

TOWN OF GREENVILLE

EMERGENCY OPERATIONS PLAN

Final 8-20-04
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EMERGENCY TELEPHONE LISTINGS

County Office of Emergency Management Lisa Van Schyndel, Director Emergency	Ph-585-5582 On Call 832-5000 911
WE Energies	1-800-242-9137
American Red Cross (Outagamie County)	733-4481
Salvation Army	733-5360 734-3324
Appleton Medical Center Emergency Services	731-4101 738-6300
Gold Cross Ambulance Service (Menasha) Emergency	1-888-888-3838 911
Theda Star Helicopter Dispatch	1-800-236-2066
Outagamie County Human Services Crisis Intervention	832-4741 832-4646
Outagamie County Public Health (Mary Dorn)	832-5100
Outagamie County Office (Coroner)	832-5000
ChemTrec	<u>1-800-424-9300</u>
Wisconsin DNR (Appleton Field Office)	832-2826
National Response Center	<u>1-800-424-8802</u>
WI DNR Water Supply Engineer (Chris Linskins)	(920) 662-5188

EMERGENCY OPERATIONS CENTER ALERTING LIST

- 1. Tim Lambie, Town Emergency Management Coordinator**
Office Telephone: 739-5351
Home Telephone: 757-6525
Cell: 450-2201/or next available Fire Department Officer
- 2. Randy Leiker, Town Chairman**
Cell Phone: 419-0500
Home Telephone: 757-1735 , or if not available
Andy Peters, Vice-Chairman
Work Phone: 731-9163 or 731-8121, Ext. 2598
Home Telephone: 757-6447
- 3. Sgt. Matthew Krzoska or designee, Outagamie County Sheriff**
Office Telephone: 832-5499
Cell phone: 716-8358
- 4. Dan Klansky, Utility Superintendent**
Office Telephone: 757-5151
Mobile: 841-8550
- 5. Dean Schiller, Public Works Supervisor**
Office Telephone: 757-7276
Mobile: 585-4316
- 6. Dave Tebo, Town Administrator**
Office Telephone: 757-5151, Ext. 4
Home: 757-1341
Mobile: 740-8804
- 7. Public Health and Emergency Medical Services Coordinator**
Mark Evers, Greenville EMS Coordinator
Mobile: 851-0721
- 8. Human Services Coordinator**
Town Administrator
- 9. Debbie Wagner, Town Clerk-Treasurer**
Office Telephone: 757-5151, Ext. 3
Home Telephone: 757-9532

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)
- 59.025 ADMINISTRATIVE HOME RULE
- 59.026 CONSTRUCTION OF POWERS
- 59.031 COUNTY EXECUTIVE
 - (2) DUTIES AND POWERS
- 59.033 COUNTY ADMINISTRATOR. (2) DUTIES AND POWERS
- 59.05 CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
- 59.07 GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
- 59.08 PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
- 59.083 CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
- 59.24 PEACE MAINTENANCE
- 61.34 POWERS OF VILLAGE BOARD
- 66.325 EMERGENCY POWERS
- 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 HEADS 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

ACRONYMS

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

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This Town plan has been developed to provide procedures for the Town of Greenville departments 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 Greenville is part of the county emergency management program. This Town plan is to be used in conjunction with the Outagamie County Emergency Operations Plan (EOP). The Town plan will be maintained in accordance with current standards, and in accordance with the local government. Review of this plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Outagamie County. These hazards are outlined in Outagamie County's Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC), and in the County EOP.

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility for emergencies which take place in the community. They will activate the appropriate municipal agencies to deal with the situation. The chief elected municipal official is responsible for coordinating the response of Town departments and coordinating the response with county officials if county assistance is necessary.

Actions that the Town and county should consider if this emergency plan is activated, include:

1. Town departments assess 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, as appropriate.
 - a. The **Town Emergency Management Coordinator** advises the **Town Chairman** and coordinates all emergency response actions.

- b. The **Town Chairman** declares a local state of emergency and notifies the **Outagamie County Emergency Management Director** of this action.
 - c. The **Town Chairman** forwards the local state of emergency declaration to the **Outagamie County Emergency Management Director's** office, and to the County Executive.
 - d. The **Town Emergency Management Coordinator** activates the local EOC. This facility will be located at the **Greenville Fire Department**.
 - e. Local emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
 - f. The **Town Chairman** directs departments to respond to the situation.
 - g. The **Town Chairman** issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. The **Town Chairman** notifies the public of the situation and appropriate actions to take.
 - i. The **Town Chairman** keeps county officials informed of the situation and actions taken.
3. If municipal resources become exhausted or if special resources are required, the **Town Chairman** requests county assistance through the **Outagamie County Emergency Management Director**.
 4. If assistance is requested, the **Outagamie 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 EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with local resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form. (Information provided by the Town officials)
 - h. Assist the Town with prioritizing and allocating resources.
6. If Town and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM.
7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and Town emergency management coordinator assess the disaster or emergency situation and make recommendations that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
9. The State Administrator of WEM notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. RESPONSIBILITIES AND TASKS:

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

E. RESOURCE MANAGEMENT:

Mutual Aid Reciprocal Agreements: The Town of Greenville Fire Department has mutual aid agreements with the following departments- Center, Clayton-Winchester, Dale, Ellington, Hortonville, Town of Menasha, Grand Chute, Gold Cross Ambulance.

Support from State and Federal Agencies:

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 WEM Regional Director to the WEM Administrator.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Greenville EOP Development Team is composed of representatives from Town government, the Fire Department, Public Works and Utilities, and First Responders. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Town Chairman. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Town Chairman

Vice-Chairman

Town Emergency Management Coordinator

Town Administrator

Fire Chief

Utility Superintendent

Public Works Supervisor

Coordinator, Greenville First Responders

Town Clerk/Treasurer

ATTACHMENT A

TOWN CHAIRMAN

KEY ACTION CHECKLISTS

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

The TOWN CHAIRMAN SHOULD:

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

ATTACHMENT B

TOWN EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

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

THE TOWN EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the Town EOC/CP.
2. Ensure that Town officials and the county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the Town EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town Chairman and to the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

TOWN CLERK/TREASURER

KEY ACTION CHECKLISTS

The TOWN CLERK/TREASURER is responsible for certain assigned activities in the Town of Greenville. The following tasks represent a checklist of actions this individual should consider in an emergency or disaster situation.

TOWN CLERK/TREASURER SHOULD:

1. Report to the Town EOC/CP.
2. Maintain records indicating Town expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - Providing information regarding the dollar value of property damaged as a result of the disaster.
 - Providing 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.

ATTACHMENT D

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

The Greenville Fire Dept., located at the corner of Parkview Dr. and STH 76, is responsible for warning and communications activities in the Town of Greenville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Officials
 - b. Municipal Emergency Management Coordinator
 - c. County Emergency Management Director
 - d. Municipal Emergency Operations Center representatives
 - e. Special facilities (list)
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of 2-way radios, cell phones, pagers and fax machines.
3. Activate public warning system. This may consist of the emergency siren system, door-to-door communication, cable TV and radio announcements and telephone fan out. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency management office. The communications equipment available will be local phone line designated with individual numbers. Portable communication (cell phones, portable radios, e-mail) should be utilized when possible.
5. Establish communications with Command Post.

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Outagamie County Sheriff's Department is responsible for law enforcement activities in the Town of Greenville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all appropriate Sheriff's staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the Town EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system, as designated in County EOP.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality, designate a CP in concert with the EOC and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

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.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

The Town Administrator will serve as the Human Services Coordinator in the Town of Greenville and is responsible for human services activities in the event of an emergency. The Coordinator will organize human services activities with a representative from the Outagamie County Department of Social Services. This person will keep the County Human Services Officer informed of all human services 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 services 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.

ATTACHMENT G

PUBLIC WORKS AND UTILITIES

KEY ACTION CHECKLISTS

The Public Works Supervisor and Utility Superintendent are responsible for public works activities in the Town of Greenville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Town EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Town Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, establish a staging area for public works.
12. Report public facility damage information to the Damage Assessment Team.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE TOWN RESPONSIBLE FOR PUBLIC HEALTH SERVICES AND EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS TOWN PLAN IS ACTIVATED. (IN SOME COUNTIES THESE MAY BE TWO SEPARATE POSITIONS). PUBLIC HEALTH AND EMERGENCY MEDICAL ARE USUALLY COORDINATED AT THE COUNTY LEVEL THROUGH THE COUNTY EOP. HOWEVER, A LIAISON FROM THE TOWN SHOULD BE APPOINTED TO ASSIST WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. THIS PERSON WILL WORK CLOSELY WITH THE COUNTY PUBLIC HEALTH OFFICER AND THE COUNTY EMS OFFICER SO THAT TOWN/COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. AMBULANCE EMS DISTRICTS ARE TRAINED IN TRIAGE AND ARE INVOLVED IN PATIENT TRANSPORTATION. THE PUBLIC HEALTH LIAISON NEEDS TO BE AWARE OF THE NECESSITY OF COORDINATING AMBULANCE ACTIVITIES.

The Greenville First Responders Coordinator will serve as the Public Health and Emergency Medical Services Liaison in the Town of Greenville and is responsible for coordinating public health and emergency medical services activities in the Township. He will work directly with County Public Health officials, the County Emergency Medical Services Officer and Gold Cross Ambulance. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating 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 the County with 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.

ATTACHMENT I

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The TOWN CHAIRMAN, or his designee, will be responsible for public information activities in the Town of Greenville. The following tasks represent a checklist of actions this individual 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 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 PIO 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.

ATTACHMENT J

FIRE SERVICES

KEY ACTION CHECKLISTS

The Greenville Fire Department is responsible for fire service activities in the Town of Greenville. 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 Town EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
5. Assist Law Enforcement with evacuation, if needed.
6. 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 for a Level A response, obtain assistance through the WEM Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

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

1. Report to the Town 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: Public Works and Utilities, Fire, Police and Emergency Services responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate Town officials and county emergency management director to assist in the preparation of the UDSR, as soon as possible.

5. If the situation warrants, assist the Town Chairman with the preparation of a local state of emergency declaration and forward to, Outagamie County Emergency Management Coordinator.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

**OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO
CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN**

- 1. LIST OF FREQUENCIES (local, state and federal agencies)**
- 2. SHELTER LIST AND/OR MAPS**
- 3. LIST OF SARA FACILITIES AND CHEMICALS PRESENT**
- 4. EQUIPMENT/PERSONNEL RESOURCE LIST**
- 5. COMMUNITY MAP**
- 6. DEBRIS DISPOSAL SITE LOCATIONS**
- 7. DAMAGE ASSESSMENT TEAM CALL LIST**
- 8. SAMPLE DISASTER DECLARATION**
- 9. SOP ON REQUESTING GUARD ASSISTANCE**
- 10. PERSONNEL ROSTER (INCLUDING HOME TELEPHONE NUMBERS)**
- 11. MUTUAL AID AGREEMENTS**
- 12. LIST CLEAN-UP CONTRACTORS**
- 13. COPY OF COUNTY'S BASIC PLAN AND ANNEX A**
- 14. ESTABLISH A PASS SYSTEM**
- 15. LIST OF LOCAL MEDIA WITH TELEPHONE NUMBERS**
- 16. FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS**
- 17. OTHER SITUATIONS THAT MAY BE UNIQUE TO YOUR JURISDICTION**

