

Richland County Emergency Support Function (ESF) 5 Emergency Management

LEAD COORDINATING AGENCY: Richland County Emergency Management Agency

SUPPORT AGENCIES: Richland County LEPC, Richland County Administrator, Richland County Zoning, Richland County Health & Human Services, Richland County Conservation Wardens - WDNR, ARES/RACES

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to support the overall emergency management activities of the Richland County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC) and the response of mutual aid, state assistance, and other assets.

B. Scope

ESF 5 describes how Richland County will direct and control its personnel and resources in support of county/local governments in preparedness, mitigation, response, and recovery in compliance with the National Incident Management System (NIMS). Richland County adopted the Incident Command System for use in all operations. Richland County uses NIMS to develop the scope, size up, and scale of the incident.

ESF 5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to and recover from an incident.

II. POLICIES

Under **Richland County Ordinance 11-11**, the Richland County Emergency Management Director is the County's primary decision-maker in response and recovery operations, with the exception of civil disturbance and public health emergency.

The Richland County Administrator or Sheriff may declare a State of Emergency, as can the County Board Chair, via a resolution (creating a local ordinance) making the services and resources of county agencies available to the county emergency management director, in order to take the actions deemed necessary to coordinate the response. Line of succession in the absence of the county administrator/sheriff is the county board chair. {See: [Powers During an Emergency & Declaration by Local Government](#)}

ESF 5:

1. Coordinates all phases of emergency management.
2. Coordinates the "Chief Elected Officials" requests for local and/or state assistance.
3. Develops and coordinates mutual aid agreements and response activities in accordance with 2003 Wisconsin Act 186 and other applicable statutes/ordinances.

III. CONCEPT OF OPERATIONS

A. General

ESF 5 is activated at the Richland County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of county significance.

ESF 5 serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management, EOC operations and Incident Command.

ESF 5 coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

ESF 5 seeks out trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

The County EOC, staffed by ESF 5 and other ESFs as required, coordinates operations and provides situation reports to WEM, as needed.

During recovery operations, the County Emergency Management Office will coordinate with state/federal operations as needed.

B. Organization

The general organizational structure is described in the County Basic Plan under section V, "Organization of the Emergency Response Plan"

1. Richland County Emergency Management is the county agency that oversees emergency management operations. The Richland County Emergency Management office is located in the Emergency Services Building at 1027 N Jefferson St., Richland Center, Wisconsin 53581.
2. The Richland County Emergency Management Director is the County's decision-maker in response and recovery operations and under Richland County Ordinance 11-11. The Richland County Emergency Management Director provides the County Administrator with incident information and provides guidance pertaining to proclaiming a State of Emergency for the County. The Emergency Management Director also provides municipal chair(s) with incident information and guidance as to proclaiming local State of Emergency within their jurisdiction.
3. The Richland County Emergency Management Director or designee is delegated the authority by the Richland County Board of Supervisors to implement the Richland County Emergency Response Plan (ERP) in response and recovery operations, as needed.

4. The Richland County EOC is the primary location for coordinating the county emergency response and recovery activities. The Richland County EOC is located at 1027 N Jefferson St., Richland Center, Wisconsin 53581 and has communications and support capabilities available 24-hours a day, through 9-1-1. In the event the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC at the Richland County Courthouse or Highway Department.
5. Richland County Emergency Management is responsible for maintaining continuous (i.e., 24-hour) emergency notification through radio, television, NIXLE and NOAA weather radios. Initial notification is accomplished through the use of a 24-hour county communications emergency system, which is located at the Richland County Sheriff's Department Dispatch Center, 181 W Seminary St., Richland Center, WI 53581 (Courthouse). Notification Alerts may also be sent via NIXLE.
6. The Richland County ERP utilizes Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the county and local jurisdictions may need in order to implement hazard mitigation and preparedness to respond and recover from an emergency or disaster situation.
7. ESF 5 provides staff and coordinates the efforts of ESFs within the major functional areas, especially during EOC operations.
8. ESF 5 establishes coordination with local jurisdictions, county, state and federal agencies in accordance with the Basic Plan.
9. Richland County operates under a graduated program of four response levels depending on the situation. Each level corresponds to the disaster situation and reflects the State and DHS/FEMA response levels. The four levels of activation are outlined in the Richland County Basic Plan on page 4.
10. With a Level 3 activation, the EOC, staffed by ESF #5 and other ESFs as necessary, monitors potential or developing incidents and supports the efforts of regional and field operations. The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the County EOC during activation (See "County EOC Operations", Chart 1, Page 8 of County Basic Plan).
11. ESF 5 provides coordination with State EOC in accordance with the Richland County Basic Plan.

C. Phases of Emergency Management

The following activities will be performed by county agencies and private organizations as appropriate.

1. Mitigation Activities

- a. Identify potential mitigation opportunities from damage assessment.
- b. Coordinate and participate on the county/local hazard mitigation planning team.
- c. Through the local hazard mitigation planning team, coordinate the development, implementation and maintenance of the County Hazard Mitigation Plan.
- d. Coordinate with local jurisdictions within the county to ensure that they are aware of federal and state pre- and post-disaster mitigation grant opportunities for mitigation measures identified in the County Hazard Mitigation Plan.
- e. Apply for funding through federal and state pre- and post-disaster mitigation grant programs for mitigation measures identified in the County Hazard Mitigation Plan.
- f. Upon grant approval, implement and administer federal and state pre- and post-disaster mitigation funds.
- g. Provide education and awareness regarding mitigation to the jurisdictions within the county and the public sector including businesses and private non-profit groups as well as the general public.

2. Preparedness Activities

- a. Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- b. Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
- c. Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.
- d. Establish and maintain contact with the chief elected officials or Municipal/Town Emergency Management officials.
- e. Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements directly related to the functions of emergency management.
- f. Develop exercises and facilitate training opportunities for staff, county/local agencies, and other private organizations to support local/county emergency operations.
- g. Prepare staff and other county/local agencies to coordinate support to emergency operations.
- h. Identify deficiencies in plans and determine appropriate corrective action recommendations.
- i. Update County Hazard Analysis.
- j. Develop and maintain Geographic Information Systems (GIS) capabilities to support emergency management functions.

3. Response Activities

- a. Coordinate with County/local governments on emergency response activities.

- b. Activate County EOC and staff ESF's as necessary.
- c. Contact and apprise WEM Regional Director or WEM Duty Officer of the situation.
- d. Collect, verify, analyze, and disseminate incident information as needed.
- e. County Emergency Management Director communicates and coordinates with the County and State EOC(s) to monitor situation in accordance with Levels of Activation outlined in County Basic Plan.
- f. Compile and verify preliminary damage assessment information from Uniform Disaster Situation Report (UDSR).
- g. Coordinate mutual aid activities including private organization assets.
- h. Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.
- i. Coordinate/monitor/oversee public information activities.
- j. Establish and maintain contact with local governments.
- k. Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate.
- l. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
- m. Conduct regular briefings for County EOC staff.
- n. Establish a duty roster and telephone lists.
- o. Provide information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF 5.
- p. Disseminate situation reports and develop resource plans for the duration of the event.
- q. Maintain current status report of all assets deployed.
- r. Initiate recovery activities with appropriate agencies.

4. Recovery Activities

- a. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
- b. Deploy appropriate ESF assets in support of recovery operations.
- c. Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
- d. Develop resource plans and situation reports as appropriate.
- e. Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- f. Activate county recovery operations and request the Southwest Wisconsin Long Term Recovery Committee (SWWLTRC) for recovery operations. Contact the Wisconsin Voluntary Organizations Active in Disaster (WIVOAD) as appropriate to support the SWWLTRC.

- g. Track reimbursement expenses.
- h. Disseminate recovery information, plans and reports to County EOC.
- i. Conduct after-action critique of the overall response and recovery efforts.

IV. RESPONSIBILITIES

A. Primary Agency

Richland County Emergency Management

1. Coordinate ESF support for local mitigation activities.
2. Implement and administer federal/state disaster mitigation programs.
3. Provide training and exercising programs/support to the county/local agencies and other private organizations to support emergency management activities.
4. Coordinate Tabletop, Functional and Full-Scale exercises with county/local agencies, first responders, and municipalities.
5. Identify deficiencies in plans and determine appropriate corrective action recommendations.
6. Coordinate local/county emergency planning efforts.
7. Coordinate, maintain, or support county emergency communication activities (see ESF 2).
8. Provide county and municipal agencies the information necessary to aid each entity with complying with the NIMS/ICS requirements.
9. Coordinate with and implement the priorities of the chief elected official in local emergency response operations:
 - a. Activate the County EOC, notify ESF Lead Agency to report, and coordinate county ESF support agencies for local/county response activities. Opening the County Emergency Operations Center is determined by the Emergency Management Director based on the circumstances of the emergency and/or the needs of the Incident Commander.
 - b. Establish communications with Incident Command and WEM Regional Director and/or State Duty Officer.
 - c. Implement the ESFs and SOPs, alert personnel, and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
 - d. Support ICS at the local response level and provide resources as appropriate.
 - e. Coordinate the activities of External Affairs (ESF 15).
 - f. Support mutual aid activities.
 - g. Conduct regular briefings and prepare status reports on the situation for EOC staff, county agencies, State EOC, and the media.
 - h. Make recommendations to the chief elected official on response activities including the issuance of a "State of Emergency" proclamation.
 - i. Prepare for recovery activities.

- j. Activate the Alternate EOC and direct staff to relocate, if necessary.
10. Manage and direct emergency recovery operations.
- a. Keep accurate record of disaster-related expenditures by each agency.
 - b. Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA). Activate the Damage Assessment team by notifying the County Damage Assessment Team to perform damage assessment throughout the affected area(s). Damage Assessment Team utilizes forms provided to them from Emergency Management for assessing the damages. The Damage Assessment Team provides findings with photos, estimated dollar amounts of damage for each residence/business/agriculture to the Emergency Management Director.
 - c. Prepare executive orders and proclamations to address response and recovery operations for the County Administrator and/or the chief elected official, as necessary.
 - d. Coordinate with state and federal officials.
 - e. Administer federal and state disaster assistance programs.
 - f. Monitor the recovery efforts through field personnel.
 - g. Conduct after-action review of the overall response and recovery efforts.
 - h. Deactivate or demobilize EOC operations as appropriate.

B. Support Agencies

Richland County LEPC, Richland County Administrator, Richland County Zoning, Richland County Health & Human Services, Richland County Conservation Wardens - WDNR, ARES/RACES. Support Agency functions are listed/described below:

1. Promote training and exercising opportunities to the county agencies and other private agencies to support local/county emergency operations.
2. Identify deficiencies in plans and determine appropriate corrective action recommendations.
3. Participate in county emergency planning efforts.
4. Support emergency response operations.
 - a. Execute ESF Standing Operating Procedures, alert personnel and prepare for possible mobilization including 24-hour staff operations, if appropriate.
 - b. Communicate all information to and coordinate actions with County Emergency Management and other county agencies, as appropriate.
 - c. Support ICS and provide resources as appropriate.
 - d. Provide staff to the County EOC as needed.
 - e. Activate the county agency support staff as needed.

5. Support emergency recovery operations.
 - a. Participate in the damage assessment process and disaster recovery process, as appropriate.
 - b. Provide technical assistance and resources to support recovery activities upon request.
 - c. Track disaster-related expenditures.
 - d. Participate in after-action critiques
6. Richland County departments involved in response and/or recovery operations shall document all costs and provide supporting, legal and financial documentation to the EOC manager.

V. Resource Requirements

EOC Infrastructure – adequate utilities including a generator, Telephone service (copper landline, VoIP and cellular), Internet service (hardwired and WiFi), data redundancy.

EOC Support/Supplies – PC & Laptop Computers, Tablets, MiFi, Printer/scanner/copier, Basic office supplies, Telephone directories, Tables, Chairs, Security system, Food service.

EOC Communications – 2 Phase II P25 multi-band handheld radios, 1 WISCOM base radio, 6 P25 handheld radios, Amateur Radio (ham shack – VHF, UHF, HF), Telephones (cellular and landline), Facsimile machine, NOAA weather radio, AM/FM radio and TV.

VI. References/SOP & Other Documents (located in EOC)

See Richland County Emergency Response Plan, Basic Plan.
See EOC 24 hour Phone list

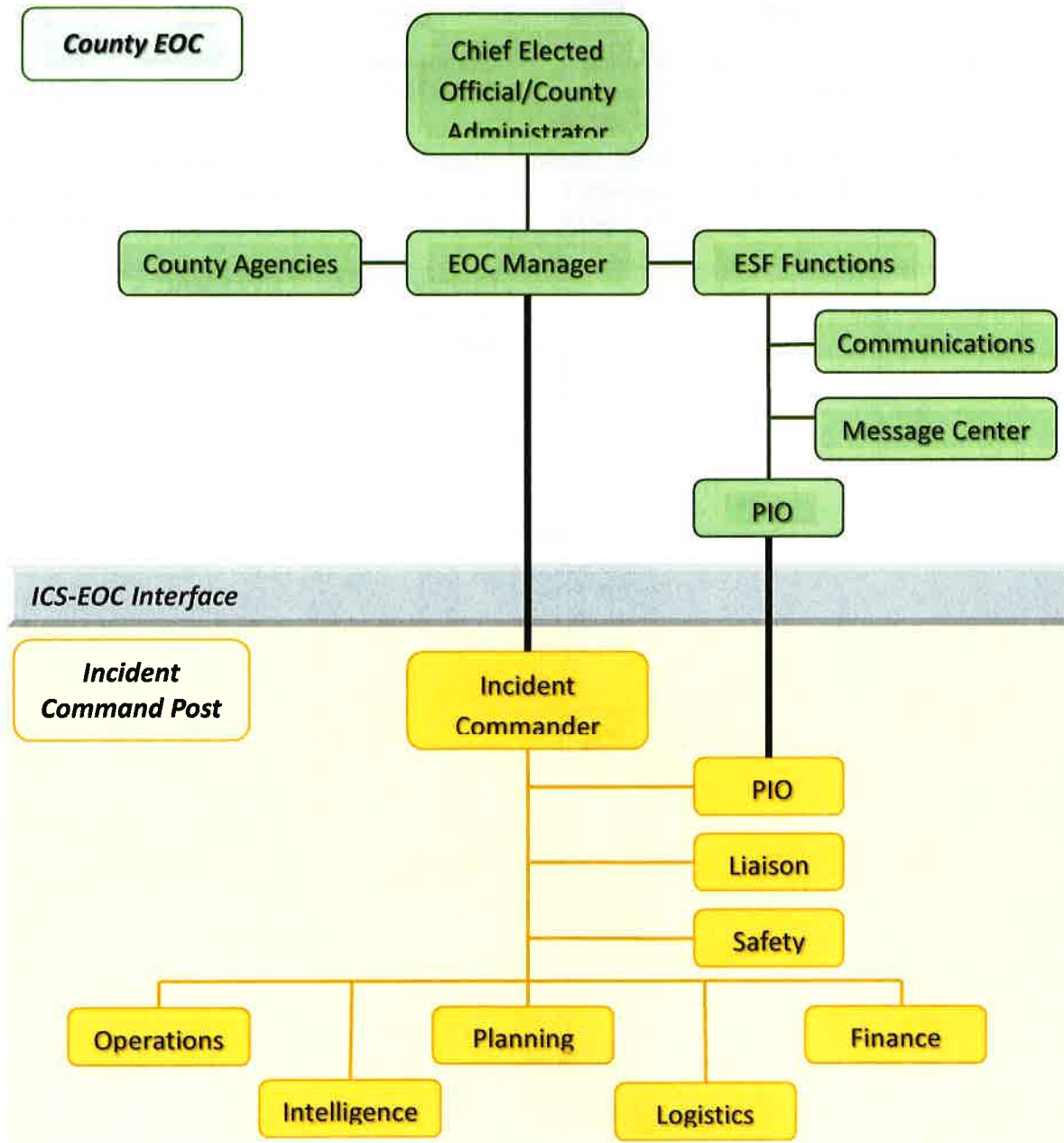
VII. GLOSSARY/ACRONYMS

See Richland County Emergency Response Plan, Basic Plan.

VIII. Attachments

1. ICS/EOC Interface
2. Line of Succession
3. Signature Page

ATTACHMENT 1 ICS/EOC Interface



ATTACHMENT 2 (LINE OF SUCCESSION)

<u>LAW</u>	<u>DHHS</u>	<u>DPH</u>	<u>EMS</u>	<u>HWY</u>	<u>EM</u>	<u>ADMIN</u>
Sheriff 647-8906	Director 649-5935	Health Officer 649-5965	Service Director 647-6474	Commissioner 647-4707	EM Director 647-8187	County Administrator 475-0009
Chief Deputy 647-8906	ADRC Manager 649-5949	PH Nurse 649-5965	EMS Admin Assistant 647-6474	State Super- intendent 647-4707	All Hazards Planner 647-8187	County Board Chair 647-2197
Lieutenant 647-2106				County Super- intendent 647-4707	SW EMAC – EM Iowa Co., Vernon Co	County Clerk 647-2197
						Finance Supervisor 647-2197

ATTACHMENT 3 – Agency Approval Signature Sheet

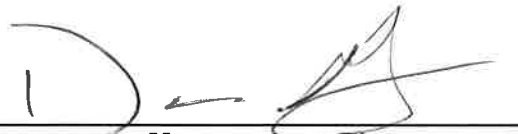
The undersigned have hereby reviewed and approved Emergency Support Function 5 (Emergency Management) of the Richland County Emergency Response Plan.



County Administrator

22 June 2022

Date



Emergency Management Director

6/9/2022

Date

Roxanne Hubertanz Guber

Health & Human Services Director

6/9/2022

Date

