



WASHBURN COUNTY
OFFICE OF EMERGENCY MANAGEMENT
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MEMORANDUM

TO: Washburn County Municipalities (printed & mailed)
CC: T. Mackie, L. Olson, B. Danielsen, Town Clerks (electronically)
LE/EM Committee, file
FROM: Carol Buck, Emergency Management Director
DATE: May 11, 2021
SUBJECT: Emergency Preparedness & Response Information - 2021

The following informational packet is provided to assist your municipality or jurisdiction with emergency preparedness and response to storm damages and the necessary assessment reporting requirements.

REPORTING OF STORM DAMAGES IN WASHBURN COUNTY:

Emergency Management has responsibilities to collect and report all types of damage information for the County and State (*i.e. trees & power lines down, outages, flooded/damaged roads / bridges / culverts / infrastructure, public & private properties & businesses, explosions, HAZMAT spills, debris removal, protection efforts, evacuations, injuries, deaths, shelters opened, emergency declarations, etc.*) **within 24 hours.**

Reporting Damage that your municipality incurred quickly is CRITICAL to the overall situational awareness and reporting for the County as a whole. After compiling initial damage reports, the County may then submit a Unified Disaster Situation Report (UDSR) to the State.

As mentioned above, the State requires that Emergency Management provide County-wide damage information within 24 hours. Once notified of damage in your jurisdiction, we can then assist with the processes and resource requests necessary, and provide current information on *any potential* financial assistance.

If storm damage in Wisconsin meets the required threshold and if a **Presidential Declaration** is declared, grant funds generally open up. By submitting your damage information and Disaster Declaration quickly, jurisdictions may then be eligible to apply for open funding opportunities.

If a Presidential Declaration was not issued, **Municipalities (may) still be eligible to apply to the WI Disaster Fund; or in road flooding situations – the WI DOT Flood Aid Program.** Please contact me for current funding information.

Examples of information that needs to be conveyed to Emergency Management right away after a storm event include:

1.) PRIVATE SECTOR DAMAGE ESTIMATES –

- LOCATIONS of Damage
- **Residential:** Estimated Number of Damaged Homes
- **Business:** Estimated Number of Damaged Businesses, Critical Infrastructure Facilities to be noted.
- **Agricultural:** Estimated Number of Damaged Farm Buildings, Crops Affected, Livestock Lost

2.) PUBLIC SECTOR DAMAGE ESTIMATES –

- LOCATIONS of Damage
- Trees Down - Debris Clearance
- Protective Measures – (Putting out Signs, Closing Roads, etc.)
- Road System & Culvert Damages & Failures
- Water Control Facilities Damaged (Dams)
- Public Buildings and Related Equipment Damages
- Public Utility Systems - Outages
- Other pertinent Information

The enclosed **Municipality Summary Storm Damage Report Form** has been included to guide you in the collection of initial damage information. Remember, documentation is vital to disaster recovery!

We realize you will not have a good handle on the situation early on, however, **any** information you can provide us will help us to get our emergency response processes started. You can always submit updated damage reports as more accurate information is obtained.

Communication is key in assessing and evaluating the level of impact and its financial implications to the Municipalities and the County itself. Following assessment, the appropriate plan or response to be activated will depend on specific pre-set criteria in accordance with the County Emergency Operations Plan.

If Emergency Management does not hear anything from your municipality or jurisdiction by the next day after a storm, it will be *generally* assumed and conveyed to the State (*if requested*) that your jurisdiction did not incur significant damages or expenses. *As time allows, we will strive to follow-up with the Municipality to see if any damage was found later on.*

MUNICIPAL EMERGENCY OPERATIONS PLANS:

All municipalities will face emergencies. In the 21st century we have become more reliant on technology, communications, and transportation. As a result, we are more adversely affected by severe weather, floods, or epidemics. We are not immune to these threats.

In Washburn County, municipalities are usually the first to respond in an emergency. However, a large-scale emergency may require more resources and personnel than your primary responders can provide. To be able to respond and communicate in an effective and coordinated manner in

an emergency, municipalities are strongly urged to develop their own Municipal Emergency Operations Plan. *A sample Municipal Emergency Operations Plan (MEOP) and Disaster Proclamation are enclosed for your reference.*

The process of filling out the MEOP with your Municipality's Elected Officials will help you to become more resilient and will identify areas you may need to improve upon.

As a reminder, please provide any updates/revisions to your MEOP to the Emergency Management Office as soon as possible annually. A brochure outlining the "Role of Elected Officials in Disaster Response and Recovery" has been enclosed for your information and use.

ROAD NAME CHANGES:

As your annual Road Inspections are completed, the Office of Emergency Management respectfully requests that you communicate to us (and/or GIS Department) of any changes that would affect the Official Washburn County Road Map and/or the 911 Data. We need to keep our information as accurate as possible for emergency response and your assistance with this issue is greatly appreciated!

CodeRED:

Also included in your package is a flyer for **CODE RED** – our Mass Notification System. **It would be greatly appreciated if you hang this in a public location for citizens to hopefully become aware of and register for.**

IN CLOSING, I realize this is a lot of information coming at you all at once, but many of you have endured damage in the past so it should be somewhat familiar. **As always, I am available to meet with you and/or your elected officials to assist you in any way that I can.**

We of course hope that there are not any storm damages in Washburn County (EVER)!! But if we do have some sort of damage this year, I think you and your Team will be happy to be familiar with the processes outlined within these documents.

For more resources and preparedness information, please visit the Emergency Management webpage at <http://www.co.washburn.wi.us/departments/emergency-management>.

Feel free to contact me at any time on my cell phone 715-520-2479.

Your assistance and partnership during emergency (and non-emergency) situations is greatly appreciated!! Thank you!!

Carol

Attachments:

- When Bad Things Happen to Small Towns
- Municipality Summary Storm Damage Report Form
- Sample Municipal Disaster Declaration/Proclamation
- Sample Municipal Emergency Operations Plan - MEOP
- Disaster Response Flowchart
- CodeRED Flyer