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DAC	Disaster Assistance Center
DEG	Division of Emergency Government
DNR	Department of Natural Resources
EBS	Emergency Broadcast System
EOC	Emergency Operating Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IFGP	Individual & Family Grant Program
JPIC	Joint Public Information Center
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
UDSR	Uniform Disaster Situation Report

COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RESPONSE CHECKLIST

1. Determine the extent of the disaster occurrence county-wide.
2. Notify chief elected official of situation and confer on need for alert and recall of staff. Coordinate activation of sirens or alternate warning systems to alert public of situation and of appropriate protective actions.
3. Maintain ongoing communications with field command post or forward command post.
4. Notify Division of Emergency Government (DEG) Regional Director or State DEG Duty Officer of the disaster occurrence. Provide as much detail as possible about the situation and establish ongoing communication to keep DEG apprised.
5. Upon direction of the chief elected official activate the county Emergency Operating Center (EOC) using established call-up procedures. If there is no EOC activation, go to the Command Post.
6. Initiate appropriate mutual aid compacts.
7. Conduct regular briefings of EOC staff on status of the situation.
8. Determine in concert with chief elected official the need to declare a state of emergency.
9. Determine need for evacuation and implement procedures as per appropriate annex in the Emergency Operations Plan (EOP). Concurrently coordinate opening of shelters.
10. Coordinate and prioritize allocation of resources, such as generators, heavy or specialized equipment, etc.
11. Provide for feeding and billeting of emergency workers.
12. Assign/coordinate volunteer workers assignments
13. Work through DEG to request and establish liaison with Wisconsin National Guard as may be appropriate.
14. Establish and coordinate public information activities. Ensure appropriate protective action recommendations are issued via the Emergency Broadcast System (EBS) or other

appropriate means.

15. Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants.
16. Establish priorities for restoration of essential services. Ensure a utility representative is at the EOC or Command Post to coordinate/determine extent and duration of power outages. Coordinate the restoration of utilities on a priority basis to key facilities.
17. Determine need for additional state resources in terms of personnel, equipment, technical assistance. Coordinate appropriate requests for the county through the DEG Regional Director.
18. Initiate procedures, (i.e., activate county damage assessment team per Annex L of the county EOP) to complete county-wide Uniform Disaster Situation Report (UDSR). Submit to DEG Regional Director and DEG Central Office as per established procedures.
19. Maintain separate records of disaster-related expenditures and apprise all county and local agencies to do likewise.
20. If appropriate, establish contact with National Weather Service to obtain weather information. Maintain ongoing communications.
21. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agencies.
22. Establish logistical support for Wisconsin Conservation Corps work crews.
23. Coordinate the management of donations, including early public information releases, which encourage monetary donations in lieu of goods and supplies.
24. Refer to Annex A, Direction and Control of the County EOP for overall operations procedures.

COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RECOVERY CHECKLIST

1. Continue staffing of EOC as emergency escalates, then release staff and deactivate EOC as conditions permit.
2. Coordinate county/local debris removal operations. Coordinate with local Department of Natural Resources (DNR) representative to obtain required disposal permits or other necessary authorities.
3. Continue restoration of essential services in conjunction with local utilities.
4. Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate.
5. Authorize return of evacuees and begin closing shelters.
6. Keep media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repair and restoration procedures for damaged property, decontamination procedures, etc.
7. Continue to coordinate maintenance of accurate records of disaster-related expenditures.
8. Gather necessary disaster information to assist the State in documenting requests for federal disaster assistance (e.g., Individual & Family Grant Program (IFGP), Small Business Administration (SBA), presidential disaster declaration). Submit completed and amended UDSR to DEG as per procedures in Annex L of the EOP.
9. Coordinate county/local participation in the Preliminary Damage Assessment (PDA) if a Presidential Disaster Declaration is being requested.
10. If a Presidential Disaster Declaration is received by the county, coordinate with DEG in implementing various disaster programs. Ensure the following actions are taken:
 - a. In coordination with the State Individual Assistance Officer, assist in locating a facility for establishment of a Disaster Application Center (DAC).
 - b. In coordination with the State Public Assistance Officer, make arrangement for facility/ies for Applicants Briefings and ensure that appropriate local officials (potential applicants) attend the briefing.
 - c. Coordinate with State Public Assistance Officer in arranging visits of inspection

- teams to complete damage survey reports for public assistance application.
- d. Coordinate with State Hazard Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program.
 - e. Ensure county health/human service agency/ies are involved in identifying the need for crisis counseling program both for victims and disaster workers.
11. Replenish supplies and ensure return of all borrowed equipment.
 12. Ensure that procedures are set up to monitor long-term impacts of the disaster.
 13. Coordinate clean-up efforts.
 14. Arrange for public information officer to distribute through media information on crisis counseling.
 15. Continue to monitor volunteer assignments.
 16. Determine when organized recovery efforts will terminate; debrief emergency response personnel, conduct after action critiques and revise emergency plans accordingly.

COUNTY LAW ENFORCEMENT

ALL-HAZARD RESPONSE CHECKLIST

1. Dispatch law enforcement personnel to assess impact of the disaster.
2. Initiate alerting procedures which include notifying law enforcement staff, other appropriate county and local law enforcement agencies and other support services as required.
3. Notify county emergency management director of situation status and provide periodic updates.
4. Prioritize use of personnel and resources to provide for continuity of ongoing day-to-day operations while also responding to the disaster.
5. Assist in determining and advise staff of all key operational locations (e.g., county EOC, Joint Public Information Center (JIPIC), field command post, shelter, staging areas, etc.).
6. Dispatch law enforcement coordinator to county EOC if activated.
7. Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as:
 - a) Evacuating and securing the area;
 - b) Participating in search and rescue operations;
 - c) Participating in warning the public as situation warrants;
 - d) Assisting in establishing a joint command post;
 - e) Controlling access to the affected area;
 - f) Controlling traffic; enforcing curfew restrictions in the affected area;
 - g) Establishing emergency communications to the EOC/dispatch center and dispatching communications vehicle to disaster scene;
 - h) Initiating a pass system if necessary;
 - i) Providing disaster assessment information to the EOC/county emergency government director;
 - j) Transporting key public officials
 - k) Assisting the medical examiner/coroner with mortuary services;
 - l) Maintaining accurate records of disaster-related expenditures.
 - m) Providing security for the EOC.
8. Determine the scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate.

9. Advise staff of public information procedures; coordinate with the county/state public information officers if unsure how to proceed.
10. Request mutual aid if necessary and coordinate deployment.
11. Provide for shift change and arrange for feeding of emergency workers. If EOC is activated, feeding should be coordinated through it.
12. Establish and manage staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment.
13. Maintain contact with county/state highway officials regarding road conditions, closures, etc.
14. As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
15. Coordinate the removal of vehicles impeding evacuation or other response activities.
16. Provide security for emergency responders, equipment and government facilities.
17. Refer to Annex D, Law Enforcement of the County EOP for overall law enforcement operations.

COUNTY LAW ENFORCEMENT

ALL-HAZARD RECOVERY CHECKLIST

1. Ensure continued staffing of EOC and/or field command post as necessary.
2. Continue to prioritize use of personnel and equipment to provide for continuity of services.
3. Brief county emergency management director on recovery status.
4. Coordinate public information with Joint Public Information Center (JIPIC).
5. Continue to provide traffic control and security as situation dictates and/or as re-entry is occurring; phase out pass system as situation allows.
6. Assist emergency management director in assessing damages for purpose of completing county-wide UDSR submission.
7. Continue to compile disaster-related costs, including mutual aid, and keep accurate record of disaster-related expenditures. Submit to county emergency government director to recoup eligible costs in presidentially declared disasters.
8. Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.
9. Replenish supplies and repair damage to equipment.
10. Release personnel as appropriate and phase out mutual aid.
11. Recall equipment, vehicles, and personnel to assigned locations.
11. If necessary, arrange for decontamination of personnel and equipment and keep precise records of actions taken for each individual worker.
12. Attend critiques and revise emergency plans accordingly.

COUNTY PUBLIC WORKS

ALL-HAZARDS RESPONSE CHECKLIST

1. Dispatch public works/engineering personnel to determine the extent of the damage.
2. Notify county emergency management director and periodically report on emergency status.
3. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies, external support services and district highway engineer.
4. Prioritize use of personnel -and resources 40 provide for continuity of existing services.
5. Ascertain and advise staff of all key operational locations (EOC, JIPIC, field command post, shelters, staging areas, etc.).
6. Dispatch public works/engineering coordinator to EOC if activated and relay any public facility damage information.
7. Coordinate the deployment of public works/engineering personnel to the affected area to perform such activities as:
 - a. Assisting law enforcement in securing area and controlling traffic;
 - b. Assisting in urban, search and rescue activities;
 - c. Recordkeeping;
 - d. Establishing emergency communications to the EOC/dispatch center;
 - e. Prioritizing debris removal.
8. Coordinate with other emergency groups in carrying out evacuation, including maintaining transportation routes.
9. Transport key public officials, emergency workers, supplies and equipment.
10. Check inventory to determine resources immediately available.
11. Request mutual aid if necessary and coordinate deployment.
12. Advise staff of public information procedures then coordinate and report any public information releases to the county public information officer.

13. Assist utilities in prioritized restoration of services.
14. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.
15. Provide emergency generators and lighting.
16. Assist private utilities with the shutdown of gas and electric services.
17. Arrange for porta potties at strategic locations throughout the affected area.
18. Refer to Annex G, Public Works/Engineering of the County EOP for overall public works operations.

COUNTY PUBLIC WORKS

ALL-HAZARD RECOVERY CHECKLIST

1. Ensure continued staffing of EOC and field command post as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. At the direction of the recovery coordinator, take the following actions:
 - a. Continue to assist law enforcement in securing the area and in removal of necessary security measures as appropriate;
 - b. Continue prioritized debris removal;
 - c. Open and manage per DNR regulations predetermined disposal sites;
 - d. Continue to service temporary utility arrangement (i.e., generators).
5. Request and deploy outside assistance to expedite recovery efforts as needed.
6. Keep Public Information Officer (PIO) advised of recovery efforts.
7. Assist with transportation and engineering needs for re-entry of evacuated population.
8. Brief staff and revise plan as necessary.
9. Release additional personnel as appropriate and phase out mutual aid.
10. Compile and document disaster-related (to include infrastructure damage figures, public buildings/equipment), maps of damaged areas, and costs and submit to county emergency management director; include mutual aid costs.
11. Assist county emergency management director in compiling LJDSR and other damage assessment reports.
12. Accompany state/federal engineering teams, as assigned by the county emergency management director, and participate in PDA process.
13. If a presidential disaster is declared, coordinate as assigned with state/federal engineering teams in completing damage survey reports.
14. Work with human services to identify need for and to provide crisis counseling services to emergency workers.
15. Replenish supplies and repair damage to equipment.

16. Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems, wells, etc.
17. Assist public health with distribution of water sample test bottles.
18. Assist public health as necessary in arranging for disposal of dead animals if quantities indicate.
19. Attend critiques and revise emergency plans accordingly.

COUNTY PUBLIC HEALTH SERVICES/
EMERGENCY MEDICAL SERVICES

ALL-HAZARDS RESPONSE CHECKLISTS

1. Establish contact with emergency management director and report to EOC if activated.
2. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies and external support services.
3. Prioritize use of personnel and resources to provide for continuity of existing services.
4. Initiate mutual aid when necessary.
5. Brief county emergency management director on emergency status.
6. Advise staff of key locations then brief and dispatch health/medical personnel as appropriate (e.g., coroner to the scene) to address health/medical needs.
7. Advise staff of public information procedures then coordinate and report any public information releases to the county PIO.
8. Notify hospitals and other medical facilities to prepare to receive injured.
9. Coordinate emergency medical care to victims.
10. Provide for special emergency medical needs of residents in affected area (e.g., special medications, treatments).
11. Establish a triage area for victims.
12. Treat injured and arrange for transport to appropriate health/medical facilities.
13. Maintain records and compile disaster-related costs.
14. Assist in evacuating health/medical facilities as needed.
15. Ensure that emergency medical services are provided to emergency workers.
16. Refer to Annex H, Emergency Medical Services and Annex O, Public and Environmental Health for overall operations.

COUNTY PUBLIC HEALTH SERVICES/
EMERGENCY MEDICAL SERVICES

ALL-HAZARDS RECOVERY CHECKLISTS

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services,
3. Continue to monitor situation for health/medical related problems (e.g., radiation, communicable disease, vector control, need to continue quarantine).
4. Brief county emergency management director on recovery status.
5. Keep PLO advised of recovery efforts.
6. Continue to inform public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris).
7. Cooperate with Red Cross and other agencies in identifying and addressing health/medical related needs.
8. Continue to compile and document disaster-related costs and submit to county emergency management director.
9. Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims.
10. Assist with phasing out of shelters and with return of patients/residents to health/medical facilities.
11. Release additional personnel as appropriate.
12. Replenish supplies and repair damage to equipment.

13. Provide emergency medical services support for volunteers engaged in cleanup efforts.
14. Arrange for sanitarian to be available for questions concerning septic systems, well, etc.
16. Assist with distribution of water sample test bottles.
17. Consider arrangements for disposal of dead animals if quantities indicate.
18. Debrief staff, attend critiques and revise emergency plans accordingly.

COUNTY FIRE SERVICES

ALL-HAZARDS RESPONSE CHECKLIST

1. Initiate alerting procedures, including notifying your own staff, other appropriate county and local agencies and external support services.
2. Brief county emergency management director on emergency status.
3. Prioritize use of personnel and equipment to provide for continuity of routine services.
4. Assist in determining and advise staff of all key operational locations (e.g., EOC, JIPIC, field command post, shelters, staging areas, etc.).
5. Dispatch fire services representatives to EOC if activated.
6. Assist law enforcement in warning the affected populations.
7. Coordinate the deployment of fire personnel to the affected area to perform such activities as:
 - a. firefighting, evacuation, search and rescue;
 - b. maintaining accurate records of disaster-related expenditures;
 - c. providing disaster assessment information to the EOC;
 - d. establishing emergency communications to the EOC or dispatch center.
8. If a hazardous materials incident, contact county Level B response providers. If assistance beyond Level B is required, request Level A Regional Response Team assistance through DEG.
9. Advise staff of public information procedures. Coordinate and report any public information releases to the county PIO.
10. Request mutual aid or other additional assistance, if necessary, and coordinate deployment.

11. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.
12. Refer to Annex K, Fire and Rescue Services of the County EOP for overall operations.

COUNTY FIRE SERVICES

ALL-HAZARDS RECOVERY CHECKLIST

1. Ensure continued staffing of EOC and field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. Keep PIO advised of recovery efforts.
5. Assist emergency management director in compiling UDSR and other damage assessment reports.
6. Continue to compile and document disaster-related costs including mutual aid and submit to county emergency management director.
7. Work with human services to identify the need for and arrange crisis counseling services to emergency workers.
8. Replenish supplies and repair damage to equipment. Restore all equipment to a state of readiness.
9. Release additional personnel, as appropriate, and phase out mutual aid.
10. Compile and submit costs related to a hazmat response to the local reviewing entity for billing to the responsible party.
11. Debrief staff, attend critiques and revise emergency plans accordingly.

COUNTY HUMAN SERVICES

ALL-HAZARDS RESPONSE CHECKLIST

1. Establish contact with emergency management director and report to EOC or Command Post, if requested.
2. Notify all key staff members to be on standby.
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Establish communications with local health agencies, Red Cross and other volunteer agencies.
5. Establish communications with regional and state health and human services offices and request assistance, if needed.
6. Test emergency communications equipment.
7. Upon notification by emergency management, coordinate with Red Cross in opening and managing shelter operations including:
 - a. alerting appropriate staff and opening shelters (reference Red Cross manuals);
 - b. notifying owners/operators of facilities in which shelter space is to be made available;
 - c. opening reception centers;
 - d. transferring operation of shelters to American Red Cross once they are on-scene.
8. Assign liaison person to Red Cross Resource Service Center, if established.
9. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agency.

11. Coordinate with PIO to ensure that appropriate information is released including inquiry service locations, phone numbers, etc.
12. Advise EOC personnel where shelters are located.
13. Check inventories to determine if needed shelter resources are immediately available.
14. Based on known disaster information, determine the needs as related to human services including the established number of crisis counselors needed. Coordinate gathering information on extent of private damages, needs of citizens, and the impact on local human service resources.
15. Identify and provide human services for special needs groups, particularly at shelters.
16. Assume responsibility for transport of handicapped and elderly when evacuation is ordered.
17. Ensure that food and other essential items are provided to emergency workers.
18. Contact appropriate state, federal and volunteer agencies to arrange for additional supplies of food and clothing.
19. Establish need for trained debriefers for emergency workers.
20. Maintain accurate records of disaster-related expenditures.
21. Refer to Annex F, Human Services of the County EOP for overall operations.

COUNTY HUMAN SERVICES

ALL-HAZARD RECOVERY CHECKLISTS

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Monitor both short and long term health/medical conditions of those affected by the disaster (e.g., by plume, if hazmat incident); monitor identified individuals in affected area; establish a mechanism for answering health questions; notify local health care providers and distribute information on the known health effects (e.g., substances released).
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Brief county emergency management director on recovery status.
5. Keep media advised of recovery efforts. Distribute emergency literature to disaster victims.
6. Provide necessary outreach and counseling services to citizens affected by emergency or disaster.
7. Continue to provide Disaster Welfare Inquiry Services per American Red Cross procedures.
8. If a presidential disaster is declared, provide personnel to work at DAC to assist with administration of various disaster assistance programs (i.e., crisis counseling, etc.)
9. Direct staff to identify potential clients for Crisis Counseling Program and assist State Department of Health & Social Services staff in preparing application to Federal Emergency Management Agency (FEMA) for immediate and long-term programs.

10. Close shelters at earliest opportunity by sending evacuees to stay with friends, relatives or other persons offering space.
11. Administer food coupon and food commodity programs, as prescribed.
12. Contact other local agencies (e.g., local housing authorities, Veterans Services; Agencies on Aging, community assistance programs), regarding their program offerings to affected individuals and families and provide information to the public on them.
13. Close reception center/s and phase out shelters.
14. Release additional personnel, as appropriate.
15. Replenish supplies and repair damage to equipment.
16. Continue to compile and document disaster-related costs and submit to local emergency management director.
17. Assist emergency management director in compiling UDSR and other damage assessment reports.
18. Provide or arrange to provide debriefing services for emergency workers. Notify emergency services personnel of the availability of the debriefing service.
19. Attend critiques and revise emergency plans accordingly.