



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

AGENDA

CITY OF MINERAL POINT FIRE COMMITTEE MEETING

Monday, February 24, 2025 5:30 PM

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with Open Meetings Law.
2. Approval of July 24, 2024 minutes.
3. Presentation and Discussion of Fire Station feasibility study. *Presentation by Devin Flanigan, Keller, Inc.*
4. Discussion and possible consideration of Draft Mineral Point Emergency Response Plan and Key Support Functions.
5. Adjourn.

Agenda Posted and Distributed: Thursday, February 20, 2025

Reasonable accommodations for participation in this meeting by persons with disabilities, as defined by the Americans with Disabilities Act, will be made upon request and if feasible. Please contact the City Clerk's office (608-987-2361) at least 24 hours prior to the scheduled meeting so that necessary accommodations can be provided.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov



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MINUTES

CITY OF MINERAL POINT FIRE DEPARTMENT COMMITTEE MEETING

Wednesday, July 24, 2024, 7:00 PM

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with the Open Meetings Law.

Mayor Clark called the meeting to order at 7:10 pm.

Danny Clark	Present	Deven Walrack	Present
Gary Galle	Present	Bryan Marr	Present
Jared Weier	Present	Matt Schaaf	Present
Others Present: Matthew Honer, Christy Skelding, Alan Schrank, Jeff Hogue, Mary Glindinning, Dean Martin, Rob Busser,			

APPROVAL OF JULY 2, 2024 MINUTES

Motion (Weier/Walrack) to approve minutes. Motion carried, all voting aye (6-0).

DISCUSSION AND POSSIBLE ACTION ON FIRE STATION FEASIBILITY STUDY

Administrator Honer shared the proposals from Five Bugles Design and Keller with the committee. These are two proposals with vastly different numbers.

Bryan Marr contacted the Fire Chief in Viroqua to ask why they chose Keller. He said they seemed to fit Viroqua's style better. They didn't feel Five Bugles would tailor the station the way the department wanted it. Marr believes Five Bugles builds beautiful stations, however his opinion is that it's a little too flashy for Mineral Point.

Keller does not provide the GIS study, however Five Bugles design does.

\$5,000 of the City's ARPA funds were allocated for this project.

The Committee discussed both proposals and ultimately decided to move forward with Keller.

Motion (Walrack/Weier) to recommend Finance and Property Committee consideration of the Feasibility Study presented by Keller. Motion carried by roll call, all voting aye (6-0).

DISCUSSION OF THE NEXT MEETING DATE AND AGENDA

A committee meeting will be scheduled after preliminary designs are received.

Administrator Honer will also ask a representative of Keller to present at a Council meeting.

ADJOURN

Motion (Marr/Walrack) to adjourn at 7:45pm. Motion carried, all voting aye (6-0).

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

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**City of Mineral Point WI
EMERGENCY RESPONSE PLAN**

May 2025

TABLE OF CONTENTS

	<u>PAGE</u>
EMERGENCY TELEPHONE LISTINGS	1
LEGAL BASIS	3
ACRONYMS	4
BASIC PLAN:	
PURPOSE	5
SITUATION AND ASSUMPTIONS	5
CONCEPT OF OPERATIONS.....	5
ORGANIZATION	7
RESPONSIBILITIES AND TASKS.....	7
RESOURCE MANAGEMENT	7
PLAN DEVELOPMENT AND MAINTENANCE.....	7
ESF 1: EVACUATION AND TRANSPORTATION RESOURCES.....	9
ESF 2: WARNING/COMMUNICATIONS	10
ESF 3: PUBLIC WORKS	11
ESF 4: FIRE SERVICES.....	12
ESF 5: EMERGENCY MANAGEMENT	
MAYOR/ADMINISTRATOR/MANAGER.....	13
EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR	14
CLERK/ASSESSOR/TREASURER.....	15
ESF 6: HUMAN SERVICES	16
ESF 8: PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES	18
ESF 13: LAW ENFORCEMENT	19
ESF 15: PUBLIC INFORMATION	21
OTHER ATTACHMENTS	22
ATTACHMENT 1: DAMAGE ASSESSMENT	23

ATTACHMENT 2: ALL-HAZARD RESPONSE AND RECOVERY CHECKLIST	25
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In the case of an emergency call 911

EMERGENCY TELEPHONE LISTINGS

	Emergency	Non-Emergency
City of Mineral Point Police Department	911	608-987-2313
Mineral Point Fire Department	911	608-987-3020
Mineral Point Rescue Squad	911	608-987-2752
Iowa County Sheriff's Department	911	608-930-9500
County Medical Examiner's Office (Coroner)	911	
Mineral Point City Hall		608-987-2361
Mineral Point Mayor		608-341-0281(c) 608-444-6308 (h)
Mineral Point Administrator		608-341-9845 (c) 608-987-0463 (o)
Iowa County Emergency Management		608-553-1481 (c) 608-930-9541 (o)
Wisconsin Emergency Management Duty Officer		1-800-943-0003
Alliant Energy Emergency Line		1-800-255-4268
Frontier Communications Emergency Line		1-800-921-8104/
Frontier - Hazardous Conditions		1-877-486-5667
TDS Communications Emergency Line		
Charter Spectrum Emergency Line		1-888-438-2427
Charter (Death/serious injury situation)		1-866-894-0103
American Red Cross (WI)		1-800-236-8680
Salvation Army		1-800-264-6412
Upland Hills Hospital		608-983-8000
Iowa County Social Services		608-930-9801
Iowa County Public Health		608-930-9870
Iowa County Medical Examiner		
Wendell Hamlin		608-341-0116
Josh Taylor		608-547-0563
Virginia Forrest		608-574-6139
Josh Garvey		608-341-8485
ChemTrec		1-800-262-8200
Wisconsin DNR		1-800-943-0003
National Response Center		1-800-424-8802

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

FEDERAL

PL 100-707	Robert T. Stafford Disaster Relief and Emergency Assistance Act
Title 40, Chap. 116,	Emergency Planning and Community Right-to-Know Act of
US Code	1986

WISCONSIN STATUTES

26.97	Law Enforcement and Police Powers of Town Chairpersons
59.03(1)	Home Rule (Counties)
59.04	Construction of Powers (Counties)
59.12	Chairperson, Vice Chairperson Powers and Duties (County Board)
59.17(2)	Duties and Powers of County Executive
59.18(2)	Duties and Powers of County Administrator
59.54	Powers and Duties of Counties: Public Protection and Safety
59.54(8)	Local Emergency Planning Committees
61.34	Powers of Village Board
83.09	Emergency Repairs of County Trunk Highways
213.095	Police Power of Fire Chief, Rescue Squads
321.39	Call to State Active Duty (Wisconsin National Guard)
323.12	Powers and Duties of the Governor
323.14	Powers and Duties of Counties and Municipalities
323.15	Powers and Duties of Heads of Emergency Management Services
323.11 and 323.24	Emergency Powers of Cities, Villages and Towns
895.483	Civil Liability Exemption, Regional and Local Emergency Response Teams and Their Sponsoring Agencies

COUNTY ORDINANCES

2-0612 Resolution to Approve the New Iowa County Emergency Response Plan to Replace the Iowa County Emergency Operations Plan

CITY ORDINANCES

Resolution 2025 – **XX** Resolution to Approve the Mineral Point Emergency Response Plan.

ACRONYMS

CP	Command Post
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IFGP	Individual and Family Grant Program
JIC	Joint Information Center
NIMS	National Incident Management System
PA	Public Assistance (to local governments)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management

LEVEL 1 EMERGENCY	Any # of Victims
	Hazard or threat confined to a small area.
	No immediate threat to life or property
	Controlled by the first response agency
LEVEL 2 EMERGENCY	Any # of Victims
	Hazard is significant and/or area threatened is larger.
	Potential threat to life or property
	Limited evacuation of surrounding area may be necessary
LEVEL 3 EMERGENCY	Any # of Victims
	Severe Hazard or Large area
	Extreme Threat to life and property
	Large Scale Evacuation may be necessary

EMERGENCY RESPONSE PLAN INITIATION

Incident Commander: (Mineral Point Police Dept. Officer on Duty or Highest ranking Mineral Point Fire Dept. official on scene).

1.	Determine level (1, 2, 3) and types of emergency.
2.	Establish location for on-scene unified command post.
3.	Decide who needs to be contacted.
4.	Notify 911 Dispatch of items 1-3

Iowa County 911 Dispatch Center

If Level 3 Emergency	Notify Upland Hills Health Care
	Notify Members of Core Emergency Operations Center: Emergency Response Coordinator, Police Chief, Fire Chief, EMS Chief, Mayor, City Administrator, Clerk, County Emergency Manager.
	Notify others as requested by Incident Commander, Emergency Response Coordinator, or according to Standard Operating Procedures.
If Level 2 Emergency:	Notify Upland Hills Health Care.
	Contact others as requested by the Incident Commander.



Emergency Operations Center (EOC)	Emergency Response Coordinator
EOC Core Team: Emergency Response Coordinator, Mayor, Police, Fire and EMS Chiefs, Public Works/ Utility Directors, City Administrator, Clerk.	1. In coordination with Police, Fire, and EMS Chiefs, determine if out-of-area resources are needed.
1. Decide who else is needed in EOC and contact them.	2. If so, advise the Mayor to declare a local disaster.
2. Call in personnel and resources according to EOP	3. Contact Iowa County Emergency Management
4. Coordinate response to emergency	
	Mayor
	1. Declare disaster, in coordination with the Emergency Response Coordinator and the Police, Fire, and EMS Chiefs.
	2. Work with the Emergency Response Coordinator to request resources and communicate.

CITY OF MINERAL POINT EMERGENCY RESPONSE PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the City of Mineral Point 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 the county government since the City of Mineral Point is part of the county emergency management program. This municipal plan is to be used in conjunction with the Iowa County Response Plan (ERP). The municipal plan will be maintained following current standards of the Iowa County ERP and in accordance with the local/municipal government. Review of this municipal 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 Iowa County. These hazards are outlined in the Iowa County Hazard Mitigation Plan. A copy of this is located in the County Emergency Operations Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters that take place in the municipality. They will have systems and plans in place to activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated are as follows:

1. Municipal agencies 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 Emergency Management Coordinator advises the Mayor and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the county Emergency Management 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 City Hall (1), Police Station (2), Fire Station (3), Wastewater Treatment Facility (4).
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the ESFs of the plan.

- f. The Mayor or Emergency Management Coordinator directs departments/agencies to respond to the situation.
 - g. The Mayor 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.
 - j. List any other procedures as may be appropriate for your municipality.
- 3. If municipal resources become exhausted or if special resources are required, request county assistance through the county Emergency Management.
- 4. If assistance is requested, the county Emergency Management 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 Duty Officer.
- 7. If state assistance is requested, the WEM 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.
- 8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
- 9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
- 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County ERP.

D. ORGANIZATION:

[Insert the City Org Chart]

E. RESPONSIBILITIES AND TASKS:

See ESFs of the plan for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Additional support from Iowa County Departments may include:

Agency	Contact:
Iowa County Sheriff's Dept.	
Iowa County Highway Dept.	
Iowa County Social Services	
Iowa County Health Dept.	

See Mutual Aid Agreement Appendices.

Support from Private Agencies/Volunteer Groups:

Agency:	Contact:
Chamber of Commerce	

Mutual Aid: See Agreements in Appendices

Fire	Police	EMS	Public Works

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.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The City of Mineral Point is responsible for developing and maintaining this plan with assistance and coordination of the Mineral Point Police Department, Fire Department, and Rescue Squad.

Mayor/City Administrator/Manager

City Emergency Response Coordinator

City Clerk/Assessor/Treasurer

Police Chief

Fire Chief

EMS Chief

EMERGENCY SUPPORT FUNCTION (ESF) 1 EVACUATION & TRANSPORTATION RESOURCES

KEY ACTION CHECKLISTS

The Evacuation and Transportation Function is to conduct an evacuation in the City of Mineral Point. Transportation and shelter are associated functions.

The **Emergency Response Coordinator** is responsible for conducting an evacuation in the City of Mineral Point. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

Support: Iowa County Emergency Management, Mayor, Police Dept.,

1. Based on the situation, implement the following actions:
 - a. Direct, manage, and coordinate evacuation and/or in-place sheltering procedures for both the general population and those requiring evacuation assistance (i.e., hospitals, nursing homes, etc.)
 - 1) identify populations and institutions to be evacuated or sheltered-in-place
 - 2) ensure notification of at-risk populations through warning and public information assets
 - 3) implement plans to evacuate those that require assistance, including the activation of transportation resources
 - 4) activate traffic control plans
 - 5) track evacuation progress and identify who has been evacuated or is sheltered-in-place
 - b. Establish and operate evacuation staging and reception Areas
 - 1) in coordination with human services, medical services, and other service agencies, provide immediate basic needs and processing of evacuated individuals en route to other destinations (e.g., to shelters, hospitals, etc).
 - c. Manage sheltering system for incoming evacuees
 - 1) In coordination with American Red Cross, human services and medical services, provide short-term basic needs support and processing of evacuees

EMERGENCY SUPPORT FUNCTION (ESF) 2 WARNING & COMMUNICATIONS

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in the City of Mineral Point. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The **Incident Commander** is responsible for warning and communications activities in the City of Mineral Point. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Support: County Dispatch, Emergency Response Coordinator, Iowa County Emergency Management, Mayor, City Clerk, County Dispatch

1. Warn the following:
 - a. Municipal Elected Official
 - b. Municipal Emergency Management Coordinator/Director
 - c. County Emergency Management Director/Coordinator
 - 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 (identify communications equipment i.e., telephone, pagers, mobile telephone, fax, etc.)
3. Activate public warning system. This may consist of (identify warning system i.e., sirens, door-to-door, 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 government office. The communications equipment available is (identify communications equipment i.e., telephone, pagers, fax, etc.)
5. Establish communications with Command Post if established.

EMERGENCY SUPPORT FUNCTION (ESF) 3 PUBLIC WORKS

KEY ACTION CHECKLISTS

The **Public Works Dept.** is responsible for public works activities in the City of Mineral Point. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Support: Emergency Response Coordinator, Police Dept., Fire Dept., Iowa County Emergency Management, Mayor, Iowa County Highway Dept.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the City EOC/Command Post.
3. Review the disaster situation with field personnel and report the situation to the City Emergency Management Director.
4. Maintain transportation routes.
5. Establish contact with all public and private utilities providers.
6. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
7. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
8. Provide emergency generators and lighting.
9. Assist with traffic control and access to the affected area.
10. Assist with urban search and rescue activities as may be requested.
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 the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

EMERGENCY SUPPORT FUNCTION (ESF) 4 FIRE SERVICES

KEY ACTION CHECKLISTS

The **Mineral Point Fire Department** is responsible for fire services activities in The City of Mineral Point. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Support: Emergency Response Coordinator, Police Dept., Public Works Dept.

1. Establish and/or respond to designated staging area, CP or City 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.

EMERGENCY SUPPORT FUNCTION (ESF) 5 EMERGENCY MANAGEMENT

MAYOR

KEY ACTION CHECKLISTS

The **Mayor** is responsible for the overall management of the City of Mineral Point. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

Support: Emergency Response Coordinator, Police, Fire, and EMS Chiefs, City Administrator, City Clerk,

The Mayor should:

1. Ensure that the Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the City Emergency Management Coordinator or designated person provides an initial damage assessment and casualty report.
4. Ensure that the City Emergency Management Coordinator and city officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the City Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. (City/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.)

CITY EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

The **City Emergency Management Coordinator** coordinates all components of the Emergency Response Plan in the City of Mineral Point. The following tasks represent a checklist of actions this department should consider.

Support: Police, Fire, and EMS Chiefs, Public Works, County Emergency Management, Mayor, City Administrator, City Clerk, All other parties.

CITY EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the City/Municipal 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 Mayor and to the County Emergency Management Director. See Attachment 1 for key action checklists for Damage Assessment.
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.

CITY CLERK-TREASURER

KEY ACTION CHECKLISTS

The **City Clerk** is responsible for their assigned activities in the City of Mineral Point. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Support: Emergency Response Coordinator, City Administrator, Mayor, Public Works Dept.

The City Clerk-Treasurer should:

1. Report to the City 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.

EMERGENCY SUPPORT FUNCTION (ESF) 6 HUMAN SERVICES

KEY ACTION CHECKLIST

The **Emergency Management Coordinator** will serve as the Human Services liaison to the County Human Services Department in the City of Mineral Point. This person will keep the County Human Services Officer informed of all human services activities needed, performed, underway, or planned within the municipality.

Support: County Emergency Management, Mayor, City Administrator, City Clerk,

The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal and county agencies/departments which provide human services type service, as identified in the County Emergency Response Plan.
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, or other agency 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.

10. EMERGENCY SUPPORT FUNCTION (ESF) 8 PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

The Mineral Point Rescue Squad is responsible for emergency medical services activities in the City of Mineral Point.

Support: Emergency Management Coordinator, Iowa County Health, Mayor, City Administrator, City Clerk, Police Dept., Public Works.

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. Establish a triage area for victims.
4. Coordinate medical transportation for victims.
5. Establish a staging area in the municipality.

The **Emergency Management Coordinator** will coordinate public health service activities with a representative from the Iowa County Public Health Department.

Support: Mineral Point Rescue Squad, Iowa County Health, Mayor, City Administrator, City Clerk, Police Dept., Public Works.

The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assure that public health needs of disaster victims are met.
2. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

EMERGENCY SUPPORT FUNCTION (ESF) 13 LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The **Mineral Point Department** is responsible for law enforcement activities in the City of Mineral Point. The Mineral Point Police Department has mutual aid agreements with [insert names of mutual aid departments here].

Support: Mutual Aid, Emergency Management Coordinator, Mayor, Public Works,

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.
2. Direct the designated law enforcement representative to report to the City EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as the 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.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP; 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:

Assist with evacuation activities.

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.

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

EMERGENCY SUPPORT FUNCTION (ESF) 15 PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The **City Clerk-Treasurer** is responsible for public information activities in the City of Mineral Point.

Support: Emergency Management Coordinator, Mayor, City Administrator.

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 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 as directed by the chief elected official.