Emergency Transportation Operations (ETO) Program

Adverse Weather Communication and Coordination Procedure

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TABLE OF CONTENTS

1.	Introduction1		
	1.1. 1.2.	Background Purpose	
2.	Notific	ation Process Summary	2
3.	Weath	ner Definitions	3
	3.1. 3.2.	Select Weather 'Warning' Definitions	
4.	Highw	ay Terms and Definitions	6
	4.1. 4.2. 4.3.	Winter Weather Roadway Descriptions	7
5.	Communication and Coordination Procedures1		10
	5.1.	Notification of an Adverse Weather Event	10
	5.2.	County Request for Assistance	11 12
	5.3.	5.2.2. Checklist – County Request for Assistance Potential Interstate Restriction or Closure 5.3.1. Checklist – Potential Interstate Restriction or Closure	13
6.	Pre-Event and Operational Briefings19		15
	6.1.		
7.	Flooding Alert Procedure1		17
		Purpose Procedure	17
8.	Public	Information	18
	8.1. 8.2. 8.3. 8.4. 8.5.	Overall Public Information Objectives Dynamic Message Signs and Portable Changeable Message Signs Floodgate Messages on 5-1-1 Highway Advisory Radio STOC Contact Information	18 19 19
9.	Roles	and Responsibilities	20
	9.1.	County Highway Department	20

	9.2.	Wisdot Regional Area Maintenance Coordinator	21
	9.3.	WisDOT Regional Incident Management Coordinator (RIMC)	21
	9.4.	WisDOT Statewide Traffic Operations Center (STOC)	22
	9.5.	WisDOT Regional Duty Officer (RDO)	
	9.6.	WisDOT State Patrol Communications Center	24
	9.7.	WisDOT Wisconsin Highway Liaison Personnel (WisHELPer)	24
	9.8.	WisDOT Statewide Bureaus Duty Officer (SWBDO)	24
	9.9.	WisDOT Public Information Officer (PIO)	25
AP	PEN	DICES	
1.	Appe	endix A – Media Release Samples	A-1

GLOSSARY OF TERMS

AAR | After-Action Review

AWCCP | Adverse Weather Communication and Coordination Procedure

BHM | Bureau of Highway Maintenance

BTO | Bureau of Traffic Operations

DMS | Dynamic Message Signs

DSP | Division of State Patrol

DTSD | Division of Transportation System Development

EOC | Emergency Operations Center

ETO | Emergency Transportation Operations

HAR | Highway Advisory Radio

ICS | Incident Command System

iNWS | interactive National Weather Service

NWS | National Weather Service

OPA | Office of Public Affairs

PCMS | Portable Changeable Message Signs

RCM | Regional Communications Manager

RDO | Regional Duty Officer

RIMC | Regional Incident Management Coordinator

SINP | Statewide Incident Notification Process

SINS | Statewide Incident Notification System

STOC | Statewide Traffic Operations Center

SWBDO | Statewide Bureaus Duty Officer

WEM | Wisconsin Emergency Management

WisDOT | Wisconsin Department of Transportation

WisHELPer | WisDOT Highway Emergency Liaison Personnel

1 | INTRODUCTION

1.1 Background

The State of Wisconsin maintains the state-jurisdiction highway system through maintenance agreements with each of the 72 counties within its borders. This contractual arrangement has been in effect for many decades and has provided drivers with reliable, safe and passable roads in nearly all conditions, especially since the adoption of a "clear roads" winter maintenance policy in the late 1950s.

In 2007, winter storms in Pennsylvania and Iowa created significant response challenges for their state transportation agencies along portions of the Interstate highway systems. These challenges highlighted shortcomings in adverse weather response planning and operations coordination. In February 2008, a strong winter storm severely impacted a large portion of Wisconsin, also creating significant response challenges to portions of the Interstate highway system in Dane and Rock Counties. These winter weather incidents prompted the Wisconsin Department of Transportation (WisDOT) to implement effective communication and coordination procedures with the State's 72 counties to address severe weather events as part of WisDOT's Emergency Transportation Operations (ETO) program.

1.2 Purpose

This Adverse Weather Communication and Coordination Procedure (AWCCP) provides a linkage for adverse weather event notifications, resource requests, and potential Interstate travel restriction or closure notifications. This link is among the 72 counties, WisDOT's Division of Transportation System Development (DTSD) through the Statewide Traffic Operations Center (STOC) and the five WisDOT Regions, and the Division of State Patrol (DSP).

The AWCCP is for WisDOT and the other agencies responsible for roadway maintenance to maximize the State of Wisconsin's response capabilities to potential adverse weather conditions that may severely impact the Interstate highway system.

The AWCCP ensures that WisDOT is communicating internally as well as externally by keeping in contact with counties during a major weather event, with the goal of preventing a failure in Interstate highway operations.

The AWCCP supplements the existing ETO plan and other emergency response plans and/or standard operating procedures of WisDOT and various county and state agencies. The AWCCP is intended to allow WisDOT to meet the following objectives:

- Ensure accurate, consistent and timely communication between WisDOT, county highway departments, law enforcement and other concerned agencies.
- Provide a uniform communication and coordination procedure for:
 - Notification of an impending adverse weather event
 - County request for assistance
 - Potential Interstate restriction or closure

2 | NOTIFICATION PROCESS SUMMARY

The following situations will initiate action by WisDOT upon notification. Detailed flow charts and checklists for each of these situations are provided further in this document.

The WisDOT initial point of contact for these notifications is the Statewide Traffic Operations Center (STOC) and/or the regional WisDOT Area Maintenance Coordinator, depending upon the situation.

Notification of an Impending Adverse Weather Condition

When a National Weather Service (NWS) 'Warning' or 'Advisory' is issued, a teletype will be issued by the National Weather Service via the Department of Justice system and an email message will be sent to the STOC from WisDOT's weather subscriber (Meridian). The STOC will notify the appropriate Regional Incident Management Coordinator (RIMC) of the weather warning or advisory via e-mail. The STOC will document the notification and retain the information. The STOC will not make notifications in instances of NWS weather 'Watches'.

County Request for Assistance

Accounts for situations in which a county highway department indicates that additional resources are needed to maintain the Interstate during an adverse weather event. For example:

- Snowplow driver on-duty hours being exhausted and plowing operations may need to halt.
- Supply of road treatment material is running low.
- Maintenance issues have exhausted snowplow reserves (e.g. plow truck breakdowns).
- Ice has created a situation worse than county resources can handle.
- Flooding situation requires additional sandbags, signage and traffic control equipment.

Potential Interstate Restriction or Closure

Occurs when the county highway department(s), in collaboration with the WisDOT regional office(s) and area law enforcement agencies, determines that conditions on the Interstate necessitate restricted travel or closure.

3 | WEATHER DEFINITIONS

For the purpose of this AWCCP, the standards adopted by the National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS) will be used to determine when the STOC is notified of potential threatening weather situations.

There are two NOAA/NWS forewarning categories that will be used in this plan: 'Warning' and 'Advisory'. A 'Warning' or 'Advisory' is used when a hazardous weather event is imminent, or is already occurring. The forecaster confidence is generally greater than 80%. A 'Warning' is used for conditions that pose a threat to life and property. An 'Advisory' is used for less serious conditions that cause significant inconvenience and, if proper precautions are not taken, could pose a threat to life and property.

NOAA/NWS weather 'Watches' will not activate any notifications as part of this guideline due to the extended duration of watches and the likelihood of changing conditions.

3.1 Select Weather 'Warning' Definitions

The NWS definitions of 'Warnings' for select adverse weather events that have the potential to impact the Interstate system are as follows:

Blizzard Warning – Sustained winds or frequent gusts above 35 mph causing falling and/or blowing snow to reduce visibilities below ¼ mile for 3 hours or longer.

Excessive Heat Warning – High temperatures greater than 105°F during the day and high temperatures greater than 75°F at night for a 48-hour period.

Flash Flood Warning – Within 6 hours of the causative event:

- Flash flooding is reported; and/or
- A dam or levee failure is imminent or occurring; and/or
- A sudden failure of a naturally-caused stream obstruction is imminent or occurring; and/or
- Precipitation capable of causing flash flooding is indicated by radar, rain gauges and/or satellite; and/or
- Precipitation is indicated by radar, rain gauges, satellite and/or other guidance is capable of causing debris flows; and/or
- Local monitoring and prediction tools indicate flash flooding is likely; and/or
- A hydrologic model indicates flash flooding for locations on small streams.

Flood Warning – Flooding that produces a life/property threat within 6-12 hours of a causative event.

High Wind Warning – Sustained winds of at least 40 mph for 1 hour or longer, or wind gusts of at least 58 mph of any duration are expected.

Ice Storm Warning – Heavy ice accumulations of ¼ inch or greater within 12 hours due to freezing rain.

Lake Effect Snow Warning – Heavy lake effect snow accumulations of generally more than 6 inches in 12 hours or 8 inches in 24 hours.

Red Flag Warning – Red Flag Warnings are issued anytime there is an ongoing wildfire, or critical weather conditions will occur within the next 24 hours. These conditions are:

- Sustained winds averaging 15 mph or greater,
- Relative humidity 25 percent or less, and/or
- Temperature 75°F or greater.

Severe Thunderstorm Warning – A thunderstorm producing 1 inch or larger hail and/or wind gusts of at least 58 mph.

Tornado Warning – A tornado has been sighted by a trained observer or is highly likely to occur based on Doppler radar signatures.

Tornado Emergency – Added to tornado warning in exceedingly rare situations, when a severe threat to human life and catastrophic damage from a tornado is imminent or ongoing.

Wind Chill Warning – Wind chill temperatures of -35°F or colder with winds at least 4 mph for 3 hours or more.

Winter Storm Warning – One or more of the following weather events occurring within12 hours (unless otherwise stated):

- More than 6 inches of snow (or 8 inches within 24 hours).
- Freezing rain (less than 1/4 inch and while accompanied by another event).
- Sleet accumulations of 2 inches or more.
- Intermittent blowing snow reducing visibilities to less than ½ mile and winds 25-34 mph, or closed roads.
- NWS forecaster discretion, e.g., up to 6 inches of snow with sustained winds gusts of 25-34 mph.

3.2 Select Weather 'Advisory' Definitions

The NWS definitions of 'Warnings' for select adverse weather events that have the potential to impact the Interstate system are as follows:

Dense Fog Advisory – Widespread or localized fog reducing visibilities to ¼ mile or less.

Dense Smoke Advisory – Widespread or localized smoke reducing visibilities from ½ mile to 1 mile or less for 3 hours or more.

Freezing Fog Advisory – Fog freezing deposits on cold objects resulting in an adverse impact on transportation.

Freezing Rain Advisory – Ice accumulations less than ¼ inch within 12 hours due to freezing rain.

Heat Advisory – High temperature greater than 100°F during the day or high temperature between 95°- 99°F for 4 consecutive days or more.

Lake Effect Snow Advisory – Lake effect snow accumulations between 3 – 6 inches within 12 hours.

Sleet – Ice accumulation causes driving or walking problems, but no damage to trees or power lines.

Wind Advisory – Sustained winds 30 mph or more for 1 hour or more, or any gust 45 to 57 mph.

Wind Chill Advisory – Wind chill temperatures -20°F to -34°F with winds at least 4 mph for 3 hours or more.

Winter Weather Advisory – One or more of the following weather events in 12 hours or less:

- Three to 6 inches of snow
- Freezing rain (less than ¼ inch and while accompanied by another event)
- Sleet accumulations of less than 2 inches
- Intermittent blowing snow reducing visibilities to less than ½ mile and winds less than 25 mph

4 | HIGHWAY TERMS AND DEFINITIONS

The terms and definitions that follow were developed in response to after-action reviews conducted following weather events during the 2010-2011 winter season. The reviews consistently identified gaps in the common understanding of winter weather roadway terms and the associated highway conditions. The use of these terms and definitions are highly encouraged by the internal stakeholders of the State highway system.

4.1 Winter Weather Roadway Descriptions

18-Hour Coverage – When conditions warrant, coverage should be provided up to 18 hours per day during the storm. The gap in coverage is necessary to provide for operator recovery time. The operator recovery time should typically be between the hours of 10:00 PM and 4:00 AM, but will vary with specific storm conditions. Some minimal ability to respond to emergencies should be provided during the hours that full coverage is not provided. Typically, a plow operator's time should not exceed a continuous 18-hour shift. (*Reference: WisDOT HMM 06-05-01 Winter Highway Classifications*)

24-Hour Coverage – The County has a presence on the highway for 24 hours per day during a winter storm event unless <u>passable roadway</u> conditions have been achieved. This would only happen during winter storm events of long duration and when conditions warrant. When this does occur it may mean further reducing the coverage on routes in the "all other" classification to assure available manpower, or extending the winter operation section lengths on the high volume routes. However, continuous coverage does not mean that the county runs three shifts or that there are patrol trucks on the highway 24 hours per day throughout the winter irrespective of the weather conditions. (*Reference: WisDOT HMM 06-05-01 Winter Highway Classifications*)

A map depicting the "high volume" and "all other state trunk highways" classification can also be found on the WisDOT website at: http://www.dot.wisconsin.gov/travel/road/docs/winterclassmap.pdf

Advisory and/or Road Condition Report – An announcement (either written or oral) or a roadway condition from a person with the approved authority. These advisories or condition reports are normally issued by the STOC, DSP or County Highway Department.

Bare/Wet Pavement – A winter pavement condition essentially free of all ice and snow from shoulder to shoulder. The paved traveled way can be either naturally wet or chemically wet.

Black Ice – A thin coating of glazed ice on a surface. While not truly black, it is virtually transparent, allowing black asphalt roadways to be seen through it, hence the term "black ice". The typically low levels of noticeable ice pellets, snow, or sleet surrounding black ice means that areas of the ice are often practically invisible to drivers and thereby do not serve as a good indicator that drivers should reduce their speeds.

Closure – The active closure of a highway using traffic control devices or other approved means to both restrict vehicles from entering the highway and directing motorists off the roadway.

Declaration – A formal written announcement of a roadway condition from a person with the approved authority. This term may be used in conjunction with a roadway restriction or closure.

Passable Roadway – A roadway surface that is free from drifts, snow ridges, and as much ice and snow pack as is practical and that can be traveled safely at reasonable and prudent speeds. A passable roadway should not be confused with "dry pavement" or "bare pavement", which is essentially free of all ice, snow, and any free moisture from shoulder to shoulder. This "dry/bare pavement" condition might not exist until the weather conditions improve to the point where this pavement condition can be provided. (See: HMM 06-15-01 Passable Roadway – During a Winter Storm)

Pull the Plows – When a County Highway Department determines that snowplows can no longer plow the Interstate. This can be due to safety or resource issues.

Reasonable Speed – Is considered a speed at which a vehicle can travel without losing traction. During and immediately after a winter storm event, a reasonable speed will most likely be lower than the posted speed limit. Motorists can expect some inconvenience and will be expected to modify their driving practices to suit road conditions. (*Reference: WisDOT HMM 06-15-01 Passable Roadway – During a Winter Storm*)

Restriction – A proactive measure to restrict access to a segment of the highway by closing select on-ramps. The mainline would remain open, but additional vehicles will be prohibited from entering the roadway.

Wheel Tracks – A winter pavement condition when only the wheel tracks are bare/wet or bare/dry. All other paved areas including the centerline, between the wheel tracks, and shoulders, are mostly snow or ice covered.

Whiteout Conditions – A weather condition in which visibility and contrast are severely reduced. The horizon disappears completely and there are no reference points at all, leaving the driver with a distorted orientation. A whiteout may be due simply to extremely heavy snowfall rates (as seen in lake effect conditions), or to other factors such as diffuse lighting from overcast clouds, mist or fog, or a background of snow cover.

4.2 Winter Roadway Terms Provided to the Public via 5-1-1

The following terms are used to describe winter state highway driving conditions to the public via the 5-1-1 Traveler Information System:

- Good Winter Driving (green)
- Slippery Stretches (purple)
- Snow Covered (blue)
- Ice Covered (red)
- Travel Not Advised (black)
- No Information (gray)

The 5-1-1 system provides information to the public via website (www.511wi.gov), telephone, Twitter feeds and Facebook. The status of state highway conditions during the winter season is reported daily by State Patrol troopers to their communication dispatch operators who subsequently update the 5-1-1 traveler information system. The color-coded terms are used to

show those highway segments on the 5-1-1 statewide highway map, which is illustrated in Figure 4.1 below.



Figure 4.1: 5-1-1 Winter Road Conditions Map

Last updated on Friday, September 14, 2012 at 02:40:00 PM

4.3 Highway Condition Definitions

In the past, the term impassable was used to describe highway conditions. That term was determined to be ambiguous and has been replaced with the following three terms:

Travel Not Advised

A proactive measure to advise motorists to refrain from traveling due to current conditions. Triggers for field personnel to consider:

Quickly deteriorating road conditions

- Rate of snowfall and projected weather forecast (e.g. drop in temperatures)
- Poor/limited visibility
- Ability of public safety personnel (including tow services) to respond to incidents
- Ability of county resources to maintain plowing operations
- Multiple incidents occurring (e.g. vehicles in ditch)
- Major incidents that cause significant roadway blockage/closures
- Standing water covering the entire highway.

Triggers for supervisory consideration:

- Recommendations from field personnel
- Communication/coordination with counterparts (WisDOT/DSP/Sheriff/County Highway Commissioner)
- Should be used at a countywide level at a minimum
- Caution against overuse this term (Travel Not Advised) should only be used in extreme conditions

Travel Restricted

A proactive measure to restrict public access to a segment of the highway by physically blocking selected on-ramps (historically referred to as a "soft closure"). The mainline would remain open. Collaboration is necessary among WisDOT Regional staff; State Patrol/sheriff personnel, and county highway department staff. The DTSD Administrator and DSP Superintendent's offices will be notified through established procedures when this occurs.

Highway Closed

A proactive measure for a hard closure of the Interstate. Collaboration between the WisDOT regional staff, State Patrol/sheriff, and the county highway commissioner is necessary. Example: Closure due to flooding or a bridge out. The DTSD Administrator and DSP Superintendent's offices will be notified through established procedures when this occurs.

5 | COMMUNICATION AND COORDINATION PROCEDURES

In order to ensure that information is shared in a consistent and accurate manner when an emergency event occurs, it is imperative that all responding agencies have a clear understanding of inter-agency communication flows. The following flow charts and checklists were created to illustrate the communication and coordination flows that will be followed during adverse weather conditions. The communication and coordination flows are for the following situations:

- Notification of an Adverse Weather Event
- County Request for Assistance
- Potential Interstate Restriction or Closure

The flow charts do not represent a hierarchy for responding agencies. Rather, the flow charts are meant to illustrate the initial flow of communication among agencies and/or positions.

5.1 Notification of an Adverse Weather Event

For weather and natural disasters, the source of information is the National Weather Service (NWS) providing National Oceanic & Atmospheric Administration (NOAA) based 'Warnings' and 'Advisories'. WisDOT (STOC, DSP & Regional Offices) and the county highway departments receive these notifications and weather data through a contracted weather provider, currently Meridian.

The STOC is notified when the 'Warning' and/or 'Advisory' classifications previously described in sections 3.1 and 3.2 are issued by the NWS. The 'Warning' and 'Advisory' level notifications are the "trigger-point" thresholds to the WisDOT STOC as described in the following sections.

5.1.1. Flow Chart - Notification of an Adverse Weather Event

The flow chart for Notification of an Adverse Weather Event is provided in Figure 5.1.

5.1.2. Checklist – Notification of an Adverse Weather Event

Ц	NWS issues a weather 'Warning' and/or 'Advisory'.
	The WisDOT weather subscription provider (Meridian) sends an e-mail to the STOC. The weather subscription provider also notifies the affected county highway departments, State Patrol communication centers and the WisDOT Region offices.
	No action will be taken in the event of a weather 'Watch'.
	For NWS 'Warnings' and/or 'Advisories', the STOC documents the notification and sends an e-mail notification to the Regional Incident Management Coordinator (RIMC).
	If warranted, the RIMC will contact the Regional Duty Officer (RDO).

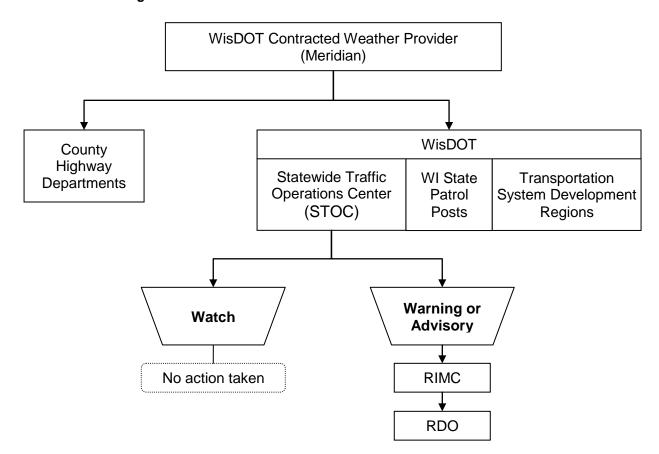


Figure 5.1: Flow Chart - Notification of an Adverse Weather Event

5.2 County Request for Assistance

In the event that a county requires assistance, the counties will first utilize any existing mutual aid or assistance agreements before contacting WisDOT. This procedure is not intended to supplant any existing mutual aid arrangements, but rather to provide an additional resource from which a county can request support prior to ceasing operations.

Whether or not they are successful in procuring mutual aid assistance, the counties will inform WisDOT of their request for assistance through the Area Maintenance Coordinator or the STOC. If the call is received during normal business hours, typically the WisDOT Area Maintenance Coordinator will be the initial contact; if the call is received after business hours the contact will be the STOC.

Examples of situations in which the county highway departments may use this notification procedure include, but are not limited to:

- Snow plow driver hours being exhausted and plowing operations may need to halt.
- Road treatment material is out or running low.
- Maintenance issues have exhausted snow plow reserves (e.g., plow break downs).
- Ice has created a situation worse than county resources can handle.
- Flooding situation requires additional sandbags, signage, and traffic control equipment.

5.2.1. Flow Chart - County Request for Assistance

The flow chart for County Request for Assistance is provided in Figure 5.2.

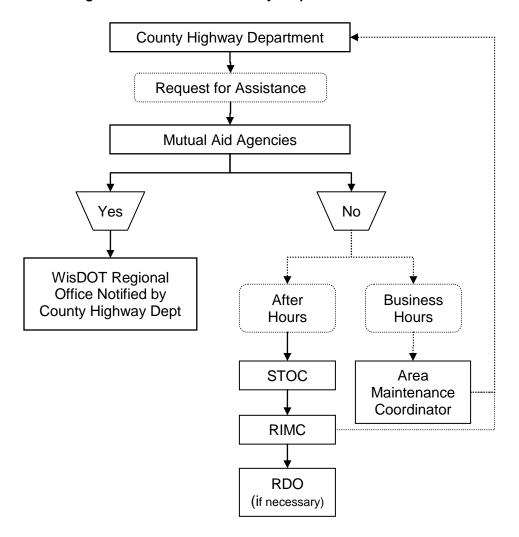


Figure 5.2: Flow Chart - County Request for Assistance

5.2.2. Checklist – County Request for Assistance

- ☐ The county highway department contacts its existing mutual aid neighbors for assistance.
- If mutual aid assistance is provided by a neighboring county, the county highway department will inform the WisDOT regional office, usually through the Area Maintenance Coordinator.
- ☐ If assistance was not provided by any of the neighboring counties, the county highway department will contact the regional WisDOT Area Maintenance Coordinator during regular business hours (or the STOC if after regular business hours) and advise that they were not able to procure assistance.
- ☐ The STOC will contact the RIMC.

or the Bureau of Traffic Operations (BTO) on-call supervisor if after regular business hours.
The RIMC will contact the county highway department and the WisDOT Area Maintenance Coordinator (if available) to evaluate the situation and arrive at a solution.
If unsuccessful at arriving at a solution, the RIMC will contact the RDO to inform them of the situation and attempt to locate assistance.
If the situation appears to be escalating to a multi-region or Area (Statewide) level event, the RDO will contact the DTSD Division Administrator's Office.
The DTSD Division Administrator's Office will follow the ETO Plan procedures and initiate an internal Incident Command System (ICS) response.

5.3 Potential Interstate Restriction or Closure

This will occur when WisDOT, the county highway department, or law enforcement determines that adverse weather, traffic incidents, or any other event threatens to make travel on the Interstate 'Not Advised', 'Restricted' or 'Closed'. Examples of times when WisDOT, the county highway department or law enforcement may use this notification include, but are not limited to:

- Whiteout Conditions
- Snow Plow Driver Hours Exhausted
- Heavy Snow and/or Ice Conditions
- Travel Not Advised
- Travel Restricted
- Highway Closed

5.3.1. Checklist – Potential Interstate Restriction or Closure

A law enforcement, highway or county highway department contacts the STOC to inform them that a segment of the Interstate is in danger of being restricted or closed due to adverse weather conditions.
The STOC contacts the RIMC, the DSP post communication center, the affected county emergency communication center, and the Wisconsin Emergency Management (WEM) Duty Officer.
The RIMC coordinates with DSP and/or local law enforcement and the county highway department.
The RIMC and DSP will determine if the situation appears to be escalating or if more than a local response is required. If the situation appears to be escalating or if the situation appears to be out of the control of on-site personnel, the RIMC will contact the WisDOT Regional Duty Officer.
The WisDOT RDO and DSP supervisor will follow the ETO Plan protocols and initiate an internal ICS response.
If the event appears to impact multiple WisDOT regions or has an impact beyond regional control, the WisDOT Regional Duty Officer will contact the DTSD Division Administrator's Office and the STOC. The DSP post supervisor will contact the DSP Superintendent's Office

The DTSD Division Administrator's Office, with the assistance from the RDO and DSP, will follow the ETO Plan procedures and initiate an Area (Statewide) internal ICS response.
In the event WEM activates the state Emergency Operations Center (EOC) Level 1 (full activation) or Level 2 (partial activation), the on-call WisDOT WisHELPer and State Patrol representative will be contacted by WEM to report to the state EOC. A state EOC activation at Level 3 (minimal activation) will only require a WisDOT State Patrol representative to report.

6 | PRE-EVENT AND OPERATIONAL BRIEFINGS

To facilitate consistency, a standard set of guidelines were developed for regional and statewide preevent and operational briefings that take place during the duration of an incident. Statewide briefings are intended to provide situational awareness updates to the DOT Secretary's Office. Briefings are arranged at the direction of the Administrator/Superintendant's offices. They are not to replace the regional or statewide incident command response. In regard to adverse weather, consideration to conducting a pre-event briefings should occur when one or more of the following threshold triggerpoints are met:

- (1) Adverse weather event predicted to last 15 hours or more
- (2) Winter storm warning

teleconference are:

- (3) Blizzard warning
- (4) Flood warning

6.1 Checklist - WisDOT Regional or Statewide Pre-Event or Operational Briefings

- The National Weather Service (NWS) regional office affected by an impending severe weather event announce a scheduled on-line weather webinar.
 WisDOT and county representatives attend the weather webinar.
 Initial considerations for conducting an internal WisDOT regional or statewide
 - Two or more regions involved
 - Resource allocation being a major concern for more than one region
 - A single significant event that impacts our state
 - NOAA/NWS forecast of blizzard conditions
 - Forecasts of imminent large scale flooding
- ☐ Pre-Event or Operational briefing attendees:
 - Division of State Patrol (DSP) Statewide
 - Superintendent, Colonel, Majors, STOC Lieutenant
 - Division of Transportation System Development (DTSD) Statewide
 - Administrator, Deputy Administrators, freight representative
 - Office of Public Affairs (OPA)
 - Statewide RCM group representative
 - DTSD and DSP Regions
 - Incident commander or unified commander, DTSD region directors, DSP Captain and Lieutenant, DTSD on-call RDO
 - Statewide Bureau Duty Officer (SWBDO) on-call
 - WisHELPer on-call
 - DTSD Bureau of Highway Maintenance (BHM)
 - Director, engineer chief, meteorologist
 - DTSD Bureau of Traffic Operations (BTO)
 - Director, operations manager, state traffic operations supervisor, ETO manager, support staff, control room manager or supervisor
- ☐ Briefings will be scheduled for a targeted 30-45 minutes, and all attendees will strive to provide concise regional or assignment briefings.

There may be more than one regional or statewide briefing scheduled during an operational period. The frequency will be determined by senior DTSD and DSP staff.
Discussion leading to additional planning or tactics should generally be refined off-line at statewide or regional planning meetings.
All regional or statewide briefings will be facilitated by the STOC and conducted on a taped telephone line.
Agenda Items
 Roll Call Secretary's Office and/or DTSD and DSP Administrators remarks Regional DTSD and DSP briefings Review current incident objectives Provide resource status report Discuss current strategies Identify safety concerns and mitigation measures Planning efforts for next operational period Bureau briefings (BTO, control room, BHM) News release – statewide vs. Regional State EOC briefing, if activated Schedule next briefing Secretary's Office (closing remarks) A briefing summary will be shared with all attendees via e-mail within one-hour of the conclusion of the briefing.
Briefing summaries are classified as "FOR OFFICIAL USE ONLY" (FOUO) and will be handled as sensitive information that is not to be publicly disclosed.
The initiation of the Event Plan is the responsibility of the incident commander.
The Event Plan is a joint effort between DTSD and DSP.
An updated Event Plan will be prepared prior to the beginning of each new operational period by the outgoing incident commander.

7 | FLOODING ALERT PROCEDURE

7.1 Purpose

A procedure designed to proactively alert WisDOT regions of flooding threats that can negatively impact the safety and mobility of the motoring public on 33 predefined highway segments and 24 bridge segments of Wisconsin's Interstate highway system.

7.2 Procedure

When a Flash Flood, Flood, or Areal Flood 'Warning' is received from iNWS (interactive National Weather Service) via the STOC E-mail, the control room will review the 'Warning' as it relates to the location of the pre-defined at-risk Interstate highway/bridge segments.
The control room will notify the affected State Patrol post and request that a trooper be dispatched to that segment of Interstate highway to determine if flooding is occurring over the roadway.
If flooding is occurring, the STOC control room will contact the on-call Regional Incident Management Coordinator (RIMC) with the details and request that they contact the WI State Patrol post and provide DTSD assistance.
The STOC control room will contact the affected county emergency communications center.
If flooding is not already occurring, the DSP post will be requested to continue to periodically monitor that segment of the highway until the threat diminishes.
The control room will provide the DSP and RIMC with iNWS documentation that supports the Flash Flood, Flood, or Areal Flood warning.
The STOC control room will log the incident into SINS (Statewide Incident Notification System).
The STOC control room will contact the DSP and/or RIMC with any updates to or cancellation of the Flash Flood, Flood, or Areal Flood warnings and will make the appropriate comments in the SINS.

8 | PUBLIC INFORMATION

During adverse weather events, communication with the public is vital. To organize and execute an effective and efficient response to adverse weather incidents, WisDOT will follow the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). ICS recognizes the important role of the Public Information Officer (PIO).

8.1 Overall Public Information Objectives

When a weather emergency event occurs, WisDOT must be able to quickly share information internally and externally. WisDOT has several broad objectives when providing public information to various audiences, including the news media, during incidents:

- Provide accurate information
- Provide timely information
- Eliminate or minimize confusion
- Establish and maintain good relationships with the public, media representatives, stakeholders and all responding personnel and agencies

WisDOT media releases must be used anytime travel on the Interstate is not advised, when travel is restricted, or when the highway is closed. Example media releases can be found in *Appendix A*.

If more than one region is affected, the public information effort needs to be coordinated between the regional communication managers.

If an adverse weather event escalates to a statewide event, a Public Information Officer (PIO) needs to be identified and work closely with the incident commander, per ICS guidelines.

8.2 Dynamic Message Signs and Portable Changeable Message Signs

There are times when the STOC is requested to place messages on Dynamic Message Signs (DMS) or Portable Changeable Message Signs (PCMS) to alert motorists to adverse driving conditions. Operators will consider the following information before requesting approval to place the message from the STOC Control Room manager, on-call STOC supervisor, or STOC manager:

- 1. Did the STOC receive a request for signing from a law enforcement agency or county highway department?
- 2. Is a Winter Storm Warning in effect for the county or area? If so, use the warning's expiration time as a guide for how long to place the message on the DMS/PCMS units.
- 3. Has there been a significant increase in the number of traffic incidents in that county? In particular, is the number of incidents unusually high for the time of day?

If all three criteria are met, notify the STOC Control Room manager and the on-call STOC supervisor and request to display the following message on any available DMS and PCMS units in the affected county until the Winter Storm Warning expires:

• Phase One: Adverse Conditions Reduce Speed

Phase Two: Travel Times

Note: Use of a DMS or PCMS unit to notify drivers of an incident will take priority over a cautionary adverse conditions message.

8.3 Floodgate Messages on 5-1-1

A STOC Control Room operator may request to put either a statewide or county-level floodgate message on 5-1-1 if the following criteria are met:

- 1. A weather Warning and/or Advisory has been issued, and/or:
 - a. The 5-1-1 Winter Road Conditions Map for the corresponding area indicates that a majority of the highways are either: *Snow Covered*, *Ice Covered*, or *Travel Not Advised*.
 - b. There is a significant increase in the number of traffic incidents (even if not blocking traffic).
 - c. State Patrol or other law enforcement agency requests a floodgate message and one or more of the above criteria are also met.

Note: Because of the frequency of lake effect snow warnings for the Lake Superior south shore snow belt, floodgate messages for that area will be placed at the county level of all counties identified in the warning, and will show either: *Snow Covered*, *Ice Covered*, or *Travel Not Advised* highway conditions on 5-1-1.

Floodgate Template: "As of (time/date) law enforcement is reporting adverse road conditions in (much of the state, northern/southern part of the state, etc.). Motorists are encouraged to slow down and avoid travel when possible."

The audio and text floodgate messages should be taken down when the Winter Storm Warning expires or when DSP reports that conditions have improved.

8.4 Highway Advisory Radio

The Highway Advisory Radio (HAR) is intended to provide travelers with current traffic conditions and alert them of any special events or incidents that are impacting traffic. Only the STOC is authorized to place recorded messages on the HAR.

8.5 STOC Contact Information

STOC Control Room, 800-375-7302 (Note: This phone number is not for public use.)

WISCOM: DOTSTOC

9 | ROLES AND RESPONSIBILITIES

The following sections describe the specific roles and communications expectations in the event of an adverse weather event for these parties:

- County Highway Department
- WisDOT Statewide Traffic Operations Center (STOC)
- WisDOT Area Maintenance Coordinators (AMC)
- WisDOT Regional Incident Management Coordinator (RIMC)
- WisDOT Regional Duty Officer (RDO)
- Wisconsin State Patrol Communications Center
- Wisconsin Highway Emergency Liaison Personnel (WisHELPer)
- WisDOT Statewide Bureaus Duty Officer (SWBDO)
- WisDOT Public Information Officer (PIO)

9.1 County Highway Department

Role During Adverse Weather Events:

The County Highway Department is under contract to WisDOT to provide Interstate highway maintenance and snow/ice removal. Specifically:

- Monitor materials
- Monitor driver hours
- Receive direction from WisDOT Area Maintenance Coordinators
- Coordinate with the STOC

Communication Expectations

County highway departments will communicate with WisDOT about Interstate conditions. WisDOT requires that the following information be provided:

- Interstate roadway conditions
- Road treatment supplies status
- Road clearing equipment status
- Driver hours/availability status

The two primary points of contact for the counties are the WisDOT Area Maintenance Coordinators during regular business hours and the STOC after regular business hours.

The county highway department will contact the Area Maintenance Coordinators and/or the STOC when additional resources are required or if conditions are deteriorating on the State highway system.

The county highway departments will continue to inform law enforcement dispatch and the STOC about conditions that threaten State highway operations. The STOC will contact the RIMC, if necessary. Examples of conditions warranting coordination and communication include:

- Extensive black ice
- Ramp closures
- Snow drifts

- Blowing snow and/or whiteout conditions
- Flooding
- Dense fog
- Freezing fog

9.2 WisDOT Regional Area Maintenance Coordinator

Role During Adverse Weather Events

During an adverse weather event, the WisDOT Regional Area Maintenance Coordinators (RIMC) provide direction to the county highway departments.

Typically, Area Maintenance Coordinators work during normal business hours.

WisDOT Area Maintenance Coordinators are also in contact with the STOC and the State Patrol when conditions warrant.

Communication Expectations

WisDOT Area Maintenance Coordinators are WisDOT's primary communications contacts with the county highway departments.

WisDOT Area Maintenance Coordinators are responsible for contacting and coordinating with the county highway departments prior to an adverse weather event.

WisDOT Area Maintenance Coordinators are expected to relay information to the STOC as soon as possible if conditions are deteriorating.

The WisDOT Area Maintenance Coordinators monitors the adequacy of county resources and reports any deficiencies to the WisDOT STOC.

9.3 WisDOT Regional Incident Management Coordinator (RIMC)

Role During Adverse Weather Events

The WisDOT Regional Incident Management Coordinator is to be WisDOT's first responder during severe weather events affecting the state highway system.

RIMCs are the STOC liaison to the WisDOT Region office during adverse weather 'Warnings' and 'Advisories'.

RIMCs attend National Weather Service (NWS) webinars for impending severe weather.

The RIMC will coordinate with county highway departments after regular business hours if the counties need additional assistance or resources.

The RIMC will contact the Regional Duty Officer (RDO) if it appears that an incident requires more than a local response.

The RIMC will collaborate with county highway departments and with the State Patrol and/or local law enforcement when considerations are being made to restrict or close segments of the Interstate.

Communication Expectations

RIMCs are the primary communications contact for WisDOT during non-business hours and serve as WisDOT's first responder from DTSD in the field.

The RIMCs are responsible for being the primary WisDOT Region office point of contact for an adverse weather event.

RIMCs are responsible for relaying information to WisDOT Regional Duty Officers and the STOC to inform them of problems or to help manage additional resources.

9.4 WisDOT Statewide Traffic Operations Center (STOC)

Role During Adverse Weather Events

The STOC provides timely and accurate information to travelers using field devices (DMS, PCMS and HAR) and the 5-1-1 traveler information system.

The STOC:

- Receives weather Warnings and Advisories from the WisDOT weather subscriber, Meridian
- Participates in the National Weather Service (NWS) weather webinars
- Attends regional and statewide WisDOT pre-event and operational briefings for impending adverse weather events.
- Monitors the WisDOT closed circuit television (CCTV) cameras during adverse weather events for quick identification of trouble areas.
- When appropriate, places advisory messages on DMS, PCMS and HAR.

Communication Expectations

STOC Control Room operators will monitor e-mails received from the WisDOT weather subscriber (Meridian) and iNWS.

Weather Warnings and Advisories that impact the state highway system will be forwarded via e-mail to the appropriate WisDOT Region RIMC e-mail list, and will be retained at the STOC. (Note: State Patrol communications centers independently receive NWS Warnings and Advisories.)

STOC will notify the appropriate State Patrol post when flood warnings received from iNWS impact pre-identified Interstate and bridge segments.

The STOC control room, after regular business hours, will receive requests from counties needing assistance during adverse weather events. The STOC will subsequently contact the on-call RIMC to provide the requested assistance.

When a decision to restrict or close a segment of the Interstate system is made, the STOC will contact the RIMC, State Patrol communication center, county emergency communication center, and the WEM Duty Officer.

The STOC facilitates communication among the:

- STOC Control Room Manager
- On-call BTO staff
- WisDOT Regional Incident Management Coordinators (RIMCs)
- State Patrol and other local law enforcement agencies
- WisDOT Area Maintenance Coordinators
- WisDOT Office of Public Affairs (OPA)
- Regional Communications Managers (RCMs)
- Wisconsin Emergency Management
- Media outlets
- Bordering state transportation departments (as appropriate)
- Federal transportation agencies (as appropriate)

9.5 WisDOT Regional Duty Officer (RDO)

Role During Adverse Weather Events

During adverse weather events, RDOs are responsible for conducting regular status checkins with the Area Maintenance Coordinators, Regional Incident Management Coordinators (RIMCs), and the Statewide Traffic Operations Center (STOC).

RDO's will assist in locating additional resources, as needed.

The RDO communicates situation status to the DTSD Division Administrator's Office, as identified in the existing Administrators' Office Notification Procedure outlined in Section 4.2 (page 16) of the RIMC/RDO Response Guidelines dated June 1, 2012.

Communication Expectations

During an adverse weather event, the WisDOT RDO, if activated, will be in contact with the WisDOT Area Maintenance Coordinators and with the RIMC to monitor Interstate highway conditions.

The RDO will communicate with the DTSD Division Administrator's Office when conditions are deteriorating to the point of impacting multiple regions or require a statewide response.

The WisDOT RDO will do the following:

- Work with the WisDOT Area Maintenance Coordinators and RIMC to ensure that the information needed to maintain the Interstate system is being communicated.
- Contact the STOC and the DTSD Division Administrator's Office if the WisDOT Area Maintenance Coordinator and/or the RIMC reports a resource problem.
- Request additional resources within the region and coordinate assistance with the county.
- Coordinate with the DSP post supervisor on the WisDOT response.
- Manage the WisDOT internal Incident Command System (ICS) response.

9.6 WisDOT State Patrol Communications Center

Role During Adverse Weather Events

Receives winter roadway condition reports from State Patrol troopers and populates the 5-1-1 Traveler Information system map.

Communication Expectations

The State Patrol has seven communication centers at posts throughout Wisconsin. Each communication center is responsible for coordinating communications between the State troopers and the counties in their region. During adverse weather events, the State Patrol Communication Center will communicate with the WisDOT STOC, the Area Maintenance Coordinator, and county sheriff and/or local law enforcement, as necessary.

9.7 WisDOT Wisconsin Highway Liaison Personnel (WisHELPer)

Role During Adverse Weather Events

The on-call WisHELPer will:

- Participate in WisDOT regional or statewide pre-event or operational teleconference briefings during adverse weather events
- Report to the state Emergency Operations Center if it has been activated at Level 1 or Level 2
- Assist WEM staff and other state EOC representatives by providing highwayrelated information such as road closures, road damages, available routes for emergency response personnel, and oversize-overweight permitting details
- Coordinate with the STOC to ensure that proper and consistent messaging is being provided to the public

Communication Expectations

Perform under the direction and authority of the Statewide Bureaus Duty Officer (SWBDO)

Work directly with the state EOC State Patrol representative to relay and confirm road closure information.

WisHELPers communicate primarily with the state EOC structure, SWBDO, the WisDOT Regional Duty Officer, the activated county EOC's, and the STOC.

Document WisDOT's activities into E-Sponder when assigned to the state EOC.

9.8 WisDOT Statewide Bureaus Duty Officer (SWBDO)

Role During Adverse Weather Events

The on-call Statewide Bureaus Duty Officer (SWBDO) will:

- Participate in WisDOT regional or statewide pre-event or operational teleconference briefings during adverse weather events
- Supervise and coordinate with the on-call WisHELPer assigned to the state Emergency Operations Center (EOC)

- Marshal statewide resources and technical expertise as needed
- Assist with managing the WisDOT internal Incident Command System (ICS) response

Communication Expectations

Coordinate with the on-scene WisDOT Regional Duty Officer.

The SWBDO will contact the STOC and the DTSD Administrator's Office if the WisHELPer reports a resource problem.

9.9 WisDOT Public Information Officer (PIO)

Role During Adverse Weather Events

The PIO will:

- Participate in regional or statewide pre-event or operational teleconference briefings.
- Issue WisDOT media releases anytime travel on the Interstate is 'not advised', 'travel is restricted', or the 'highway is closed'. (See sample media releases in 11.0.)
- Monitor media coverage and analyze public information needs.

Communication Expectations

Timely dissemination or vital information to WisDOT's internal and external stakeholders.

If more than one WisDOT region is affected the public information effort needs to be coordinated between the Regional Communication Managers (RCM).

If an adverse weather event escalates to a WisDOT statewide response, a Public Information Officer (PIO) needs to be identified and work closely with the incident commander per the guidelines of the Incident Command System.

Write and distribute media advisories, media releases and situation reports.

Organize media conferences.

Record radio actualities/audio messages for telephone hotlines.

Handle media interviews and arrange for escort of reporters to restricted areas when such visits are authorized.

Travel Not Advised



Northwest Region Eau Claire Office 718 W Clairemont Avenue • Eau Claire, WI 54701 (715) 836-2891 • Fax (715) 836-2807 eauclaire.dtd@dot.state.wi.us Northwest Region Superior Office 1701 N 4th Street • Superior, WI 54880 (715) 392-7925 • Fax (715) 392-7863 superior.dtd@dot.state.wi.us

December 11, 2010 FOR IMMEDIATE RELEASE

For more information, contact: State Patrol Regional Post (listed on WisDOT Web site) at http://www.dot.wisconsin.qov/about/locate/sp/offices.htm

Travel not advised tonight through Sunday in the entire state of Wisconsin
Heavy snow and high winds significantly impacting travel

MADISON - The Wisconsin Department of Transportation along with the State Patrol is advising motorists not to travel on any Wisconsin highway now through Sunday, unless absolutely necessary.

The National Weather Service has issued Winter Storm and Blizzard

Warnings in most counties around the state until Sunday morning. Heavy snow
combined with high winds and dangerous wind chills, has led to white-out
conditions in many areas, limiting visibility for motorists. This storm will continue
to move through the state, with areas in the south and east expected to be
impacted throughout the night and day on Sunday.

"Conditions continue to deteriorate and it is becoming critically important for vehicles to stay off the roadways," said State Patrol Superintendent David Collins.

"We continue to monitor the highways, and will make determinations on whether to keep them open to ensure the safety of the motoring public."

- Motorists who must travel are advised to monitor weather and road conditions before leaving.
- To check on the latest winter road conditions, call 5-1-1 or view this information on the Web at 511wi.gov. Dial 911 only for emergency situations.
- Leave at least 500 feet of distance between your vehicle and a snowplow or salt truck.
- Make sure your gas tank is full and you have some food, warm blankets and clothing in the vehicle in case of emergency. If you have a cell phone, make sure it's fully charged and working.
- Tell others about your travel route and itinerary, so that if you don't arrive at your destination, they can contact law enforcement officers and inform them where to look.
- Keep others informed if you're going to be late or encounter problems so they won't worry needlessly.
- It's safer to travel with passengers and convoy with other vehicles than it is to drive alone.
- Remember, the speed limit is based on clear roads and dry pavement don't drive too fast for conditions.
- Watch for slippery spots on bridges and overpasses.
- Take note of mileposts, exit numbers or crossroads in case you slide off the road or are involved in a crash so that law enforcement officers and tow truck operators can find you.
- If the storm makes driving too hazardous or if your car breaks down, stay
 in the vehicle. Run your engine and heater for short intervals to stay
 warm. Be sure to crack the window to avoid carbon monoxide build-up.

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NOTE: News releases can be viewed on the Web at: www.dot.wi.gov/news/index.htm.

Travel Restricted



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Date: FOR IMMEDIATE RELEASE

For more information, contact: Chris Ouellette, WisDOT Communication Manager 715-828-9471

I-94 Travel Restricted

Heavy snow and high winds significantly impacting travel

MADISON - The Wisconsin Department of Transportation along with the State Patrol is restricting traffic from entering I-94 between Hudson and Tomah.

Motorists attempting to use the interstate should make alternate plans, however all highways are in hazardous condition. WisDOT will begin restricting access to the interstate immediately and will continue until it is deemed safe to travel.

Motorists on the interstate at this time should begin to consider exiting and finding safe shelters for the night.

WisDOT continues to advise against any travel on any Wisconsin highway now through Sunday, unless absolutely necessary.

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NOTE: News releases can be viewed on the Web at: www.dot.wi.gov/news/index.htm.

Interstate Closed



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February 20, 2011 FOR IMMEDIATE RELEASE

For more information, contact: State Patrol Regional Post 715-839-3800 Chris Ouellette, NW Region Communication Manager 715-828-9471

Mutli vehicle crash on I-94 in Eau Claire County Heavy snow and high winds significantly impacting travel

EAU CLAIRE – A multi vehicle crash on I-94 in Eau Claire between WIS 37 and WIS 93 has closed the interstate in that area.

The State Patrol and other emergency crews are responding to the crash and motorists are being diverted off of the interstate. Eastbound traffic will exit at WIS 312 to eastbound US 12 back to I-94. Westbound traffic will exit at US 53 to westbound US 12 to I-94.

Motorists attempting to use the interstate between now and Monday afternoon should make alternate plans, however side roads are also in hazardous condition.

Heavy, blowing snow has reduced visibility on the highways and WisDOT is encouraging no travel unless absolutely necessary as the storm moves through the area.

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NOTE: News releases can be viewed on the Web at: www.dot.wi.gov/news/index.htm.

Road Condition Report



Northwest Region Eau Claire Office 718 W Clairemont Avenue • Eau Claire, WI 54701 (715) 836-2891 • Fax (715) 836-2807 eauclaire.dtd@dot.state.wi.us Northwest Region Superior Office 1701 N 4th Street • Superior, WI 54880 (715) 392-7925 • Fax (715) 392-7863 superior.dtd@dot.state.wl.us

December 12, 2010 FOR IMMEDIATE RELEASE

For more information, contact: State Patrol Region Posts Chris Ouellette, WisDOT Communication Manager 715-828-9471

Road conditions remain poor across Wisconsin

Travel still not advised across the state

MADISON - The Wisconsin Department of Transportation along with the State Patrol would like to remind motorists that state highways remain in hazardous condition.

While the roads may appear clear in places, they may be covered with ice or ice packs. Also, due to the dropping air and road temperatures the remedies used on the roads may not be as effective in keeping them clear.

Dangerous wind chills, and white-out conditions in open areas, along with the snow and ice covered roads will continue to make driving very difficult.

WisDOT advises against travel on any Wisconsin highway through the remainder of the day, unless absolutely necessary.

To check the latest winter road conditions, call 5-1-1 or visit 511.wi.gov. Dial 9-1-1- only for emergency situations.

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NOTE: News releases can be viewed on the Web at: www.dot.wi.gov/news/index.htm.

Travel Restriction Lifted



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December 12, 2010 FOR IMMEDIATE RELEASE

For more information, contact: State Patrol Region Posts Chris Ouellette, WisDOT Communication Manager 715-828-9471

I-94 entrance restrictions lifted

Travel still not advised across the state

MADISON - The Wisconsin Department of Transportation along with the State Patrol is removing the restrictions to entering I-94 between Hudson and Tomah effective immediately. However, high winds continue to cause drifting and icing conditions on many roadways across the state.

With the dangerous wind chills, white-out conditions in open areas, and snow and ice covered roads, WisDOT continues to advise against travel on any Wisconsin highway through the remainder of the day, unless absolutely necessary.

To check the latest winter road conditions, call 5-1-1 or visit 511.wi.gov. Dial 9-1-1- only for emergency situations.

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NOTE: News releases can be viewed on the Web at: www.dot.wi.gov/news/index.htm.