

Emergency Management Plan Procedures

201.1 PURPOSE AND SCOPE

To provide proper guidance, efficiency, and effectiveness in the staging of appropriate personnel to perform their responsibilities in the event of a protracted emergency.

201.2 PROCEDURES AND RESPONSIBILITIES

Upon activation of the Emergency Operations Center (EOC) by either the Director, Deputy Director, or Assistant Deputy Director of Emergency Management, the following personnel will be notified and activated.

(a) Duties and Responsibilities:

1. Sheriff: As the head of the Department, the Sheriff will determine his placement and what responsibilities he wishes to address.
2. Chief Deputy (Secondary: Captain of Administrative Services): The Chief Deputy will:
 - (a) Report to the EOC and assume overall command of the Sheriff's Operations.
 - (b) It will be the Chief Deputy's responsibility to ensure notification is made to the Sheriff, the Captain of Field Operations, Captain of Administrative Services and the Captain of Detentions.
3. Captain of Field Operations (Secondary: Lieutenant of Detectives): The Captain of Field Operations will:
 - (a) Assume command, coordinate and direct the emergency operations in the field under (incident or unified command).
 - (b) Coordinate and staff for:
 1. The Mobile Command Post and other auxiliary equipment necessary to manage the emergency in progress.
 2. The staging area around the Command Post for crowd control and security.
 3. The staging area for additional equipment and vehicles
 4. The staging area for Media
4. Captain of Administrative Services (Secondary: Captain of Detentions): The Captain of Administrative Services will:
 - (a) Command, coordinate and direct the emergency operations within the Department.
 - (b) Coordinate and staff for:
 1. Supervisory assistance in the Patrol Operations Office.
 2. Kenosha Sheriff's personnel in charge of Security at the EOC.

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3. Public Information Officers (PIO) at the EOC and Mobile Command Post.
 4. Upon the activation of the Joint Information Center (JIC), a Kenosha Sheriff's PIO will report to the JIC.
 5. Supplies and food to EOC and Mobile Command Post Operations.
 6. Portable Sanitary Equipment to Mobile Command Post Operations.
 7. Clerical and/or Support staff for ad hoc needs.
5. Kenosha County Emergency Management Director (KSD Lieutenant) (Secondary: Deputy Director or the Assistant Deputy Director): The Emergency Management Director or designees will: activate, manage and de-activate the Kenosha County Sheriff's EOC.
- (a) Kenosha Sheriff's EOC will serve as a central location for local government to provide inter-agency coordination and executive decision making in support of the incident response.
 - (b) Kenosha County Emergency Management Director notifies the Chief Deputy, Kenosha County Executive's Office, and the Southeast Regional Director of Wisconsin Emergency Management (WEM)
 - (c) Kenosha County Emergency Management Director determines the activation phases
 1. Level 1 (Full): All key personnel
 2. Level 2 (Partial): Key personnel from responding agencies
 3. Level 3 (Monitor): Key personnel only
 4. Level 4 (Support): Clerical support staff depending on incident
 - (d) Kenosha County Emergency Management Director carries out the coordination of information collecting, resource management, collaborating, priority setting during the incident and post-incident.
- (b) Logistic Contacts
1. Food and Drink
 - (a) Food Services Director (Secondary: Cook Supervisor) The Food Services Director will ensure that all necessary supplies of (food and drink) are adequately stocked and available for use in the field, department operations, and the EOC.
 2. Vehicles-Communications-Field Supplies
 - (a) Sergeant of Training (Secondary: Sergeant of Conveyance) will ensure that all necessary field supplies are stocked and/or available for use in the field and department operations. This includes but is not limited to:
 1. Vehicles
 2. Radios

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3. Batteries
4. Barrier Tape
5. Traffic Cones