of Key Terms

Attachment 9, Distribution List

Attachment 10, Agency Approval Signature Sheet

# Marathon County Emergency Operations Plan

## Attachment 1 (County Map)



# Marathon County Emergency Operations Plan

## Attachment 2 (Laws and Regulations)

### STATE LEGISLATION

#### A. EMERGENCY MANAGEMENT

- Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.

#### B. DEPARTMENT OF MILITARY AFFAIRS

- Chapter 21 - Describes departmental duties.

#### C. DEPARTMENT OF NATURAL RESOURCES

- Chapter 26.11: Discusses responsibilities during forest fires.
- Chapter 29: Discusses responsibilities for wild animals and plants and powers for restricting hunting and fishing.
- Chapter 87: Discusses the powers and duties of the department regarding flood control. NR 116 details Wisconsin's floodplain management program.
- Chapter 292: Discusses general environmental provisions (e.g., hazardous substance spills, disposal of debris including animal carcasses.)

#### D. DEPARTMENT OF HEALTH AND FAMILY SERVICES

- Chapter 323: Describes agency responsibilities during Public Health Emergencies
- Chapter 250: Describes the administration, supervision, powers and duties of state health activities.
- Chapter 251: Describes the structure, duties and levels of services of local health departments.
- Chapter 252: Describes department powers and duties regarding communicable diseases.
- Chapter 254: Describes the powers, duties, identification and control of environmental health concerns (e.g., toxic substances, radioactive material/nuclear power plants, disease control.)

#### E. DEPARTMENT OF TRANSPORTATION

- Chapter 83.09 – Describes emergency repairs of county trunk highways.
- Chapter 85 - Describes departmental powers, duties and organization.
- Chapter 110.07 – Describes the powers and duties of traffic officers.
- Chapter 302.07 – Describes provisions for the maintenance of order in state, county and municipal prisons.

#### F. DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION

- Chapter 93 – Describes departmental powers and duties.
- Chapter 95 – Describes the maintenance of animal health requirements (e.g., cooperation with the federal government during animal disease outbreaks, embargo and condemnation of diseased animals, slaughter on premises.)
- Chapter 97: Describes the regulation of food.

## Marathon County Emergency Operations Plan

### G. COUNTIES

- Chapter 59 – Describes the legal status and organization (e.g., home rule; powers of the board chairperson and vice-chair, executive, administrator and sheriff.)

### H. TOWNS

- Chapter 60 – Describes the legal status and organization (e.g., powers of the board chairperson; fire protection, law enforcement and ambulance service.)

### I. VILLAGES

- Chapter 61 – Describes the legal status and organization (e.g., powers of the president and board; ambulance service.)

### J. CITIES

- Chapter 62 – Describes the legal status and organization (e.g., powers of the mayor and council, ambulance service.)

### K. GENERAL MUNICIPAL LAW

- Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers.)
- Chapter 175.46 – Defines and describes the authorities regarding mutual aid agreements.
- Chapter 213.095 – Describes the police power of a fire chief or a rescue squad.
- Chapter 895.483 – Grants immunity from civil liability for acts or omissions to the County Level B Hazardous Materials teams and to members of those teams.
- WEM Chapter 8 – Establishes standards for the adoption of the Mutual Aid Box Alarm System (MABAS) by a local governmental unit as a mechanism to be used for mutual aid for fire, rescue, emergency medical services, and associated special operational services.
- National Incident Management System.

## **FEDERAL LEGISLATION**

### A. 44 CFR Chapter 1 (Emergency Management and Assistance)

This chapter outlines the organization, power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness.)

### B. Disaster Relief and Emergency Assistance Act (Stafford Act.) (PL 100-707)



## Marathon County Emergency Operations Plan

The Stafford Act defines and limits the qualifying events for disaster assistance to natural catastrophes and established provisions for cost sharing by state and local governments.

C. Disaster Mitigation Act of 2000 (PL 106-390)

This act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

D. Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001 -11050)

Provides the public with information on the hazardous chemicals in their communities and establishes emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

E. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675

This act protects the public health and environment by facilitating cleanup of environmental contamination and imposing costs on parties responsible for the pollution.

F. 10 CFR 50.47

This code requires the establishment of state and local plans and preparedness for coping with effects of radiological emergencies as part of the nuclear power plant license.

# Marathon County Emergency Operations Plan

## **Attachment 3 (Support Annexes)**

### **SUPPORT ANNEXES**

- ESF 3 Support Annex – Debris Management Plan
- ESF 5 Support Annex – Disaster Assessment
- ESF 7 Support Annex – Community Disaster Relief Fund of Marathon County
- ESF 7 Support Annex – Donations Management
- ESF 7 Support Annex – Volunteer Management

Marathon County Emergency Operations Plan

Attachment 4 (Agency Responsibilities)

**EMERGENCY SUPPORT FUNCTIONS  
PARTICIPATING AGENCY RESPONSIBILITIES MATRIX**

COUNTY AGENCIES	1 - TRANSPORTATION	2 - COMMUNICATIONS	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - EMERGENCY MANAGEMENT	6 - MASS CARE, HOUSING & HUMAN SERVICES	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - URBAN SEARCH & RESCUE	10 - OIL & HAZARDOUS MATERIALS	11 - AGRICULTURE & NATURAL RESOURCES	12 - ENERGY	13 - PUBLIC SAFETY & SECURITY	14 - LONG-TERM COMMUNITY RECOVERY AND MITIGATION	15 - EXTERNAL AFFAIRS	
Administration					S											P
Central Wisconsin Airport	S			S	S											S
Conservation Planning Zoning			S		S						S			P		S
City-County Information Technology		S	S		S		S									S
City-County Parks, Recreation, Forestry	S		S		S						S					S
Finance					S									S		S
Health					S	S	S	P								S
Highway	P		P	S	S		S					S				S
Sheriff	S	P		S	S		S	S	P				P			S
Social Services					S	P		S						S		S
Solid Waste					S											S
UW Extension					S						P					S
Emergency Management	S	S	S	S	P	S	P	S		P	S	P		S		S

P = Primary Agency    S = Supporting Agency

## Attachment 5 (Mutual Aid Agreements)

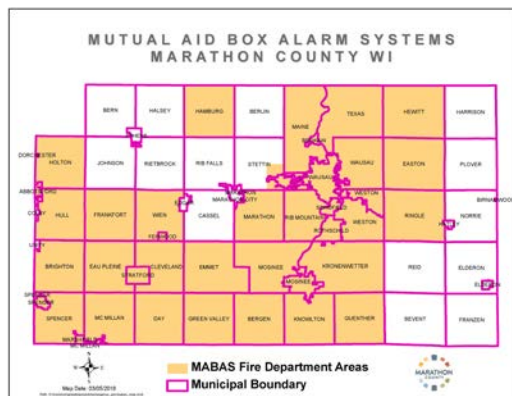


### Emergency Management

#### **Northeast Wisconsin Mutual Aid Compact (NEWMAC)**

NEWMAC is a Mutual Aid Compact between the Northeast Wisconsin Emergency Management Region Counties. The Counties include: Florence, Forest, Langlade, Lincoln, Marathon, Menominee, Oconto, Oneida, Portage, Shawano, Vilas and Wood.

NEWMAC provides Emergency Management personnel and equipment assistance to include damage assessment. NEWMAC can be activated by contacting each other and/or the Wisconsin Emergency Management Northeast Region Director.



### Fire Departments

#### **Mutual Aid Box Alarm System (MABAS Division 130)**

Marathon County Fire Departments within MABAS Division 130 are:

- Spencer
- McMillan
- Hamburg
- Mosinee
- Kronenwetter
- Riverside Fire District
- Central Fire District
- South Area Fire Emergency Response
- Wausau (City and Town)
- Ringle
- Easton
- Texas
- Hewitt
- Stratford



### Highway Department

Marathon County Highway Department has mutual aid agreements between the following Counties for personnel and equipment:

- Clark
- Portage
- Shawano
- Wood



### Sheriff's Office

Marathon County Sheriff's Office is a member of the North Central Emergency Response Team (NCERT), a law enforcement mutual aid system operating in North Central Wisconsin.

NCERT does not relieve a community of its responsibility to provide adequate personnel and equipment for day-to-day law enforcement operations. A community may only resort to NCERT when a law enforcement emergency has caused its law enforcement agency to exceed its own routine capabilities.

### Participating Agencies:

- Marathon Co SO
- Wausau PD
- Portage Co SO
- Plover PD
- Stevens Point PD
- Waushara Co SO
- Wood County SO
- Antigo PD
- Medford PD
- Merrill PD
- Minocqua PD
- Rhinelander PD
- Tomahawk PD
- Waupaca Co SO
- Langlade Co SO



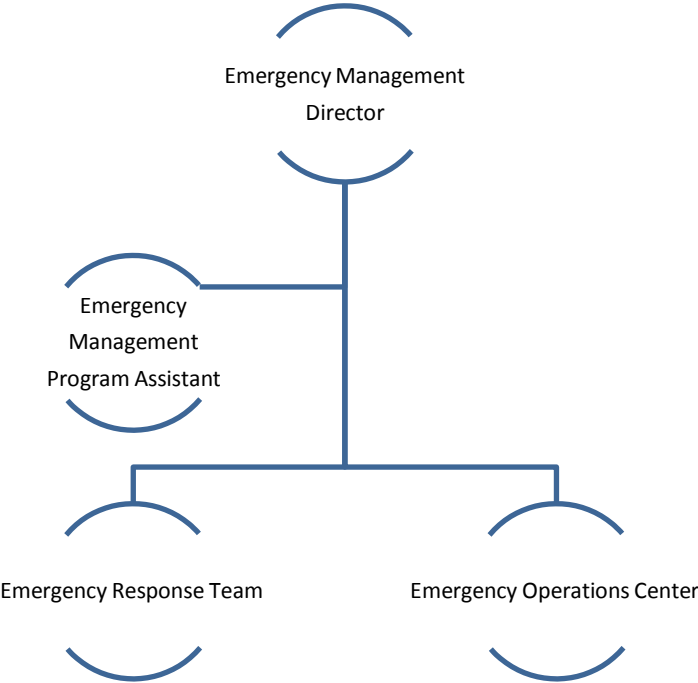
### Health Department

The Marathon County Health Department has a Public Health Department Mutual Aid Agreement for Incident Response with the understanding that public health incidents can transcend political jurisdictional boundaries and that intergovernmental cooperation is essential for the protection of lives and for best use of available assets.





Counties in the mutual aid agreement are:

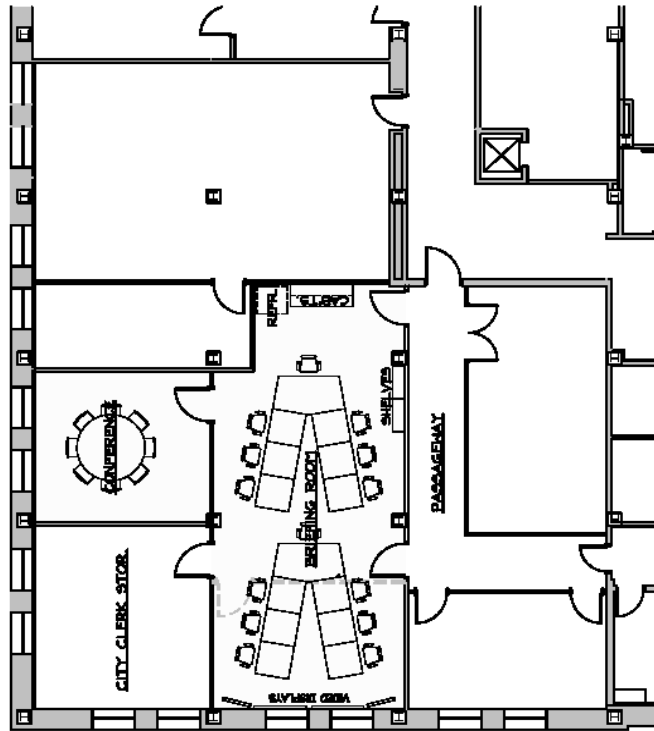
Ashland	Iron	Oneida	Taylor
Bayfield	Langlade	Portage	Vilas
Florence	Lincoln	Price	Wood
Forest	Marathon	Sawyer	

**Attachment 6 (Emergency Management Organizational Chart)**

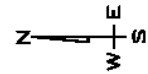


Attachment 7, County EOC Layout  
EOC Floor Plan – September 2012

SYMBOL KEY	
	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	NEW WALL
	EXISTING COLUMN



PROPOSED EMERGENCY OPERATIONS CENTER - SCHEME 3 Phase 1  
1/8" = 1'-0"



7-MAY-2012

## Attachment 8 (Glossary of Key Terms)

### List of Acronyms and Glossary List of Acronyms

AAR	After-Action Report
CBRNE	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure and Key Resources
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DAP	Disaster Assistance Policy
DHS	U.S. Department of Homeland Security
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
HAZMAT	Hazardous Material(s)
HAZUS-MH	Hazards U.S. Multi-Hazard
ICS	Incident Command System
JFO	Joint Field Office
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
P.L.	Public Law
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
U.S.C.	United States Code

### Glossary

#### Access and Functional Needs

Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting.

These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods.



Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

### American Red Cross

A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### Attack

A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

### Capabilities-based Planning

Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

### Checklist

Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

### Citizen Corps

A community-based program, administered by FEMA, which includes Citizen Corps councils and other programs that bring government and nongovernmental entities together to conduct all-hazards emergency preparedness and operations. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through collaborative planning, public education, outreach, training, and volunteer service. Additionally, programs like the Community Emergency Response Team Program train members of the public in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

### Community

Community has more than one definition. Each use depends on the context:

- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.
- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities

may belong to more than one geographic community. Examples include: faith-based and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

#### Consequence

An effect of an incident or occurrence.

#### Dam

A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

#### Damage Assessment

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

#### Disability

According to the Americans with Disabilities Act (ADA), to be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered. State laws and local ordinances may also include individuals outside the Federal definition.

#### Disaster

Per WI Stat. 323.02; Disaster means a severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this state or a portion of this state, or critical systems, including computer, telecommunications, or agricultural systems.

As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a "major disaster" is "any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby" (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

#### Earthquake

The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

#### Emergency

Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford Act, an emergency "means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States" (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

## Emergency Assistance

According to the National Response Framework, emergency assistance is “assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional ‘mass care’ services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.”

## Emergency Management

Per WI Stat. 323.02; Emergency management means all measures undertaken by or on behalf of the state and its subdivisions to do any of the following:

- a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
- b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.

## Emergency Medical Services

Per Wisconsin Department of Health Services Chapter DHS 110.04, Emergency medical services" or "EMS" means an arrangement of personnel, communications, equipment, and supplies for the delivery of emergency medical care.

## Emergency Operations Center

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, tribal, regional, city, county), or by some combination thereof.

## Emergency Operations Plan

The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

## Emergency Support Function

Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

## Evacuation

The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

- A spontaneous evacuation occurs when residents or citizens in the threatened areas observe an incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.

- A voluntary evacuation is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are not required to evacuate; however, it would be to their advantage to do so.
- A mandatory or directed evacuation is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

#### Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

#### Federal Coordinating Officer

The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies and represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway.

For Stafford Act incidents, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

#### Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

#### Governor's Authorized Representative

An individual empowered by a Governor to:

- (1) Execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance;
- (2) represent the Governor of the impacted state in the Unified Coordination Group, when required;
- (3) Coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and
- (4) Identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

#### Hazard

An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss (FEMA, *Multi Hazard Identification and Risk Assessment*, 1997, p.xxi).

#### Hazardous Material

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

## Household Pet

According to FEMA Disaster Assistance Policy 9253.19, “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities.

Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.” This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this Guide. Individual jurisdictions may have different definitions based on other criteria.

## Incident

An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

## Incident Command System

Per WI Stat. 323.02; Incident Command System means a functional management system established to control, direct, and manage the roles, responsibilities, and operations of all of the agencies involved in a multi-jurisdictional or multi-agency emergency response.

## Incident Management Assistance Team

A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple Federal departments and agencies, which provide incident management support during a major incident.

## Joint Field Office

The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

## Joint Information Center

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

## Jurisdiction

Jurisdiction has more than one definition. Each use depends on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic

boundaries.

#### Likelihood

Estimate of the potential for an incident's occurrence.

#### Limited English Proficiency

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

#### Mass Care

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

#### Mitigation

Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

#### National Incident Management System

A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

#### National Response Framework

This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

#### Nongovernmental Organization

An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith based charity organizations and the American Red Cross.

#### Planning Assumptions

Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

## Preparedness

Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction specific plans for delivering capabilities when needed for an incident.

## Prevention

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

## Protected Group

A group of people qualified for special protection by a law, policy, or similar authority. For example, Title VI of the Civil Rights Act of 1964 protects against discrimination on the grounds of race, color, or national origin.

## Protection

Actions to reduce or eliminate a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

## Recovery

The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

## Resource Management

A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

## Response

Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

## Risk

The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its

likelihood and the associated consequences.

### Risk Analysis

A systematic examination of the components and characteristics of risk.

### Risk Assessment

A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

### Risk Identification

The process of finding, recognizing, and describing potential risks.

### Risk Management

The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

### Scenario

Hypothetical situation composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences when appropriate.

### Scenario-based Planning

A planning approach that uses a hazard vulnerability assessment to assess the hazard's impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g., hurricane, terrorist attack) become the basis of the scenario.

### Senior Official

The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

### Service Animal

Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

### Standard Operating Procedure/Guideline

A reference document or operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.



## State Coordinating Officer

The individual appointed by the Governor to coordinate state disaster assistance efforts with those of the Federal Government. The State Coordinating Officer plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the State Coordinating Officer, and lines of authority flow from the Governor to the State Coordinating Officer, following the state's policies and laws.

## Terrorism

Activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

## Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds can be as low as 65 miles per hour, but may reach 300 miles per hour or higher.

## Uncertainty

The degree to which a calculated, estimated, or observed value may deviate from the true value.

## Vulnerability

A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

## Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

## Attachment 9 (Record of Distribution)

### Record of Distribution

Department	Title	Date of Delivery	Number of Copies
Administration	Administrator	June 5, 2018	1
Central Wisconsin Airport	Director	June 5, 2018	1
Conservation Planning Zoning	Director	June 5, 2018	1
City-County Information Technology Commission	Director	June 5, 2018	1
City-County Parks, Recreation, Forestry	Director	June 5, 2018	1
Finance	Director	June 5, 2018	1
Health	Director	June 5, 2018	1
Highway	Commissioner	June 5, 2018	1
Sheriff	Sheriff	June 5, 2018	1
Social Services	Director	June 5, 2018	1
Solid Waste	Director	June 5, 2018	1
UW Extension	Director	June 5, 2018	1

**EMERGENCY PROCLAMATION**

Request to Marathon County Board of Supervisors for Disaster Declaration

**WHEREAS**, a disaster, namely \_\_\_\_\_ has struck Marathon County;

**WHEREAS**, because of such emergency conditions, Marathon County Board of Supervisors is unable to meet with promptness; and

**WHEREAS**, the emergency has caused Marathon County to commit all of its available resources; and

**WHEREAS**, the town, village, City of \_\_\_\_\_ has requested Marathon County assistance and requests that Marathon County advise the State of Wisconsin Department of Military Affairs of our emergency conditions;

**NOW THEREFORE**, pursuant to Wisconsin State Statute 323.11, as chief executive officer or acting chief executive officer of Marathon County in testimony whereof, I have hereunto set my hand and have caused the great seal of Marathon County to be affixed, I hereby proclaim a State of Emergency in Marathon County and exercise powers conferred upon the county board that appear necessary and expedient;

\_\_\_\_\_  
Administrator or Deputy Administrator for Marathon County

COMPLETED AT MARATHON COUNTY COURTHOUSE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_  
=====

**NOW, FURTHER THEREFORE**, pursuant to State Statute 323.14 (4)(b), the Marathon County Board of Supervisors, does hereby ratify, alter, modify, or repeal the proclaimed state of emergency within Marathon County for the time during which the emergency conditions exist or are likely to exist.

Resolution #: \_\_\_\_\_

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND.

\_\_\_\_\_  
County Board Chair

COMPLETED AT MARATHON COUNTY COURTHOUSE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_  
=====

**EMERGENCY DECLARATION**

Resolution Declaring an Emergency in Marathon County

**WHEREAS**, a disaster, namely \_\_\_\_\_ has struck Marathon County;

**WHEREAS**, the disaster has caused Marathon County to commit all of its available resources; and

**WHEREAS**, Marathon County requests that Marathon County Emergency Management advise the State of Wisconsin Department of Military Affairs of our disaster conditions;

**NOW THEREFORE**, pursuant to Wisconsin State Statute 323.11, the Marathon County Board of Supervisors declares a State of Emergency in Marathon County and exercise powers conferred upon the county board that appear necessary and expedient for a period of time limited by the existence of the emergency conditions or are likely to exist;

Resolution #: \_\_\_\_\_

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND.

\_\_\_\_\_  
Council President

COMPLETED AT MARATHON COUNTY COURTHOUSE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.



## RECORD OF CHANGES

#	Date	Agency/Individual	Change
1.	3/6/2018	Emergency Management	Numerous revisions throughout document.
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			