



208 Jarvis Street | Suite A | Ridgeway, WI 53582

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# **EMERGENCY OPERATIONS AND RESPONSE PLAN**

## **Adopted July 14, 2020**

**Contact Info Revised April 7, 2021**

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**LEAD COORDINATING AGENCY:** Village of Ridgeway Staff/Emergency Management Team

**SUPPORT AGENCIES:**

**American Red Cross  
Hospitals (Upland Hills Health)  
Iowa County Emergency Management  
Iowa County Sherriff's Department  
MG&E, Alliant Energy, Frontier Communications, MHTC  
Ridgeway First Responders  
Ridgeway Marshal's Office  
Ridgeway Public Works Department  
Ridgeway Volunteer Fire Department  
Salvation Army**

**I. INTRODUCTION**

**A. Mission**

Iowa County Emergency Management coordinates disaster response and recovery efforts in support of the Village. Through planning, training and exercising they prepare response agencies, volunteer organizations, the private sector and citizens to respond to and recover from disasters.

**B. Purpose**

This document is a comprehensive plan for village wide mitigation, preparedness, response, and recovery activities.

Purpose of the Ridgeway Emergency Operations Plan (EOP) is to:

1. Facilitate the protection of lives, property and the environment in major disasters of any nature.
2. Coordinate response to disasters, assess damages, identify mitigation opportunities and implement recovery efforts.
3. Describe the village's relationship in support of village departments and other local units of governments during response and recovery.
4. Update plans to reflect information collected, decisions made, and procedures developed in the planning process and during response and recovery operations.

5. Provide a link between the county and municipal plans.
6. Provide policy for government officials, agency managers and emergency managers during a disaster situation.
7. Conform to the provisions of the National Incident Management System (NIMS) and the National Response Plan (NRP) to ensure a coordinated and effective response when county or federal agencies and assets are involved.
8. This municipal plan has been developed to provide procedures for the Village of Ridgeway government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Village of Ridgeway is part of the county emergency management program, this municipal plan is to be used in conjunction with the Iowa County Emergency Operations Plan (EOP), The municipal plan will be maintained in accordance with current standards of the Iowa County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

**C. Actions to Consider for Implementation:**

1. Municipal agent assesses the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan if appropriate.
3. The Emergency Management Coordinator advises the Village President and coordinates all emergency responses.
4. The Village President or next available trustee declares a local state of emergency and notifies the county Emergency Director of this action
5. The local state of emergency declaration is forwarded to the County emergency management office.
6. The emergency management coordinator activates the Village Emergency Operations Center and determines the most suitable location
7. The emergency management coordinator directs departments to respond to the situation as appropriate
8. The emergency management coordinator issues directives as to travel restrictions on town roads and recommends protective actions if necessary
9. Notify the public of the situation and take appropriate actions
10. Keep county officials informed of the situation and actions taken

## II. LEGAL BASIS

The legal basis for the development of this municipal plan is stated in the following documents.

PUBLIC LAW 103-337

### WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.03	ADMINISTRATIVE HOME RULE
59.04	CONSTRUCTION OF POWERS
59.17(2)	COUNTY EXECUTIVE DUTIES AND POWERS
59,18(2)	COUNTY ADMINISTRATOR DUTIES AND POWERS
59.12	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.02	GENERAL POWERS OF COUNTY BOARD.
59.54(8)	LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.03(2)	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.28	PEACE MAINTENANCE
61.34	POWERS OF VILLAGE BOARD
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS

166.03	(1)POWERS AND DUTIES OF THE GOVERNOR
	(4)POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
	(5)POWERS AND DUTIES OF READS OF EMERGENCY GOVERNMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483	(2)CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

COUNTY ORDINANCES  
MUTUAL AID AGREEMENTS

### III. ACRONYMS AND DEFINITIONS

CP - COMMAND POST

DNR - DEPARTMENT OF NATURAL RESOURCES

DEG - DIVISION OF EMERGENCY GOVERNMENT

EMS - EMERGENCY MEDICAL SERVICES

EOC - EMERGENCY OPERATIONS CENTER

EOP - EMERGENCY OPERATIONS PLAN

PIO - PUBLIC INFORMATION OFFICER

UDSR - UNIFORM DISASTER SITUATION REPORT

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

**Preparedness Activities** - 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. Exercises are conducted to identify deficiencies in plans and determine appropriate corrective action recommendations.

**Response Activities** - Response is the process of providing coordinated emergency services during a crisis. These activities help reduce casualties and damage, and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, evacuation and sheltering, etc.

**Recovery Activities** - 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 is a perfect 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.

#### IV. EMERGENCY OPERATIONS CENTER ALERTING LIST

Flow of Communication/How Disaster Situations Get Communicated:

- A civilian calls 911 and notifies dispatch of the incident
  - Dispatch pages Fire/EMS and sends Law Enforcement
  - Fire/EMS/Law assess and if warranted notify ICEM
  - ICEM responds and assesses need for a local Declaration of Emergency
  - ICEM contacts Village President to make declaration or next available trustee
  - Village President assures other Board Members are contacted
1. VOR Emergency Management Coordinator/Public Information Officer/Police Marshal
    - Michael Gorham
      - [REDACTED]
      - Office Phone: 608-924-1030
  2. Fire Chief
    - Joe Thomas
      - [REDACTED]
      - Email: rfd@mhtc.net
  3. Ridgeway Area First Responders - Emergency Medical Services
    - Chief: Kim Borcharding
    - [REDACTED]
  4. EMS – Barneveld Area Rescue Squad
    - Chief: Denise Meudt
    - [REDACTED]
  5. **County Emergency Management Director/Coordinator:**
    - Keith Hurlbert
      - Office Telephone: 608-935-0329
      - Work Cell phone: 608-553-1481
  6. Village President
    - Michele Casper
      - [REDACTED]
    - If unavailable, follow line of succession through Trustee by number, President or available Trustee contacts the Clerk and ensures all Board Members are notified of the event
  7. Village Clerk/Treasurer/Health Liaison
    - Hailey Roessler
      - Cell Phone: 608-574-1797
    - Village Clerk ensures all village staff is notified
  8. Public Works Director
    - Jeff Brindley
    - Cell: 608-669-0977
  9. Iowa County Public Health Officer
    - Iowa County Office, Debbie Siegenthaler: 608-930-9872








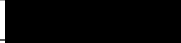
10. Village Engineer

- Delta 3
  - Platteville Office Telephone: (608) 348-5355
  - [REDACTED]

11. Assessor - Gardiner Appraisal Service

- 888-756-9226 or 608-833-7735

## V. EMERGENCY TELEPHONE LISTINGS

Police/Fire/Medical	EMERGENCY	911
Non-emergency/Urgent Contact Info:		
Alliant Energy		1-800-255-4268
Alliant Energy (electrical)		1-800-862-6261
American Red Cross		608-227-0825
CenturyLink (telephone -24 hr. repair)		800-824-2877
ChemTree		800-424-9300
Hailey Roessler, Health Liaison/Clerk/Treasurer		 Village Cell: 608-574-1797
<b>ICEM - Keith Hurlbert</b>		<b>Cell: 608-553-1481</b>
Iowa County Clerk		608-935-0399
Iowa County Emergency Management		608-935-0329
Iowa County Human Services		608-930-9801
Iowa County Sheriff Dept.		608-935-3314 (office)
Iowa County Sheriff Michek		608-935-3314 X503 or 608-574-1876 (cell)
Jeff Brindley, Public Works		608-669-0977
Joe Thomas, Fire Chief/Town of Ridgeway Chairperson		
Michele Casper, Village President		
Madison Gas & Electric		608-252-1111 or 1-800-245-1123
National Response Center		800-424-8802
Poison Control		800-222-1222
Ridgeway Marshal's Office		
Ridgeway First Responders - Chief Kim Borcharding		
Salvation Army		800-264-6412 or 414-302-4300
Tanner Cullen, Public Works		
Upland Hills Hospital (Dodgeville)		608-935-2711
Village Clerk's Office		608-924-5881
WE Energies (gas)		800-261-5325
Wisconsin DNR (Local Warden) – Joe Frost		608-574-2272
Wisconsin Elections Commission Help Desk		608-261-2028
Spill Incidents/DNR		1-800-943-0003 DNRLEHotline@wisconsin.gov

## **VI. MUNICIPAL EMERGENCY OPERATIONS PLAN**

### **a. SITUATION AND ASSUMPTIONS:**

- i. Several types of hazards pose a threat to the lives, property or environment in Iowa County. These hazards are outlined in the Iowa County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).
- ii. The identified hazards pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in the Village of Ridgeway.

### **b. CONCEPT OF OPERATIONS:**

- i. Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate or arrange for activation of the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for assuring municipal agencies have procedures in place for coordinating with mutual aid resources and County Officials.
- ii. Actions that the municipality and county should consider if this municipal plan is activated:
  1. Municipal agencies assess the nature and scope of the emergency or disaster.
  2. If the situation can be handled locally, do so using procedures in this plan, as appropriate.
    - a. The County Emergency Management Coordinator advises the Village President and coordinates all emergency response actions.
    - b. The Village President declares a local state of emergency and notifies the county Emergency Management Director of this action.
    - c. Forward the local state of emergency declaration to the county Emergency Management office.
    - d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at the Village of Ridgeway Fire Station/Village Hall or if not possible to convene there, the next available area. *Exhibit B*  
*Page 26*
    - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
    - f. The Emergency Management Coordinator directs departments/agencies to respond to the situation.
    - g. The Emergency Management Coordinator issues directives as to travel restrictions on local roads and

recommends protective actions if necessary,

- h. Notify the public of the situation and appropriate actions to take.
    - i. Keep county officials informed of the situation and actions taken.
3. If municipal resources become exhausted or if special resources are required, request assistance through the County Emergency Management Director.
4. If assistance is requested, the county Emergency Management Director assesses the situation and makes recommendations.
5. The county will do the following (to the extent appropriate):
  - a. Activate the County EOC.
  - b. Implement the County ERP.
  - c. Respond with county resources as requested.
  - d. Activate mutual aid agreements.
  - e. Coordinate county resources with municipal resources.
  - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
  - g. Forward Uniform Damage Situation Report (UDSR) form.
  - h. Assist municipality with prioritizing and allocating resources.
6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM.
7. If state assistance is requested, the DEC Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
  - a. After completing the assessment, the DEG Regional

Director immediately notifies the State DEG Administrator.

- b. The State Administrator of Emergency Government notifies the Governor and makes recommendations,
- c. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and County EOP.

c. ORGANIZATION

- i. Exhibit A. (Addendum L) organizational chart for municipality.

d. RESPONSIBILITIES AND TASKS

- i. See Attachments A-K for emergency responsibilities of key officials in your jurisdiction.

e. RESOURCE MANAGEMENT

- i. Additional support from Iowa County Departments:
- ii. See:

1. County Emergency Operations Plan (EOP) – Iowa County Emergency Management
2. County Hazard Analysis – Iowa County Emergency Management
3. County Disaster Plan – Iowa County Emergency Management
4. Hazardous Materials Strategic Plan – Iowa County Emergency Management

f. Mutual Aid Reciprocal Agreements

- i. Mutual aid agreements are by common understanding, not written.

g. Support from Private Agencies

h. Support from State and Federal Agencies

- i. Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director, Requests for National Guard assistance should be channeled through the County Emergency Management Director to the DEG Regional Director to the DEG Administrator.
- ii. State Emergency Response Plan – WI Emergency Management
- iii. The National Response Plan – Federal Emergency Management Agency

**VII. PLAN DEVELOPMENT AND MAINTENANCE:**

- a. The Village of Ridgeway EOP Development Team is composed of representatives for the Village of Ridgeway Board (Public Safety & Health Committee), Village Employees, Ridgeway First Responders/EMS, Ridgeway Fire Department, and Keith Hurlbert, Iowa, Co Emergency Management Director.
- b. These agencies are responsible for developing and maintaining this plan.
- c. This Team meets on an as needed basis or as determined by the Village President. The Team reviews incidents, changes and new information and makes revisions in this plan.
- d. This Team also conducts after-action reviews of all exercised and major incidents.

ADDENDUM A  
VILLAGE PRESIDENT  
KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE VILLAGE PRESIDENT AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

VILLAGE PRESIDENT SHOULD:

1. Ensure that the Village Emergency Management Coordinator/Director or designated person has activated/is activating the Emergency Operations Center (EOC) or command Post (CP).
2. Report to the CP.
3. Ensure that the Village Emergency Management Coordinator/Director or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Village Emergency Management Coordinator/Director and village officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency
6. Ensure that the Village Public Information Officer (PIO)/Emergency Management Director/Coordinator and/or designated person is notified and reports to the EOC.
7. In consultation with the Village Emergency Management Director/Coordinator, determine whether or not county, state or federal assistance should be requested. (Village/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the amount and type of assistance needed. Make state & federal resource requests through County EM Director.

## ADDENDUM B

### VILLAGE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

#### KEY ACTION CHECKLISTS

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

VILLAGE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD Report to the Village EOC/CP.

1. Ensure that village officials and county emergency management director has been notified, key facilities warned, sirens activated; etc.
2. Activate the Village EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
3. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
4. Conduct regular briefings of EOC staff as to the status of the situation.
5. Evaluate available resources, including personnel, by checking with Emergency Operations Center staff, if deficiencies exist, act to obtain the needed resources.
6. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures including photos and addresses/coordinates of the affected areas.
7. Request assistance from County Emergency Management as needed. The County Emergency Management Office is ready to assist municipalities in all facets of response and recovery efforts.

## ADDENDUM C

### VILLAGE CLERK/ASSESSOR/TREASURER

#### KEY ACTION CHECKLISTS

The Village Clerk/Assessor/Treasurer is responsible for their assigned activities in the Village of Ridgeway. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

#### VILLAGE CLERK/ASSESSOR/TREASURER SHOULD:

1. Report to the Village EOC/CP.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damaged as a result of the disaster.
  - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.



ADDENDUM D  
WARNING/COMMUNICATIONS  
KEY ACTION CHECKLISTS

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

The Iowa County Sheriff's Dept., located at Dodgeville, is responsible for warning and communications activities in the Village of Ridgeway, the following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Primary responsibility will be to alert Fire and EMS who in turn will:

- I. Warn the following:
  - a. Village Elected Official-Village President or next available Trustee by number
  - b. Village Emergency Management Coordinator/Director
  - c. County Emergency Management Director/Coordinator
  - d. Village Emergency Operations Center representatives (see *Alerting List, page 7*)
  - e. Special facilities (see Exhibit D)
2. Ensure all agencies represented in the village EOC have communications both to their staff at their department offices and their staff at the incident site.
3. Activate public warning system. This may consist of (warning system i.e., sirens, door-to-door, telephone fan out). County Mass Notification System.
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is cache of portable radios, Mass Notification System, social media, E.M. Command Trailer.
5. Establish communications with the Command Post if established.

## ADDENDUM E

### LAW ENFORCEMENT KEY ACTION CHECKLISTS

The Village of Ridgeway Marshal's Office is responsible for law enforcement activities in the Village of Ridgeway. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as situation directs. Direct the designated law enforcement representative to report to the Village EOC/CP.
2. Secure the affected area and perform traffic and crowd control.
3. Participate in warning the public as situation warrants.
4. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
5. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
6. Report above information to appropriate law enforcement agencies.
7. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved,
8. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
9. Other responsibilities may include:
  - Enforce curfew restrictions in the affected area.
  - Coordinate the removal of vehicles blocking evacuation or other response activities.
  - Assist the medical examiner with mortuary services.
  - Assist with search and rescue activities.
  - If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

## ADDENDUM F

### HUMAN SERVICES

#### KEY ACTION CHECKLIST

The Village of Ridgeway Health Liaison will serve as the Human Services Coordinator in the Village of Ridgeway. The Coordinator will organize human service activities with a representative from the Iowa County Department of Social Services. This person will keep the County Human Services Officer and County Public Health Officer informed of all human service activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human service type services. (Identified in County Resource Manual).
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If county EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.

## ADDENDUM G

### PUBLIC WORKS

#### KEY ACTION CHECKLISTS

- The Public Safety & Health Committee is responsible for fire and police marshal activities in the Village of Ridgeway.
- The Streets, Sidewalks, and Parks Committee is responsible for public works activities in the Village of Ridgeway.
- The Public Works Director is responsible for responding to their directives and ensuring the below tasks are completed.

The following tasks represent a checklist of action these committees should consider in an emergency or disaster situation.

1. Manage public works resources and direct public works operations (e.g., water supply/treatment, road maintenance, trash/debris removal).
2. Ensure that all department personnel have been alerted and that they report as the situation directs.
3. Report to the Village EOC/Command post.
4. Review the disaster situation with field personnel and report situation to the Village Emergency Management Director.
5. Maintain transportation routes.
6. If necessary, coordinate flood fighting activities including sand bagging, emergency diking, and pumping operations.
7. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
8. Coordinate with private sector utilities and contractors for use of private sector resources in public works related operations (e.g. Emergency Generators, Lighting, and Equipment Resources.)
9. Assist with traffic control and access to the affected area.
10. Urban search and rescue activities as time allows.
11. Assist private utilities with the shutdown of gas and electric services.
12. As necessary, establish a staging area for public works.
13. Report public facility damage information to the Damage Assessment Team.
14. If County EOC is activated, establish and maintain contact with the County Highway Commissioner.

## ADDENDUM H

### PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

#### KEY ACTION CHECKLISTS

The Ridgeway First Responders Chief will work with the Emergency Medical Services, Ridgeway Fire Department, and the Human Services Coordinator/Public Health Liaison in the Village of Ridgeway and is responsible for public health and emergency medical service activities with a representative from the Iowa County Public Health Department and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating assisted living facilities, nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
5. Establish a triage area for victims.
6. Coordinate medical transportation for victims.
7. Establish a staging area in the municipality for medical equipment and service needs.

## ADDENDUM I

### PUBLIC INFORMATION

#### KEY ACTION CHECKLISTS

The Public Safety and Health Committee is responsible for public information activities and assisting the Emergency Management Director/Coordinator in the coordination of response activities in the Village of Ridgeway. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of the situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County News Officer to prepare news releases.
5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official and/or Emergency Management Coordinator.

## ADDENDUM J

### FIRE SERVICES

#### KEY ACTION CHECKLISTS

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

1. Establish and/or respond to designated staging area, CP or Village EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Assist injured/trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

#### Other responsibilities may include:

- Assist with traffic control.
- Assist with debris clearance.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If the Regional Hazardous Materials Team is needed, obtain assistance, through the county E.M. Director.
- If additional assistance is necessary, utilize mutual aid agreements and/or understandings with other fire departments.

## ADDENDUM K

### DAMAGE ASSESSMENT

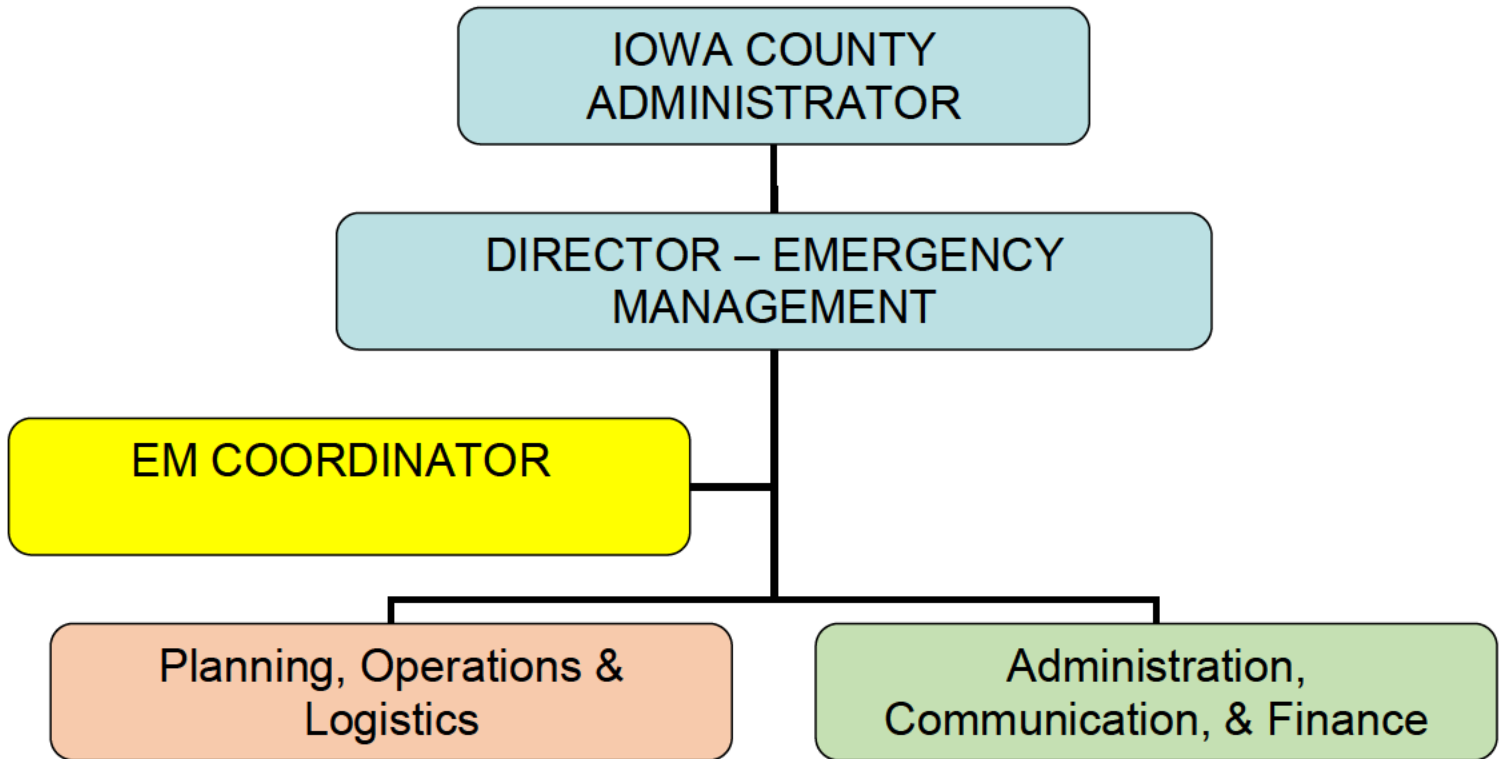
#### KEY ACTION CHECKLISTS

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

1. Report to the Village EOC or Command Post.
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: The Assessor, and Clerk/Treasurer are responsible for public damage assessment and for individual damage assessment.
  - a. Within the first 2-3 hours: Complete preliminary UDSR:
    - i. Number of fatalities.
    - ii. Number of critical/minor injuries.
    - iii. Number of home/businesses damaged/destroyed.
    - iv. Number of power/telephone lines, poles damaged.
    - v. Number of public facilities such as highways, roads, and bridges damaged.
    - vi. Number of people who are homeless or in shelters.
  - b. Within 8 hours:
    - i. Recount items 1-6 above.
    - ii. Complete another UDSR, estimating public and private damage.
    - iii. Video tape and/or take photos of major damage.
  - c. Within 24 hours:
    - i. Update items 1-6 above.
    - ii. Complete updated UDSR.
    - iii. Provide damage assessment information to the appropriate officials and County
4. Emergency Management Director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Village President with the preparation of a local state or emergency declaration and forward to the county Emergency Management Director.
6. Plot damage assessment information on status boards in the municipal EOC and locate damage 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



Exhibit A. (Addendum L) Organizational chart for municipality



**Village of Ridgeway  
EOC Organization  
Chart**

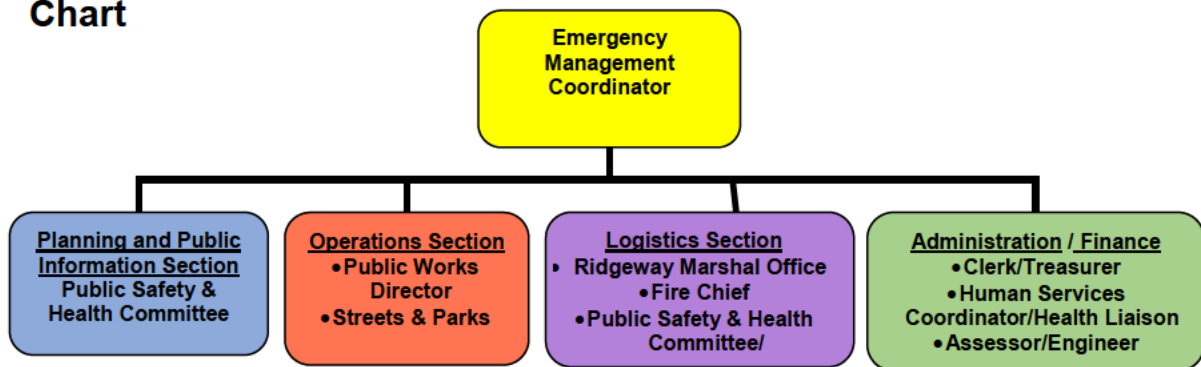


Exhibit B. (Addendum M) County Emergency Operations Center/ Local Emergency Operation Center

**Village of Ridgeway Emergency Operations Center:**

Ridgeway Community Center  
208 Jarvis Street  
Ridgeway, WI 53582  
Village Cell Phone: 608-574-1797  
Email: [ridgewayvillageinfo@gmail.com](mailto:ridgewayvillageinfo@gmail.com)

**Iowa County Emergency Management**

222 N. Iowa St.  
Dodgeville, WI 53533  
Phone: (608) 935-0329  
Fax: (608) 935-0321  
Email: [icem@iowacounty.org](mailto:icem@iowacounty.org)