

# Emergency Management Plan

## VILLAGE OF BROOKLYN Statements of Purpose and Responsibility Emergency Management Committee

### **Village Board Statement of Responsibility:**

The Village Board assumes ultimate responsibility to the citizens of the Village of Brooklyn for the state of emergency preparedness and the capability of the village to cope with, and recover from, an emergency disaster situation with minimum ill effects.

### **Village of Brooklyn Statement of Purpose:**

Local government is responsible for establishment of an Emergency Management Program which provides the resources for the implementation of policies and procedures necessary to manage their community's needs during emergency situations. Policies and procedures help local government leaders and emergency response staff coordinate their efforts efficiently during periods of extreme chaos. This document describes how the community will manage hazards and the effects of disaster.

### **Comprehensive Emergency Management:** The four phases of emergency activity

1. MITIGATION of potential hazards.
2. PREPAREDNESS for an emergency.
3. RESPONSE to the emergency.
4. RECOVERY from an emergency.

Stated simply, it is the goal of a comprehensive emergency plan to: Protect life, provide public safety, provide emergency stabilization, and preservation of property.

### **1. Potential Hazards:**

2. Civil Disorder including terrorism
3. Drought
4. Earthquake
5. Energy Emergency
6. Fire
7. Flood
8. Hazardous Materials Incidents
9. Heat Wave
10. Major Transportation Incidents
11. Nuclear Attack
12. Severe weather Thunderstorms/Tornadoes/Winter Storm

### **1. Assumptions:**

2. Hazards and disaster affect people as individuals, as members of groups and as citizens.
3. Individually and collectively, people manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery) to an extent determined by factors including perception of risk and resource availability.
4. Individuals, groups, and communities respond to crisis in ways that enhance survival by minimizing loss of life, reducing harm and minimizing property damage. This response occurs regardless of the nature of the crisis.
5. The capacity to manage hazards and the effects of disaster varies among individuals, groups, and communities. Some individuals, groups and communities will need more help during disaster response than others.

6. Reactions to crisis are shaped by role relationships – spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take.

### **G. Agencies:**

1. ADMINISTRATION: Municipal officers, including elected officials, clerk and other administrative officers participate in, oversee and support emergency management activities, especially preparedness and response.
2. HUMAN SERVICES: Dane and Green County Human Services coordinate Emergency Human Services in County and Emergency Public/Environmental Health concerns. The American Red Cross and other agencies are primary service providers. Services may include:
3. Congregate care (temporary shelter, food, clothing, etc.)
4. Food coupons and food commodities
5. Monetary grants
6. Crisis counseling
7. Emergency Public/Environmental Health services may include:
8. Health and medical care at shelters
9. Inoculation of victims and/or potential victims.
10. Distribution of antidotes, drugs, etc. to shelters
11. Support and medical care for those who cannot be evacuated
12. LAW ENFORCEMENT: The Brooklyn Police Department provides primary law enforcement service in the Village. The Dane County Sheriff's Office provides primary law enforcement service for Town of Oregon and Town of Rutland. The Green County Sheriff's Office provides primary law enforcement service for Town of Brooklyn. The Rock County Sheriff's Office provides primary law enforcement service for the Town of Union.

1. WARNING/COMMUNICATIONS: Dane County Public Safety Communications (9-1-1) Center coordinates emergency communications and is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system.
2. FIRE SERVICES/HAZARDOUS MATERIALS (HAZMAT) RELEASES: The Brooklyn Fire Department provides fire services and limited response to hazmat releases in the community.
3. Dane County contracts with the City of Madison Fire Department (MFD) who responds to Level B hazmat releases by contract with Dane County, and to Level A hazmat releases by state contract. Green County portion is under contract through Dane County Contract. This includes the Rock County portion of the fire district.
4. EMERGENCY MEDICAL SERVICES (EMS): The Brooklyn EMS District provides emergency medical care and transportation in the Village of Brooklyn, and portions of Town of Brooklyn (Green County), Towns of Oregon and Rutland (Dane County), and Town of Union (Rock County).
5. PUBLIC WORKS: The Brooklyn Public Works Department maintains and plows village streets, maintains parks, playgrounds and cemetery, collects brush, leaves, and yard waste, maintains community building, operates the water system, waste water and storm water collection systems.
6. UTILITIES: Alliant Energy supplies electricity and natural gas to the community. Frontier and Charter provide telephone/cable services to the community.

### **H. Comprehensive Emergency Management:**

The four phases of emergency activity are mitigation, preparedness, response, and recovery. Actions in all four phases constitute the emergency management program.

1. MITIGATION: Activities eliminate hazards, reduce the probability of their

occurrence, or reduce the effects of unavoidable disasters. Examples of general mitigation activities are:

- a. building codes, zoning and land use management,
- b. building use regulation,
- c. preventative health care,
- d. and public education.

2. **PREPAREDNESS:** Activities are necessary to the extent that mitigation activities have not or cannot prevent disasters. Examples of general preparedness activities are: emergency planning, training and exercising;

- a. warning and communications systems,
- b. identifying potential shelters,
- c. mutual aid agreements,
- d. obtaining essential resources and maintaining inventories,
- e. public education, etc.

3. **RESPONSE:** Activities follow notice of an impending or potential emergency or after its occurrence. Examples of general response activities are:

- a. public warning/information,
- b. mobilization of personnel and equipment,
- c. search and rescue,
- d. evacuation,
- e. shelter,
- f. damage assessment,
- g. emergency declaration.

4. **RECOVERY:** Activities begin immediately after the effects of the emergency are known and may continue for a number of years after a disaster. Examples include:

- a. Short term – temporary housing, restoration of essential services, food vouchers.
- b. Long term – insurance, reconstruction, counseling programs.

#### **I. Direction and Control/Incident Management:**

1. During routine activity, the established procedures for managing incidents will be used by response agencies. Some events, due to their duration or other factors, may require coordinated incident site management. In those cases, all appropriate agencies will be represented at the Command Post (CP) and support will be provided through established structures.
2. During actual or imminent disaster events, all agencies will respond in accordance with both their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions set forth herein will govern:
3. When an EOC is established it helps to enhance the Command and Management component designed to enable effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. The structure is based on three key organizational constructs: The Incident Command System, Multiagency Coordination Systems, and Public Information. This process allows all levels of government and all disciplines to work together more efficiently and effectively.

#### **J. Administration and Logistics:**

1. Each participating agency will be responsible for maintaining records of expenditures, resources used and other cost information associated with this plan, especially costs generated by an emergency. Village Clerk will be responsible for overall record management.
2. Certain agencies maintain mutual aid agreements and/or contracts for services.

#### **K. Plan Development and Maintenance:**

This plan will be updated on a yearly basis (or after use) by the Emergency Management Director. Updating time sensitive information such as resource lists, needed equipment or supplies for the Emergency Operation Center, etc.... Proposed revisions to the plan should be based on training exercise results, organization changes, actual incident data and current standards/information and submitted to the Emergency Management Committee for approval.

#### **L. Major Recovery Planning Considerations:**

Communities need to develop a comprehensive strategy and plan to strengthen their capabilities in recovery. These elements are practical matters that local governments must address to implement a successful recovery process. The elements and actions can be used as a checklist for developing local plans and for determining strengths and weaknesses in different areas.

1. Impact of insurance programs and adjusters.
2. Documentation for aid programs.
3. Management of donations.
4. Needs of business and industry.
5. Perimeter security and re-entry procedures.

#### **M. Personal Leadership:**

1. Local decision making.
2. Priority of intergovernmental relations.
3. Redevelopment of damaged areas.
4. Long-range view of rebuilt community.
5. Ability to marshal internal and external resources.

#### **N. Ability to Act:**

1. Availability of local, state and federal resources.
2. Reliance on local rather than external resources.
3. Local and administrative and technical capability.
4. Horizontal and vertical intergovernmental relationships.

#### **O. Knowing What to Do:**

1. Local knowledge of requirements for state and federal assistance.
2. Identification of sources of assistance.
3. Realistic, flexible, and current preparedness plans.

Expectations and reactions of citizens in disaster situations must be considered in recovery policymaking, planning and program implementation.

Success depends primarily on the leadership capabilities of public officials, the ability to access available resources, and knowing how to make the process work.

## **SECTION II**

### **HAZARD MITIGATION**

#### **“Acting Today to Reduce or Eliminate Damages Tomorrow”**

Effective mitigation efforts will increase the effectiveness of preparedness activities, which in turn improves response and recovery.

1. **Purpose and Benefits of Mitigation:**
2. Saving lives and property by reducing vulnerability to disasters.
3. Saving money because the costs of mitigation are less than the costs of recovery and rebuilding.

4. Increasing community wellness.
5. Resuming business operations quickly.
6. Resuming local government quickly.
7. Shortening the recovery period for the community.
8. Making the area more attractive to individuals and businesses by demonstrating a significant commitment to its inhabitants.
9. Promoting public participation.
10. Guiding post-disaster recovery.
11. Increasing funding eligibility.

**1. Mitigation action takes place during every phase of emergency management:**

2. Preparedness, response and recovery.
3. To be effective, these activities must occur before, during and after a disaster.
4. Disaster victims expect local government to be fully prepared to respond to the consequences of any event.

**1. Courses of Actions Available to Local Government:**

2. Adopt and enforce building codes.
3. Develop hazard information systems to process, store and retrieve data.
4. Establish and enforce land use management programs that contribute to the economic well being of the community.
5. Ensure that inspection and monitoring procedures are compiled and documented.
6. Adopt stringent safety codes.
7. Adopt ordinances that support mitigation and recovery activities.

**1. Preparedness – All Hazards:**

1. Develop and exercise appropriate hazard-specific emergency response procedures.
2. Maintain an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Counties.
3. Train personnel involved in emergency response including “Nontraditional” volunteer groups if available.
4. Inform and provide opportunities for training and education in emergency response and preparedness.

**1. Comprehensive Emergency Management:**

2. Identify and address vulnerabilities in warning and communication systems.

1. Develop: Dane county maintains warning siren.
2. Energy Emergency: Work with utility companies on minimizing utility outage.

**1. Fire:**

2. Fire Inspection Services,
3. Smoke/CO Detectors installed and maintained in public and private buildings,
4. Fire Department Planning with construction companies,
5. Sprinkler Systems installed in certain new construction.

**1. Flood:**

2. Identify areas and key facilities susceptible to flooding and level of risk.
3. Inform citizens of the flood hazard, the steps the community is taking to manage the hazard and the steps they can take to manage the hazard (accept responsibilities for damage reduction when floods strike; gear building work towards the threat of floods; observe limitations on land use and other uses; cover the residual risk by insurance – including in the areas protected by walls and dykes).

4. Implement sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).

1. **Hazardous Materials:**

2. Identify the chemicals in the community, how the community manages the hazard and how they can protect themselves.
3. Maintain information about facilities that use, store or produce hazardous materials and their response plans and about transported hazardous materials.
4. Enforce applicable manufacturing, storage and handling codes and codes governing transportation of hazardous materials.

1. **Major Transportation Incidents (MTI):**

2. Identify and Implement mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.).

1. **Weather Incidents:**

2. Identify shelter areas in public buildings and available private buildings.
3. Inform citizens about the weather and related health and safety issues.
4. Develop sound plan management in regards to the conditions. Plan to manage the conditions.