

William Wentlandt
Chief

Mark A. Sain
Assistant Chief

Fire Department

October 18, 2005

Alderman Michael Murphy
10th District
City of Milwaukee
200 E. Wells St., Room 205
Milwaukee, WI 53202

Dear Alderman Murphy:

My staff has made me aware that questions have been raised during recent Finance and Personnel Committee meetings regarding the status of Emergency Operations and Evacuation Plans for the City of Milwaukee. Attached is a copy of the current Emergency Operations Plan (EOP) for the City of Milwaukee.

Our staff is prepared to provide you with an overview of how the current EOP was developed, the current organizational structure and responsibilities of respective city departments, and the current efforts of the Milwaukee Fire and Police Departments to update these documents. Currently, two initiatives are in process to further clarify the roles and responsibilities of all city agencies to prepare for, respond to, and recover from any emergency.

The Continuation of Government (COG) and Continuation of Operations Plan (COOP) initiatives will bring Milwaukee's plan in line with current Federal and State expectations. The primary agencies involved in these efforts are the Milwaukee Fire Department, Milwaukee Police Department, and Milwaukee Health Department. All City of Milwaukee departments have been engaged in the recent COOP and COG efforts.

The next COOP and COG meetings are scheduled for October 27, 2005. You are welcome to attend. Mr. Fronk, as the Mayor's Urban Area Security Initiative (UASI) designee, is also aware of this process.

Additionally, it may also be important for you to be briefed on the Incident Command System (ICS) which originated in the fire service and has been in place in the MFD for almost 20 years. We can also provide you with some insight on the timetable for completing City of Milwaukee Emergency Operations Plan updates and the need to reflect these changes through refinements of the City Charter and Ordinance.

City Attorney Bruce Schrimpf has been a critical advisor to these efforts. Finally, we can provide you with an overview of the current operational relationship between the city, county, state, and federal governments. Please contact my office directly and advise me on how you would like to proceed.

Sincerely,

WILLIAM WENTLANDT
Chief

WW/jb
Letters&Memos\Alderspersons\FinanceCOOPCOG1005

City of Milwaukee
EMERGENCY OPERATIONS PLAN

This plan is a guide to assist City of Milwaukee agencies in responding to a major emergency event. The plan is incorporated into the county emergency management program for additional resources.

INSTRUCTIONS

The municipal plan is part of the county emergency operations plan and written to complement the county plan. The plan contains procedures specific to the City of Milwaukee municipality. This guidance provides a basic format and lists actions that City agencies should consider in an emergency or disaster situation. It is recognized, however, this document is provided for guidance only.

EMERGENCY TELEPHONE LISTINGS

DEPARTMENT	TELEPHONE NUMBER
City of Milwaukee Fire Department	9-1-1
City of Milwaukee Police Department	9-1-1
Milwaukee County Sheriff's Department	9-1-1
Mayor	286-2200 286-3720 or 286-2150
Common Council President	286-3779 or 286-2150
City Clerk	286-3781 or 286-2150
City Treasurer	286-2240 or 286-2150
State Emergency Management Duty Officer	1-800-943-0003
Municipal Office of Emergency Government	9-1-1
Milwaukee County Office of Emergency Management	278-4709
Warning/Communications (Police Department)	935-7472
Neighborhood Services (Building Inspection)	286-2542 or 286-2150
Public Works	286-8282 or 286-2150
Health Department	286-3521 or 286-2150
Public Information (Mayor's Office)	286-2200 286-3720 or 286-2150

EMERGENCY OPERATIONS CENTER ALERTING LIST

1. *City Emergency Director 9-1-1*
Office Telephone: 286-8947
Home Telephone: 286-9999 (Fire Dispatcher)
2. *Mayor*
Office Telephone: 286-2200 or 286-3720
Home Telephone: 286-2150 (City Hall Switchboard)
3. *Common Council President*
Office Telephone: 286-3779
Home Telephone: 286-2150 (City Hall Switchboard)
4. *City Clerk*
Office Telephone: 286-3781
Home Telephone: 358-0157 or 286-2150 (City Hall Switchboard)
Cell Phone: 708-9151
5. *City Treasurer*
Office Telephone: 286-2240
Home Telephone: 546-1677 or 286-2150 (City Hall Switchboard)
6. *Police Chief/Deputy 9-1-1*
Office Telephone: 935-7200
Home Telephone: 935-7472 (Police Dispatcher)
7. *Fire / EMS (On-duty Firefighting Deputy Chief - Car 3)*
Office Telephone: 286-8950
Car 3 Cell Phone: 397-9444
Chief's Aide (Eng. 25): 286-5241
Chief's Aide Cell Phone 349-6345 708-1367 will answer
8. *Supervising Engineer – Department of Public Works*
Office Telephone: 286-3303
Home Telephone: 321-0518 or 286-2150 (City Hall Switchboard)
Cell Phone: 708-5336
9. *Commissioner/Health Officer*
Office Telephone: 286-3521
Home Telephone: 286-2150 (City Hall Switchboard)
Pager: 557-8833 / 407-5720
10. *Neighborhood Services Commissioner/Deputy Commissioner*
Office Telephone: 286-2542 / 286-2548
Home Telephone: 332-1845 / 444-5472, or 286-2150 (City Hall Switchboard)

See attachments for Organizational Charts.

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
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 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

CITY ORDINANCES

COUNTY ORDINANCES

ACRONYMS

BLS/ALS	BASIC LIFE SUPPORT/ADVANCED LIFE SUPPORT
CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DEM	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
SARA	SUPERFUND AMENDMENT REAUTHORIZATION ACT
UDSR	UNIFORM DISASTER SITUATION REPORT

CITY OF MILWAUKEE EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This plan has been developed to provide procedures for the City of Milwaukee agencies to respond to various types of emergencies or disasters affecting the city. It provides a link to procedures that will be used by county government, as the City of Milwaukee is part of the county emergency management program. This plan is to be used in conjunction with the Milwaukee County Emergency Operations Plan (EOP). The plan shall be reviewed and updated annually.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property and environment in Milwaukee County. These hazards are outlined in the Milwaukee County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC) and with City of Milwaukee agencies.

C. CONCEPT OF OPERATIONS:

City officials have primary responsibility for disasters which take place within the community. They will activate the appropriate municipal agencies to deal with said disaster. The chief elected city official or the city emergency (fire chief) coordinator is responsible for coordinating the response of city agencies and coordinating the response with county officials if county assistance is necessary.

Actions the city and county should consider if this municipal plan is activated.

1. City agencies assess the nature and scope of the emergency or disaster.
2. If the emergency can be handled locally, do so utilizing the procedures outlined in this plan for the affected agencies.
 - a. The Emergency Coordinator advises the Mayor, City of Milwaukee, and coordinates all emergency response actions.
 - b. The Mayor, City of Milwaukee, declares a local state of emergency and notifies the Milwaukee County Emergency Management Director of this decision.
 - c. Forward the City of Milwaukee state of emergency declaration to the Milwaukee County Emergency Management office.
 - d. The City Emergency Management Coordinator activates the city EOC.

- e. City of Milwaukee emergency response officials/agencies respond according to the checklists and protocol, as outlined in the Attachments A-K.
 - f. The Mayor or designee directs departments/agencies to respond to the situation.
 - g. The Mayor or designee issues directives as to travel restrictions on local roads and recommends protective actions as deemed necessary.
 - h. Notify the public of the situation and appropriate actions being considered.
 - i. Keep county officials abreast of the emergency situation and actions taken.
 - j. List any other procedures appropriate for your municipality.
3. If city resources become exhausted or if special resources are required, request county assistance through the Milwaukee County Emergency Management Director.
 4. When assistance is requested, the Milwaukee 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 municipal resources.
 - f. Notify Wisconsin Division of Emergency Management (DEM) Regional Director.
 - g. Forward a 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 State DEM.
 7. When state assistance is requested, the DEM 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 DEM Regional Director immediately notifies the State DEG 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 EOP and the County EOP.

D. ORGANIZATION:

See attachment (City of Milwaukee Organizational Chart - page 23).

E. RESPONSIBILITIES AND TASKS:

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

F. RESOURCE MANAGEMENT:

Additional support from Milwaukee County Departments may include county emergency annexes.

Mutual Aid Reciprocal Agreements:

County Annexes currently in effect.

Support from Private Agencies/Volunteer Groups:

Resources available from the Red Cross, Salvation Army, Schools, Clergy Associations, American Association of Retired Persons, etc.

Support from State and Federal Agencies:

Information and assistance to secure 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 DEM Regional Director to the DEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The City of Milwaukee EOP Development Team is composed of representatives from various agencies. These agencies are responsible for developing and maintaining this plan.

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

Mayor or Designee

City Emergency Management Director (Fire Chief)

City Common Council President

Police Chief

Fire Chief

ATTACHMENT A

MAYOR
(or Designee)

KEY ACTION CHECKLIST

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

1. Ensure that the appropriate City department, emergency coordinator or designated person has activated the Emergency Operations Center (EOC) and/or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the City Emergency Coordinator or designated person provide an initial damage assessment and casualty report. Private property structural damage is submitted by Department of Neighborhood Services, and Public property damage is submitted by the Department of Public Works.
4. Ensure that the City Emergency Coordinator and city officials brief the EOC staff as to the status of the disaster.
5. Be prepared to issue a declaration, or state of emergency.
6. Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. Notify President of Common Council, City Clerk, Public Safety, Finance & Personnel Chairs and apprise of situation. In consultation with the City Emergency 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 state or federal assistance is requested, specify the type and amount of assistance needed or anticipated.

ATTACHMENT B

PUBLIC INFORMATION

(Mayor's Office)

KEY ACTION CHECKLIST

The Office of the Mayor or his designee is responsible for public information activities in the city of Milwaukee. 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. (Notify Common Council President and Publications and Information representative.)
 - Coordinate efforts with staff of the Common Council's Publications and Information section.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Assist DNS with the securing of structurally unsound structures.
4. Establish news media briefing room and brief the media at periodic intervals.
5. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
6. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
7. Assist the county in establishing a Joint Public Information Center.
8. Assist the county with establishing a Rumor Control Center.
9. Issue protective action recommendations or public service advisories as directed by the chief elected official.
10. Establish liaison with county EOC to gather information regarding locations and addresses where damage occurred, whether structural or not, and provide a brief description. Also information pertaining to the building owner. Is it occupied, rental and/or a commercial property.

ATTACHMENT C

CITY EMERGENCY DIRECTOR

(Fire Department)

KEY ACTION CHECKLIST

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

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director have been notified, key facilities warned, as per considerations in Attachment D (Warning/Communications).
3. Activate the City EOC (see EOC Alerting List).
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor or designee.
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 necessary actions to obtain needed resources.
7. Ensure that all department/agency heads have initiated protocol to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT D

FIRE DEPARTMENT/EMS SERVICES

KEY ACTION CHECKLIST

The City of Milwaukee Fire Department is responsible for FIRE/EMS service activities in the city of Milwaukee. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

1. Initiate the Milwaukee Fire Department's *Incident Command System (ICS)*.
2. The Support Battalion Chief (SBC) shall document the arrival and deployment of emergency personnel and equipment.
3. Public Information Officer (internal PIO) designation:
 - a. On-duty Firefighting Deputy Chief (Car 3) at scene.
 - b. Deputy Chief of Administration (Car 13) located at the EOC.
4. If additional assistance is necessary, utilize the respective County Annex plans:
 - a. Fire
 - b. Emergency Medical Activities (BLS/ALS)
 - c. Terrorist Activities
 - d. Natural Disasters - Severe Weather (e.g., flood, tornadoes)
 - e. Hazardous Material Incidents (Haz-Mat)
 - f. Special Teams operation - Dive Rescue, Hurt (Heavy Urban Rescue Team)
 - g. Involvements with Special Events - (Circus Parade, Summerfest, Ethnic Festivals, etc.)

Other responsibilities may include:

1. If the County EOC is activated, establish and maintain contact with the person representing fire services.
2. If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.
3. Establish and/or respond to designated staging area, CP or City EOC, as necessary.
4. Assist Law Enforcement in warning the affected population.
5. Rescue injured/trapped persons.
6. Protect critical facilities and resources.

7. Designate a person to record the arrival and deployment of emergency personnel and equipment.
8. Assist with evacuation, as necessary.
9. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
10. Liaison with agency EOC, if activated by Police Department.

ATTACHMENT E

COMMON COUNCIL PRESIDENT/CITY CLERK/TREASURER

KEY ACTION CHECKLIST

The Common Council President/City Clerk/Treasurer is responsible for their assigned activities in the city of Milwaukee. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

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:
 - a. Provide information regarding a dollar value of property damaged as a result of the disaster.
(DNS assesses private property for structural damage.)
(DPW assesses public property damage.)
 - b. Provide information (name, telephone number, etc.) regarding the owner(s) of property which has been damaged/destroyed as a result of the disaster.
(Information available through county hotline and DNS in dealing with damage assessment.)
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 F

WARNING/COMMUNICATIONS

(Police Department)

KEY ACTION CHECKLIST

The Warning and Communications function in the city of Milwaukee is the responsibility of the Milwaukee Police and the Milwaukee Fire Departments respectively. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation:

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 to their staff at their department offices and their staff at the incident site. This equipment consists of telephone, pagers, mobile telephone, fax, etc.

3. Activate public warning system. This may consist of:
 - a. Media Information
 - b. Sirens
 - c. Door-to-Door
 - d. Telephone

4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available are telephone, pagers, fax, etc.

5. Establish communications with Command Post(s), if established.

ATTACHMENT G

POLICE DEPARTMENT KEY ACTION CHECKLIST

The Police Department is responsible for law enforcement activities. 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 report as situation dictates.
2. Direct the designated law enforcement representative to report to the City EOC/CP.
3. Secure the affected area to perform traffic and crowd control.
4. Participate in warning the public as situation dictates.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate.
6. Direct officer(s) to close off the damage site area and to stop and redirect 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 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.

Anticipate your department's needs for personnel and equipment 24-hours in advance. If additional assistance is necessary, utilize proper channels.

ATTACHMENT H

DEPARTMENT OF NEIGHBORHOOD SERVICES

(Building Inspection)

KEY ACTION CHECKLIST

A designee from the Department of Neighborhood Services (Building Inspection) will serve as the Neighborhood Services Coordinator in Milwaukee and is responsible for neighborhood services' activities in Milwaukee. The Coordinator will organize neighborhood services' activities with a representative from Milwaukee County Emergency Management. This person will keep the County Emergency Management Officer informed of all neighborhood services' activities performed, underway, or planned within the city. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation:

1. Inspect privately-owned buildings for damage. Order them vacated, if deemed uninhabitable.
2. Conduct necessary inspections to assure integrity of structures following an incident, and that there is no danger of additional damage.
3. Establish and maintain contact with local building, electrical plumbing and mechanical contractors to obtain their services when required.
4. Assist in preparation of initial damage assessment report and revisions to it.
5. Conduct inspections necessary to code enforcement, such as fire, residential housing, structural, mechanical, plumbing, gas and electrical.
6. Review private sector engineering plans, prior to construction, to ensure building code compliance
7. Animal control.
8. Control of general sanitary nuisances such as refuse.
9. Coordinate control of disease vectors, including rodents and insects.
10. Assist disaster victims in documenting losses to property.
11. Report private property damage to Damage Assessment Team (parallel to DPW role for public facilities).

ATTACHMENT I

PUBLIC WORKS

KEY ACTION CHECKLIST

The Department of Public Works is responsible for public works activities in Milwaukee. 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 report as the situation dictates.
2. Report to the City EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the City Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood abatement activities, to include 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 Department of Neighborhood services with the securing of structurally, unsound structures.
11. Assist private utilities with the shutdown of gas and electric services.
12. 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.
15. Assist Milwaukee Police Department in the Emergency Operations Center (EOC).

ATTACHMENT J

HEALTH DEPARTMENT

KEY ACTION CHECKLIST

The Health Commissioner (Health Officer) or a designee will serve the Emergency Operations Center as the responsible member for public health. S/he is the Director for Public Health Emergencies for Milwaukee County (County Annex H). The Health Commissioner coordinates with the Milwaukee County Emergency Medical Services officer for emergency medical services (County Plan Annex O), and the Red Cross regarding shelter operations (County Emergency Plan Annex E). The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation:

1. Alert department personnel and establish Health staging area(s), as appropriate.
2. Dispatch representative to the EOC, if needed.
3. Assume primary operational control of events related to diseases or epidemics.
4. Assume designated roles in Weapons of Mass Destruction incidents, as outlined in the HazMed Response System (HMRS).
5. Provide technical/scientific support for incidents related to pollution, contamination, radiation or chemical incidents.
6. Establish measures to minimize secondary dangers from communicable disease, hazardous materials or unsanitary conditions.
7. Provide outreach to meet public health needs of disaster victims, including persons with special needs, in cooperation with Red Cross/Salvation Army.
8. Coordinate activities of municipal agencies/departments which provide human services (see County Resource Manual). Establish and maintain contact with County Human Services Officer at the county Department of Social Services..
9. Coordinate with Red Cross in opening and managing shelters in the municipality (Annex E).
10. Assist Public Information Officer (PIO) with hazard communications and health advice.
11. Assist with medical facility evacuation, emergency medical care, triage and medical transportation in cooperation with Emergency Medical Services (Annex O).
12. Assist in providing psychological counseling and crisis intervention for disaster victims.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLIST

The affected City of Milwaukee department is responsible for damage assessment activities in Milwaukee. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as police department, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR (Uniform Disaster Situation Report):
 - Number of fatalities.
 - Number of critical/minor injuries.
 - Number of home/businesses damaged/destroyed.
 - Number of power/telephone lines, poles damaged.
 - Number of public facilities such as highways, roads, bridges, etc. damaged.
 - Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 - Recount items 1-6 above.
 - Complete another UDSR, estimating public and private damage.
 - Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 - Update items 1-6 above.
 - Complete updated UDSR.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.

5. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
6. Record all expenditures for municipal personnel, equipment, supplies, services, etc. Track resources being used.
7. Prepare reports for the City Public Information Officer.

**OTHER POSSIBLE ATTACHMENTS TO
CONSIDER INCLUDING IN THE MUNICIPAL PLAN**

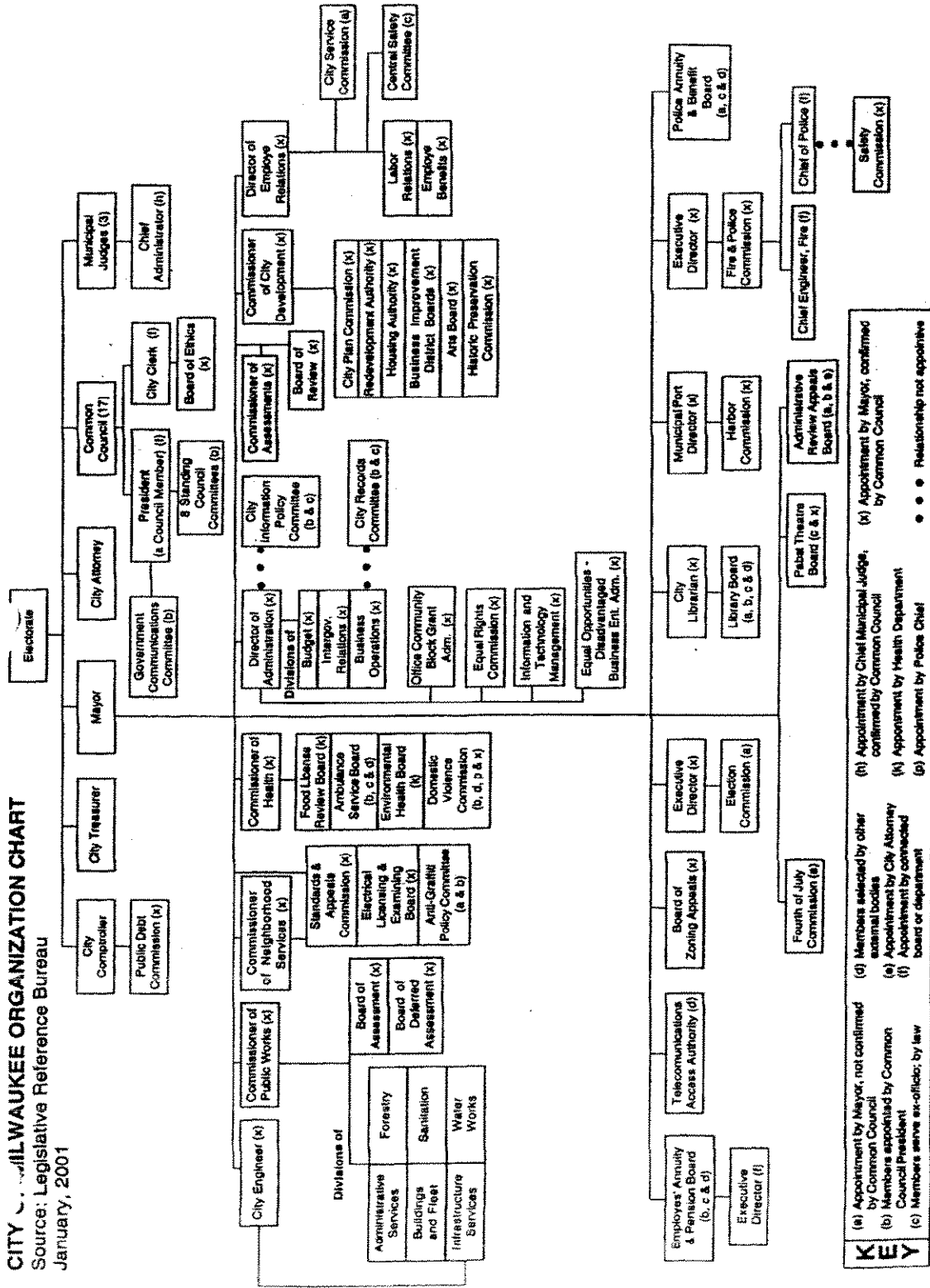
1. **LIST OF RADIO FREQUENCIES (local, state and federal agencies)**
2. **SHELTER LIST WITH MAP SITES**
3. **LIST OF SARA FACILITIES AND CHEMICALS PRESENT**
4. **EQUIPMENT/PERSONNEL RESOURCE LIST**
5. **COMMUNITY MAP**
6. **DEBRIS DISPOSAL SITE LOCATIONS**
7. **DAMAGE ASSESSMENT TEAM CALL LIST**
8. **SAMPLE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

UDSR template

2400 Wright Street P.O. Box 7865 Madison, WI 53707-7865		(608) 242-3232 (800) 943-0003 Fax (608) 242-3248	DEM USE ONLY			
DEPT. OF MILITARY AFFAIRS WISC. DIV. OF EMERGENCY MGT. UNIFORM DISASTER SITUATION REPORT			Date & Time Received:			
			Received by:			
1) Name of Person Submitting Report		Address, City, State, Zip		Phone		
2) Date & Time of Incident		3) Type of Incident/Emergency		4) Date Report Submitted to DEM		
5) LOCATION OF INCIDENT Milwaukee County (see attached map)		DEM AREA Southeast		COUNTY Milwaukee		
CITY		VILLAGE		TOWNSHIP		
SECTION		OTHER LOCATION DETAILS (attach map)				
ESTIMATED NO. OF CASUALTIES		Deaths	Injuries	Homeless	Evacuated	
7) PRIVATE SECTOR DAMAGES						
Residential		minor	major	destroyed	Est. Dollar Amount	% Insured
Business		minor	major	destroyed	Est. Dollar Amount	% Insured
Priv. Utility/Ind.		minor	major	destroyed	Est. Dollar Amount	% Insured
Agricultural		minor	major	destroyed	Est. Dollar Amount	% Insured
Agricultural-cont. No. -		Livestock Lost Est. Dollar Amount		No. of Acres -	Crops Affectd Est. Dollar Amount	
8) TOTAL ESTIMATED PRIVATE SECTOR DAMAGE						
9) PUBLIC SECTOR DAMAGE ESTIMATES						
A) Debris Clearance		B) Protective Measures		C) Road Systems	D) Water Control Facilities	
E) Public Bldgs. & Related Equip.		F) Public Utility Systems		G) Other (not incl. in preceding categories)		
10) TOTAL ESTIMATED PUBLIC SECTOR DAMAGE						
11) DESCRIPTION OF LOCAL ACTIONS TAKEN OR TO BE TAKEN						
12) DESCRIPTION OF OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED						
13) ADDITIONAL COMMENTS (incl. economic or other impacts on affected communities)						

CITY OF MILWAUKEE ORGANIZATION CHART

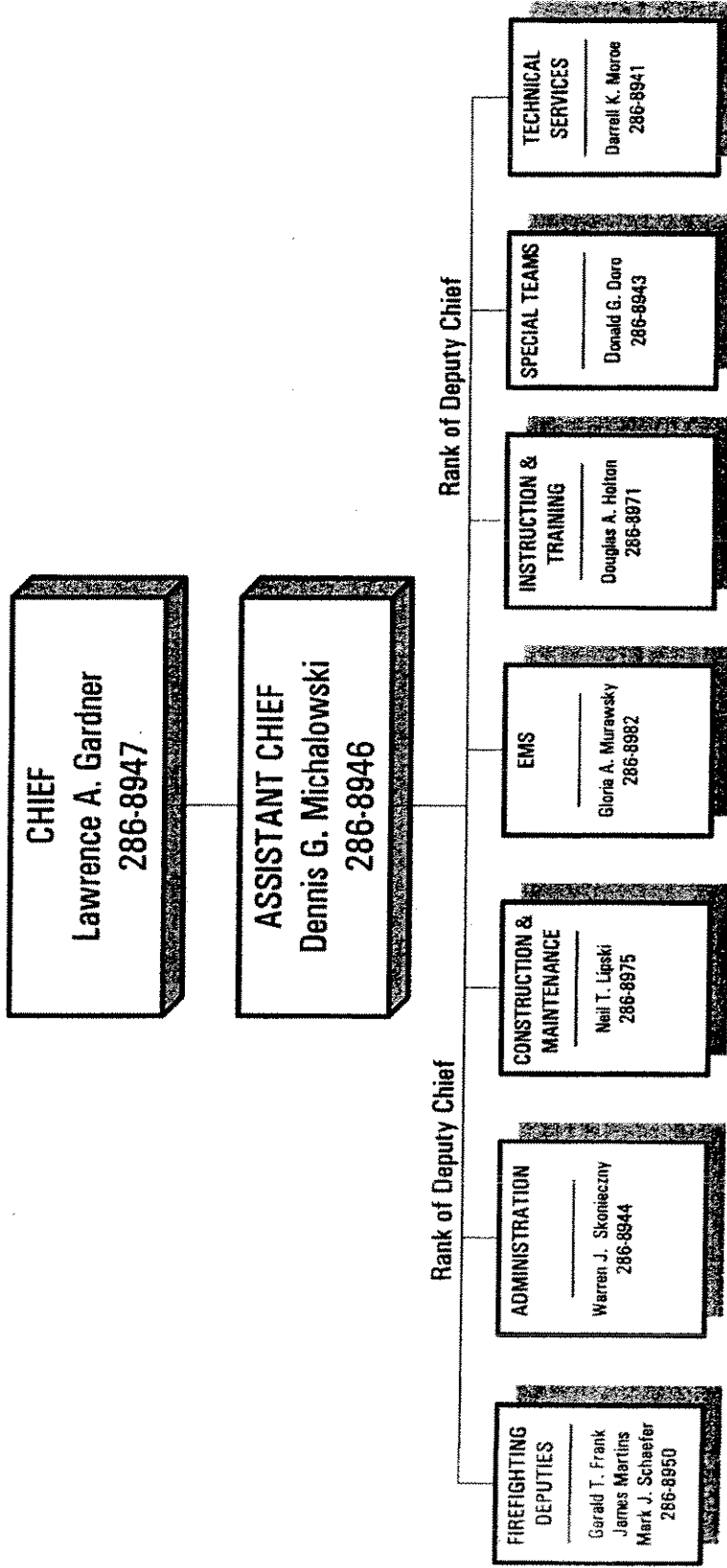
Source: Legislative Reference Bureau
January, 2001



KEY

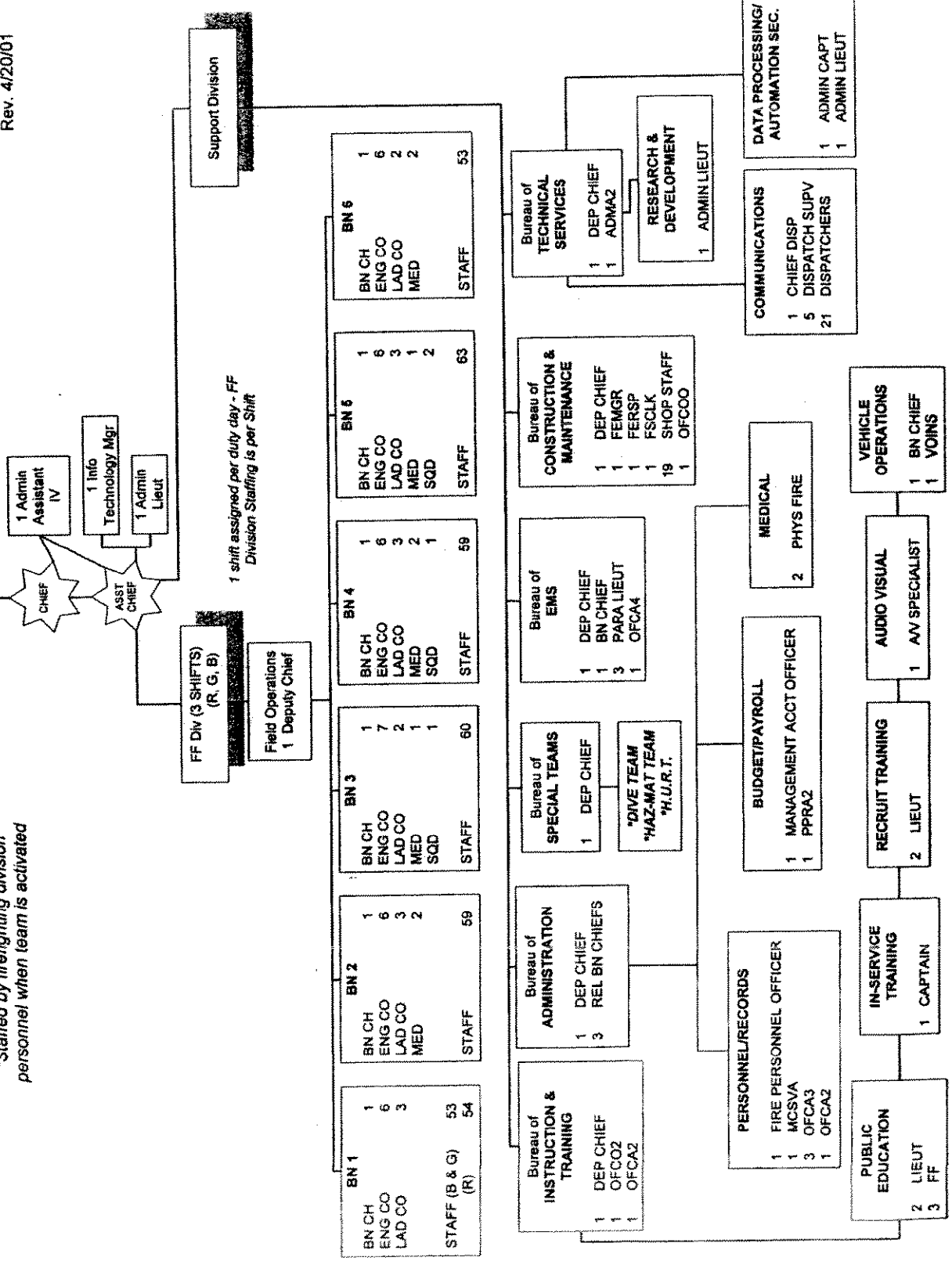
(a) Appointment by Mayor, not confirmed by Common Council
 (b) Members selected by other ex-officio; by law
 (c) Members appointed by Common Council President
 (d) Appointment by City Attorney
 (e) Appointment by connected board or department
 (f) Appointment by Police Chief
 (g) Members selected by other ex-officio; by law
 (h) Appointment by Mayor, confirmed by Common Council
 (i) Appointment by Health Department
 (j) Appointment by Police Chief
 (k) Relationship not appointive

MILWAUKEE FIRE DEPARTMENT



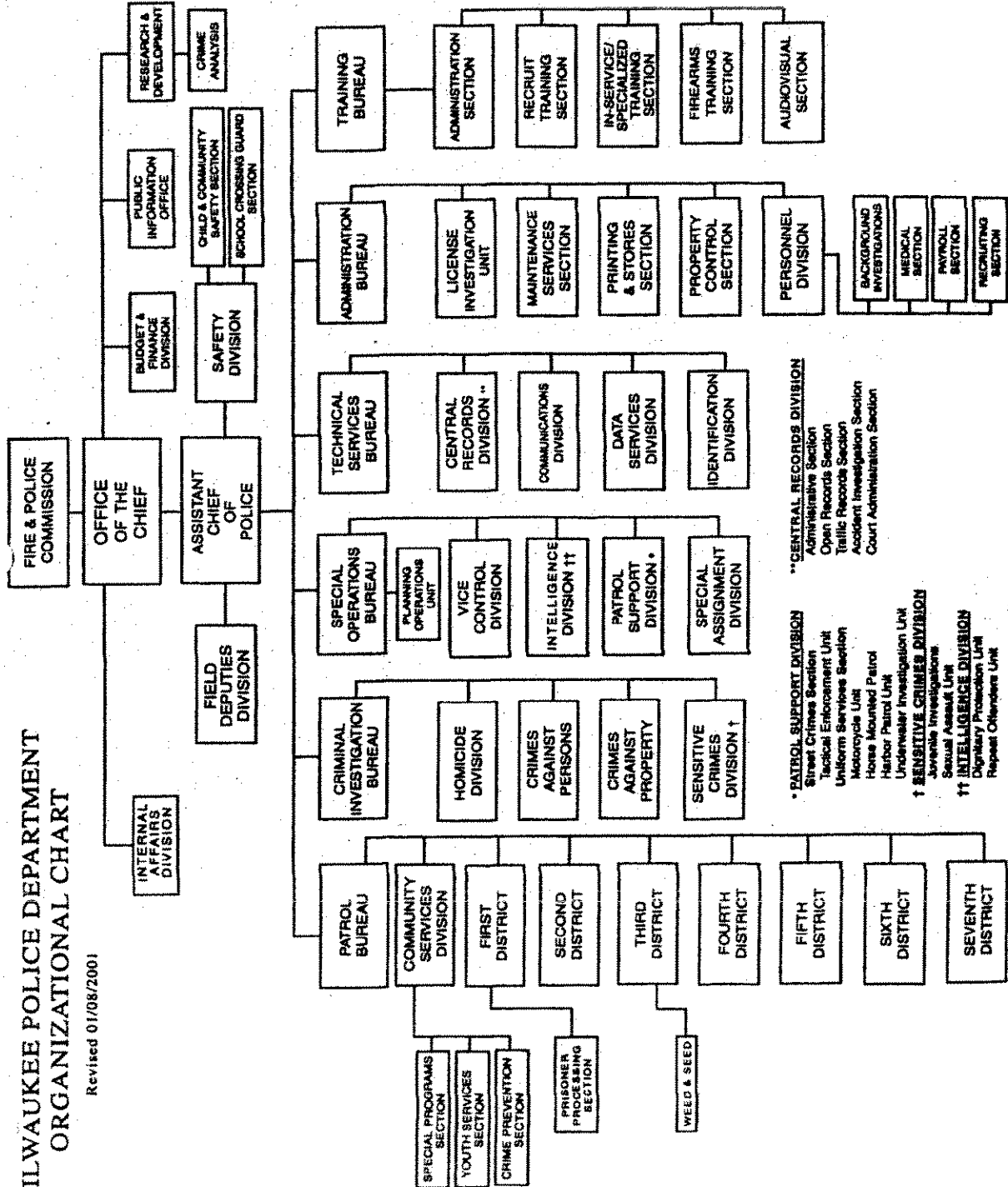


*Staffed by firefighting division personnel when team is activated



MILWAUKEE POLICE DEPARTMENT ORGANIZATIONAL CHART

Revised 01/08/2001



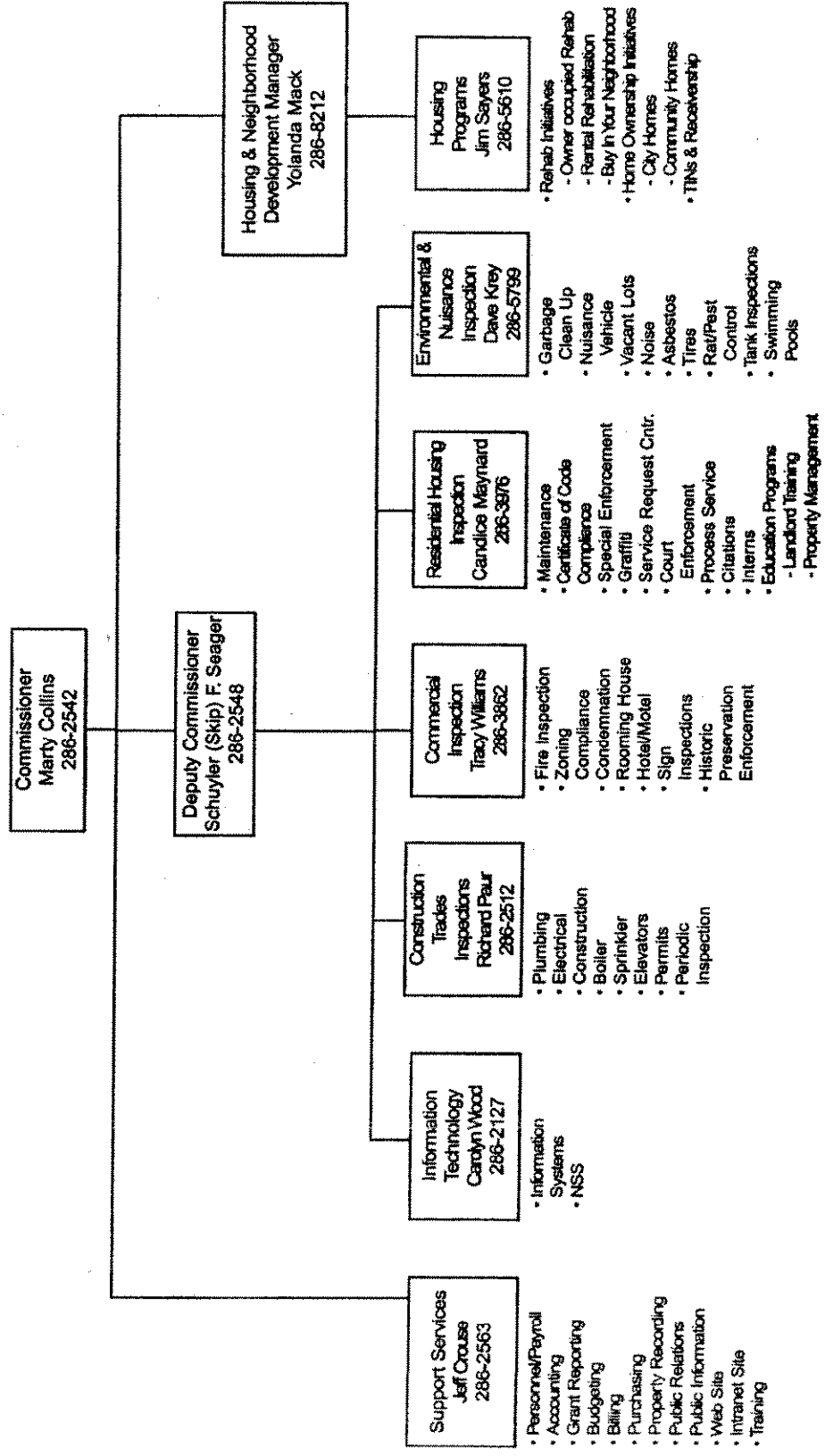
* PATROL SUPPORT DIVISION
Street Crimes Section
Tactical Enforcement Unit
Uniform Services Section
Motorcycle Unit
Horse Mounted Patrol
Harbor Patrol Unit
Underwater Investigation Unit

† SENSITIVE CRIMES DIVISION
Juvenile Investigations
Sexual Assault Unit

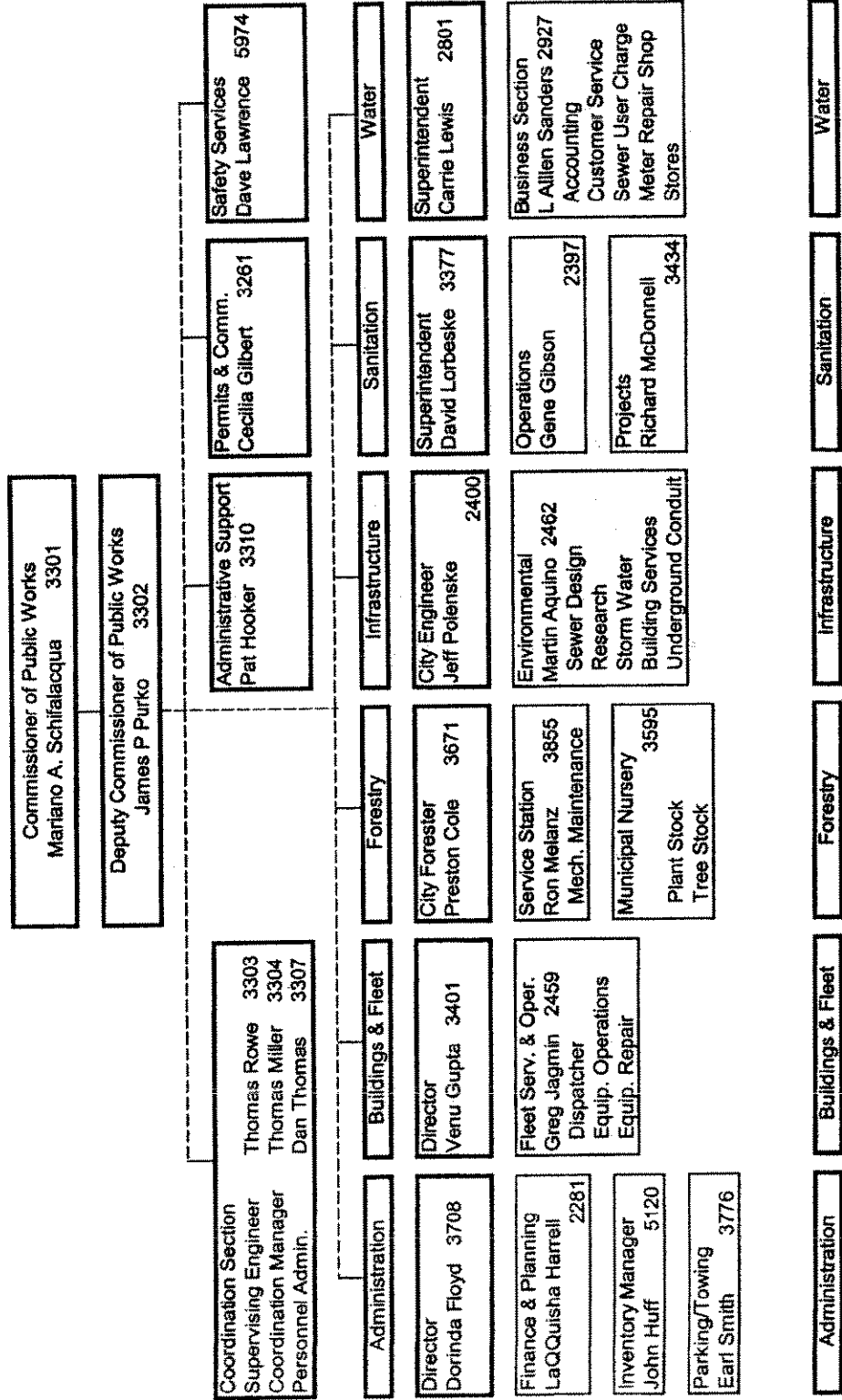
†† INTELLIGENCE DIVISION
Deputy Protection Unit
Rapist Offenders Unit

** CENTRAL RECORDS DIVISION
Administrative Section
Open Records Section
Traffic Records Section
Accident Investigation Section
Court Administration Section

Department of Neighborhood Services – REV 4.1



DEPARTMENT OF PUBLIC WORKS



Design & Construction
Bermie Mielcarek 3402
Architectural Design
Mechanical Design
Recreational Fac.
Communications

Facilities Mgmt.
Joe Jacobson 3405
HVAC
Custodial
Security

Facilities Repair
Gary Kulwicki 3406
Carpentry
Painting
Electrical
Communications

Forestry Districts
North
Robert McFadyen 2003
Central
Jeffrey Boeder 8660
South
Ken Ottman 3593
Boulevards
Urban Forest

Transportation 2401
Jeff Dillon
Planning
Traffic Studies
Permits/Spec. Priv.
Project Programming
Structural Design
Traffic & Ltg. Design
Traffic Operations
Street Lighting
Central Drafting

Construction 2430
Donald Janke
Construction Coord.
Contract Admin.
South District
Ghassan Korban 2461
North District
Thomas Rach 2443

Field Operations
Jerry Zaremba 3437
Street & Bridge Oper.
Jeff Dellemann 2078
Sewer Maintenance
James Koster 3736
Electrical Services
Franklin Words 3457
Signal & Sign Shops
Parking Meters
Pavement Markings
Street Lighting

Recycling
Michael Engelbart 2355

Area Managers
North
Frank Ballistreri 2334
Central
Rick Leonard 2329
South
Patricia Cybulski 2333
Solid Waste Collect.
Recycling
Special Pickup
Snow and Ice

Plant Section
Linnwood Purif. Plant 2880
Howard Purif. Plant 2890
Riverside Pump. Sta. 2884

Distribution Section
Laura Daniels 2809
North District
Gary Gibson 5985
South District
Dave Goldapp 5983
Maintenance
Main Break Repair

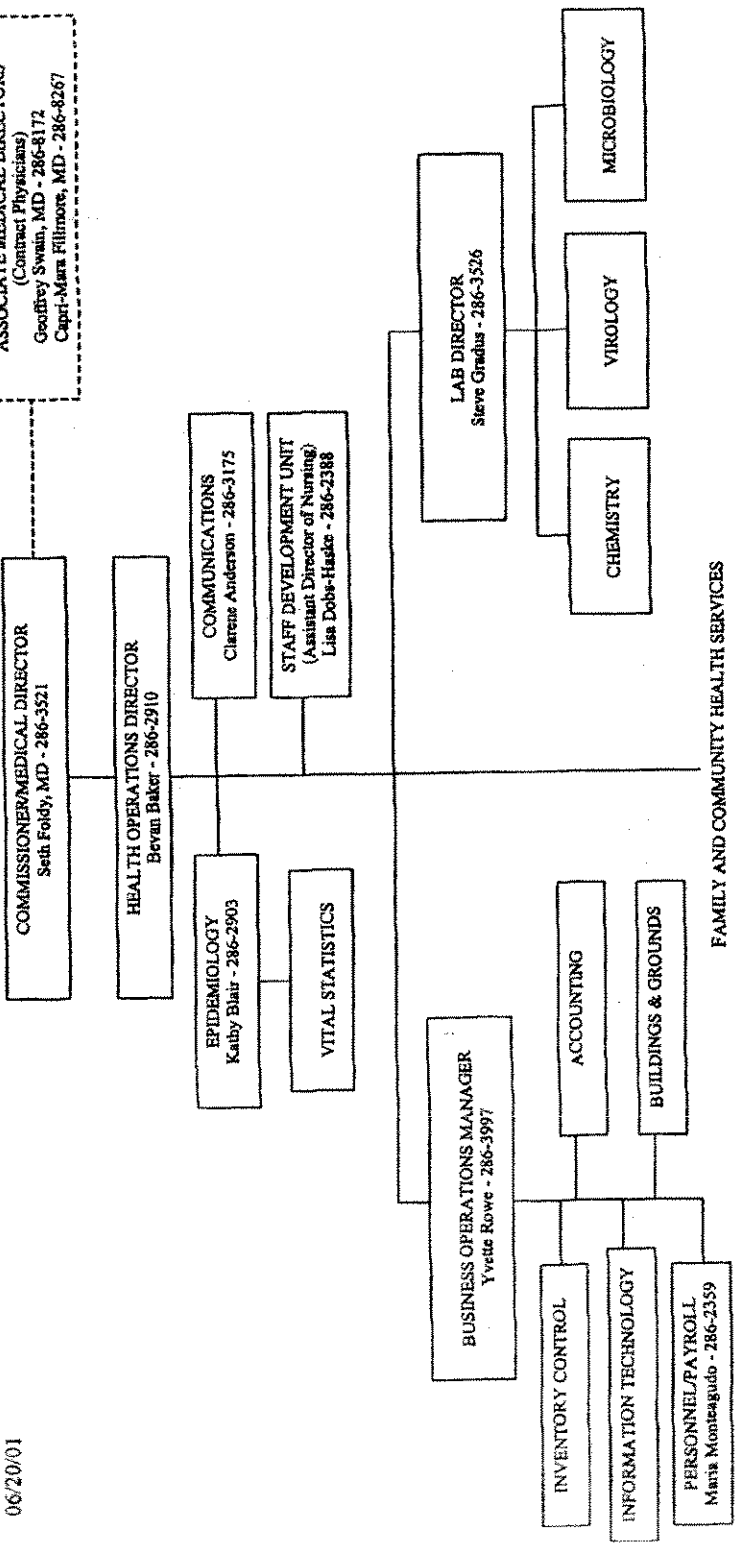
Water Quality Sect.
Lon Couillard 2226

Water Engineering
Dinah Gant 3867
Water Main Design
Mark Scheller 2427

Milwal
06/20/01

Health Department

ASSOCIATE MEDICAL DIRECTORS
(Contract Physicians)
Geoffrey Swain, MD - 286-8172
Capri-Maria Fillmore, MD - 286-8267



FAMILY AND COMMUNITY HEALTH SERVICES

