



## Winter Storm Pre-Event Procedures



In the event the NWS issues a winter weather warning for Dane County, the City of Madison Office of Emergency Management will:

- Contact the Streets Superintendent, Chris Kelley (or Steve Schultz), to discuss the warning and forecasted storm impact. The contracted meteorologist may be involved in the conversation.
- Disseminate the Operational Forecasts received from Weathernet and Severe Weather Outlook reports from the NWS.
- If the emergency management representative and Streets designee determine it is in the best interests of the city, a conference call will be convened to establish situational awareness and allow agencies to discuss pre-event plans and action plans for the storm. The call will include:
  - All public works agencies
  - Mayor's Office
  - Police Dept.
  - Fire Dept.
  - Dane County Emergency Management
  - At least one PIO should be included in the call.
- Conference call outcomes include:
  - Determine if the EOC needs to be set-up or activated before the storm event.
  - Designate an EOC Manager to maintain situational awareness.
  - Determine if an E-Sponder site will be created.
- One of the EOC managers will maintain situational awareness. City agencies, including local utilities, may be contacted periodically to discuss the current situation, agency observations, agency readiness and the on-going agency response. Acquired information will be disseminated via e-mail and/or E-Sponder.
  - Madison Fire OIC, 266-4501
  - Madison Police OIC, 267-1187
  - Alliant Energy, Jeff McCarthy, 845-1112
  - MG&E, 252-1550 or check the outage map
  - Streets, Chris Kelley, 444-4989
  - Metro Dispatch, 267-8761
  - Dane County Emergency Management, 266-4330
  - Dane County Emergency Communications Center (911 Center), 267-3913
- Once an E-Sponder site is established, agencies are expected to update E-Sponder with the following: agency observations, agency readiness and the on-going agency response actions.
- Any agency may call for activation of the EOC.
- Agency heads and the EOC managers will let others know when they are out of town and designate alternates.
- Agencies will be encouraged to issue agency specific press releases. However, once the EOC is activated, agencies will collaborate on messages and releases with the Mayor's Office and Incident Commander as final approvers.