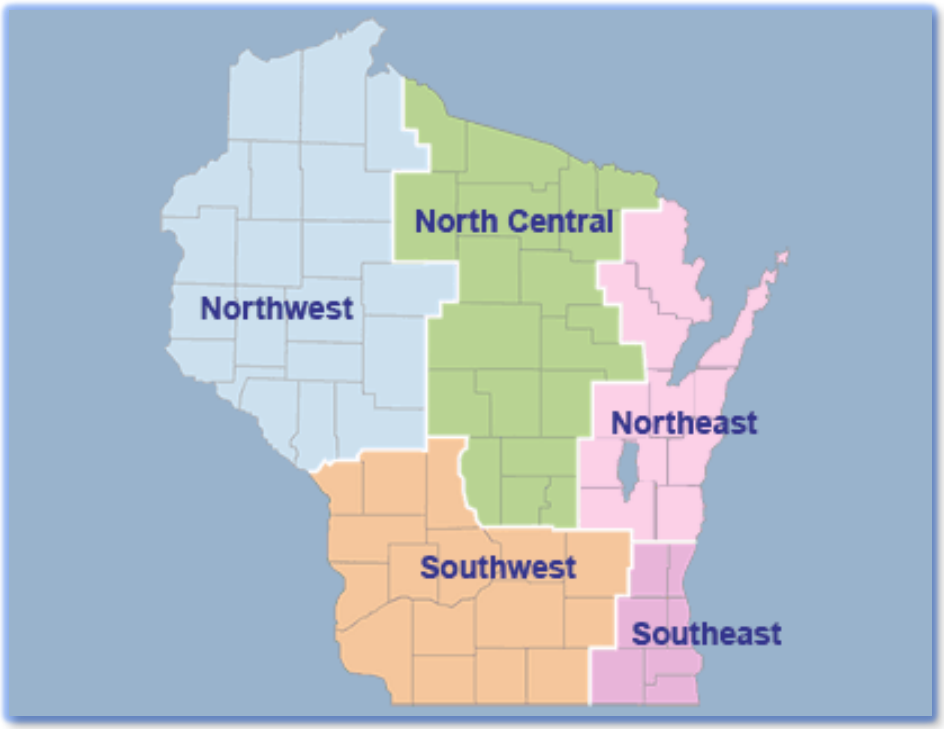
Wisconsin Department of Transportation

Regional Duty Officer (RDO)

Response Guidelines



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Acronyms

AAR	I	After Action Review
BTO	I	Bureau of Traffic Operations
DSP	I	Division of State Patrol
DTSD	I	Division of Transportation Systems Development
ETO	I	Emergency Transportation Operations
IC	I	Incident Commander
ICP	I	Incident Command Post
ICS	I	Incident Command System
IMT	I	Incident Management Team
NIMS	I	National Incident Management System
RCM	I	Regional Communication Manager
RDO	I	Regional Duty Officer
RIMC	I	Regional Incident Management Coordinator
SINP	I	Statewide Incident Notification Process
SINS	I	Statewide Incident Notification System
STOC	I	Statewide Traffic Operations Center
SWBDO	I	Statewide Bureau Duty Officer
UC	I	Unified Commander
WisDOT	I	Wisconsin Department of Transportation
WisHELPer	I	WisDOT Highway Emergency Liaison Position

1 | INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The Regional Duty Officer (RDO) Response Guidelines have been prepared specifically for Wisconsin Department of Transportation's (WisDOT's), Division of Transportation Systems Development (DTSD) management staff who will serve as management's on-call emergency point of contact within each Region. The Guidelines will provide the RDOs with awareness, tools and guidance to perform a dual role in responding to both: Incidents as the supervisor to the Regional Incident Management Coordinators (RIMCs) and during emergency events as a component within the Incident Command System (ICS).

1.2 BACKGROUND

Incidents

An incident is a day-to-day occurrence that negatively impacts the Wisconsin state-maintained highway network or infrastructure. An incident can be responded to within normal operations using daily procedures and capabilities. WisDOT categorizes incidents, consistent with the Federal Highway Administration, as:

Minor	Incident having response duration under 30 minutes
Intermediate	Incident having response duration between 30 minutes and 2 hours
Major	Incident having response duration over 2 hours

In May of 2006, WisDOT implemented the Statewide Incident Notification Process (SINP). The purpose of the SINP is to provide law enforcement agencies and highway departments a mechanism for reporting incidents and transportation infrastructure problems, such as signal knockdowns, bridge hits, flooding and traffic incidents that occur on state-maintained highways. Some of the benefits provided by the SINP include: a uniform notification process through the Statewide Traffic Operations Center (STOC), statewide service availability 24/7, improved service to local transportation stakeholders and an increased ability to track incidents and corresponding resource needs statewide. The creation of the RIMC position was an outcome of the SINP implementation.

Emergency Events

An emergency event is an escalated incident that disrupts the normal flow of traffic on the Interstate system or state highway network that requires an extreme response beyond normal daily operating procedures/capabilities or an event that disrupts normal operations/capabilities of a WisDOT business facility.

In 2008, two significant emergency events, a winter snow storm and spring flooding event, impacted traffic operations on the involved state-maintained highways and revealed vulnerabilities in emergency event response. These emergency events identified the need for a higher level of multi-agency coordination and emergency response capabilities. As a direct result, WisDOT developed a formal Emergency Transportation Operations (ETO) Plan and Program to facilitate and provide guidance for emergency events. To support the Plan three positions were created: the Regional Duty Officer (RDO), the Statewide Bureau Duty Officer (SWBDO) and the WisDOT Highway Emergency Liaison Personnel (WisHELPer).

In 2012, the Adverse Weather Communication and Coordination Plan (AWCCP) was completed as a supplement to the WisDOT ETO Plan and provides a linkage for adverse weather event notifications, resource requests and potential Interstate travel restriction or closure notifications. The AWCCP ensures that WisDOT is communicating internally as well as externally by keeping in contact with counties during an adverse event with the goal of preventing a failure in Interstate highway operations.

2 | RDO'S ROLES AND RESPONSIBILITIES

2.1 INCIDENT RESPONSE

The RDO position provides a management level of decision making and communication for incidents and emergency events that occur in the region. The position is staffed by Regional Directors and Section Chiefs whom are on-call, 24/7, and perform a dual role for incident management and emergency event response. The first and primary part of the RDO's dual role is in support of incidents where the RDO:

- Is responsible for providing supervisory support and guidance to the on-call RIMC
- Performs as the DTSD on-call management point of contact for their region
- Provides incident situational awareness to upper management in the region, bureaus and executive offices
- Has authority in obtaining additional resources as necessary to manage an incident and/or escalate incident status to an emergency event

The on-call RDO is the acting supervisor for the on-call RIMC and is expected to provide the on-call RIMC support and guidance. RIMCs are advised to contact the on-call RDO anytime they are not comfortable handling the incident they are responding to and/or anytime they are unable to obtain the resources necessary to properly respond to an incident; and in accordance with other regional directions. Therefore, the on-call RDO needs to be readily accessible to the on-call RIMC, understand what resources the Department has obtainable and know the process to allocate those resources when they are needed.

When an on-call RDO becomes involved with an incident beyond RIMC routine guidance, it is important for the on-call RDO to document communications, the resources they obtain, and any timeline pertinent to the incident to share with the next incoming on-call RDO and to provide to the RIMC for inclusion in an electronic log (eLog). An eLog is created for the RIMC to document incident decisions and communications every time a RIMC is notified by the STOC to respond. The information documented in the eLogs is used for incident response evaluation, After Action Reviews (AAR) and to record best practices. An RDO Timeline Log has been provided as a resource tool to assist the on-call RDO with the above stated documentation when appropriate and can be found in Appendix A.

RDO's Authority

The RDO, as WisDOT management's representative, may need to make decisions and invoke authority for response during an incident or emergency event. The RDO can be confident in making an authoritative decision when the decision is in accordance with Wisconsin Statute 84.07 (1b), especially if the RDO feels the protection and preservation of the highway and/or the safety of the public is at risk. Although not inclusive, some guiding objectives to assist the RDO with his/her decisions may include:

- Consideration for the prevention of primary and/or secondary incidents
- To ensure the health and safety of the public
- To prevent or minimize negative impacts to commerce on state and federal highway systems

Wisconsin Statute 84.07(1b) Emergency Repair and Protection of State Trunk Highways provides authority to the RDO, acting on behalf of WisDOT, to accomplish prompt repair, protection and preservation of any state highway which has been closed or is being jeopardized by extraordinary damage by flood, structure failure, slides, or other extraordinary condition of necessity and emergency. The RDO may proceed to repair or protect the highway with forces and services of private contractors and agencies summarily engaged by WisDOT as guided by this Statute. RDO authority might include:

- Authorization without competitive bid, a contractor to perform highway repair or expedite opening or protecting the highway
- Close an affected section of highway or bridge

A decision tree for road closure or restriction can be found in the Appendix B.

2 | RDO'S ROLES AND RESPONSIBILITIES

RDO On-Call

RDOs serve on-call for one full week on a rotational basis with other RDOs in their region. The frequency of rotation varies from region to region depending on how many RDOs there are. RDOs are compensated for being on-call and follow the DTSD standby and on-call policy which can be found at: http://dotnet/dtsd/policies/standby.htm.

An RDO roster of contact information and a rotation schedule will be maintained by each region's Director or their designee. The Director or designee will ensure the RDO rotation schedule is accessible via the Outlook On-Call Calendar for their region. Each region's Director or designee is also responsible to forward any updated contact or rotation schedule change to the STOC in a timely manner.

- RDOs are to notify the Regional Director or their designee with any RDO rotation schedule inaccuracies and/or changes to contact information
- It is the RDO's responsibility to find a replacement from the regional RDO on-call team and make notification of the change to the Regional Director or their designee if a situation arises (e.g. family emergency, illness, etc.) whereby the on-call RDO can no longer perform his/her duties

The on-call RDO may designate another operations staff position, i.e. Operations Chief or Operations Supervisor, to act on the RDOs behalf during business hours for and at times of critical need. However, the on-call RDO will remain in communication with their designee for situational awareness and until the on-call RDO can resume his/her on-call duties.

2.2 EMERGENCY EVENT RESPONSE

Incident Command System (ICS)

The guiding principle of the ETO Program and Emergency Event Response is the Incident Command System (ICS). ICS, as part of the National Incident Management System (NIMS) provides a coordinated, consistent and systematic approach to managing emergencies that involve a response from a number of different agencies. Their response is guided by three major priorities of the ICS:

- Life Safety
- Incident/Event Stability
- Property Conservation

The ICS is a standardized, on-scene management structure that is used nationwide and provides a scalable framework for responders. RDOs need to be aware of the ICS priorities and organizational components as found in the WisDOT ETO Plan. The general chain of command during an emergency event will follow the ICS command structure and transfer of command procedures.

Response Levels

Emergency response should escalate from the Local (scene only) to the Regional Level to the Area/Statewide Level. It is important that RDOs have a thorough understanding of these three Levels associated with response escalation as they are explained in the WisDOT ETO Plan. Typically a RIMC will communicate with an adjacent region's RIMC until the incident escalates requiring RDO involvement. Once the RDO becomes involved and a multi-region, Regional Level response occurs, the RDO should be the management point of contact to communicate and coordinate with another Region's RDO. RDOs may become involved if a local level event is significant enough to meet the criteria for an Administrator's Office notification (See RDO Guidelines Section 3.4).

2 | RDO'S ROLES AND RESPONSIBILITIES

RDO's Role in Emergency Event Response

The second and integral part of the RDO's dual role is in support of an ETO emergency event and is invoked when an incident escalates or event occurs that requires a regional response. The RDO will work with appropriate field staff to jointly evaluate the need to coordinate an emergency event, coordinate Division response and may initially assume the Incident or Unified Commander (IC/UC) role. The responsibilities and expectations of the RDO during an emergency event are as follows:

- RDO has the authority to elevate an incident to an ETO emergency event response level
- RDO is responsible for coordinating with the Wisconsin Division of State Patrol (DSP) to establish WisDOT internal unified command and command post
- Assess DTSD and County Highway needs and develop appropriate command organizational structure (i.e., planning, logistics, public information, etc.)
- Determine if there is a need for operational periods and manage the emergency event as warranted
- Establish/confirm communications protocols
- Document all activities so information can be used for hand off to incoming on-call RDO or IC/UC, i.e., during an emergency event operational period, for debriefs or AARs

RDO's Role in Incident Escalation to Emergency Event

In an emergency event, the DTSD response starts with the STOC operator calling out the RIMC. The RIMC will assess and evaluate the impact on the transportation network determining initial response and coordination. The RIMC will likely be the first to contact the RDO of the potential emergency event. After a briefing on the situation by the RIMC and an advanced assessment by the RDO, the RDO will determine if the response to the incident needs to escalate.

The RDO's initial responsibilities in emergency event escalation are as follows:

- Confirm with the RIMC that initial (on-scene) incident command (usually DSP or local law enforcement) has been established (Note: Because of Home Rule provisions in Wisconsin, the WisDOT Incident Commander may not be the overall Incident Commander)
- Discuss any anticipated DTSD resource needs with the RIMC and DSP or local law enforcement as appropriate
- Coordinate with regional DSP Management to jointly establish an internal WisDOT incident command
- Contact the DTSD Regional Director and discuss statewide implications, if any
- Coordinate staffing needs as may be appropriate, i.e., RIMC relief, RDO transition to IC/UC and appointment of another RDO
- Coordinate with Regional Communication Manager (RCM) as needed

The Internal Incident Commander (IC) or Unified Commander (UC) Role

In ICS the IC is the person most qualified and knowledgeable to handle the response, therefore the role of the IC may not necessarily be staffed by the RDO. However, it is the on-call RDO's responsibility to establish and confirm ICS and communication protocols for DTSD staff ensuring it is clear who will be responsible for ICS roles and for communicating up the chain of command. The RDO may need to designate someone with other qualifications to become the IC, i.e., Bridge Inspector, Maintenance Engineer; or the RDO may fill another position within the ICS structure, i.e., Planning, Logistics.

RDOs must be prepared at all times to initially transition to the WisDOT DTSD internal IC or until they can assign someone knowledgeable and qualified for the position. Should the RDO become the IC, discussion should take place so another RDO can be identified from the regional management team to fulfill day-to-day on-call responsibilities.

2 | RDO'S ROLES AND RESPONSIBILITIES

The following are some considerations:

- RDO may assume the IC role and assign on-call duties to another RDO
- RDO may continue with both on-call duties and IC role ensuring communications of emergency event and any other incidents that the RDO may become involved with in the region
- RDO may assign an IC, however remain in continual communication with the IC for situational awareness

If upon mutual agreement with DSP, ICS is activated for Unified Command, the on-call RDO will notify the Regional Director to discuss transition to UC. If the RDO has assumed the internal DTSD UC role, the DTSD UC will coordinate with DSP to:

- Establish or confirm an (internal) Incident Command Post (ICP)
    - This may include the co-location of DSP and DTSD
- Ensure responder safety, accountability, incident stability
- Assess the situation, complete ICS Form 201 (WisDOT Event Plan)
- Establish a system for the tracking and credentialing of WisDOT DTSD employees and resources at the scene
- Identify command staff (Safety Officer, Liaison and Public Information Officer) and develop appropriate organizational structure (e.g. planning, logistics, operations, finance) as necessary
- Determine if DSP Incident Management Team (IMT) support is required for ICS process assistance
- Establish/confirm communications protocol
- Document all activities
- Establish operational periods
- Conduct Regional planning meeting

Responsibilities During Operational Period(s)

Should the RDO assume the IC/UC role where the incident is of longer duration, longer than one shift; a second or subsequent operational period may be required. Operational periods may be 10 to 12 hours in length. The DTSD IC/UC will insure ICS protocols are in place as stated in the WisDOT ETO Plan and will:

- Provide overall direction
- Perform as DTSD representative in Unified Command
- Monitor ICS organizational structure for adjustment to staffing and response needs
- Ensure adequate health and safety measures remain in place
- Minimize infrastructure, property damage
- Coordinate effective communication and public information
- Coordinate resources
- Ensure WisDOT Event Plan and strategies are meeting identified response objectives; monitor progress

Preparing the WisDOT Event Plan

Depending on the type of emergency event, a DTSD IC/UC may be required to separately complete a WisDOT Event Plan. They may, alternatively coordinate a joint effort with the DSP assigned Officer to fill out the Plan. Guidelines to complete a WisDOT Event Plan can be found in the ETO Resource Repository.

Either way, the DTSD IC/UC will need to understand the entire emergency event situation and:

- Incorporate emergency event response objectives and strategies
- Develop the plan with respect to:
    - What do we want to do?
    - Who is responsible for doing it?

2 | RDO'S ROLES AND RESPONSIBILITIES

    - How do we communicate?
        - Internally and with DSP
        - With other stakeholders
    - What are the procedures to deal with injuries?
- Disseminate the plan and upload a copy to the ETO Resource Repository Drop Box
- Evaluate and revise the plan as the emergency event changes

Conducting Emergency Event Briefings

Departmental Emergency Event Briefing/Conference: An operational period usually ends with a departmental emergency event briefing/conference call. The purpose of the briefing is to assess the Event Plan progress, discuss new information and adjust strategies appropriately. If the objectives have not been met, another operational period is required. When the objectives have been met, the DTSD IC/UC may end response activities and initiate recovery activities or emergency event deactivation.

Transfer of Command: When an emergency event is of the magnitude to warrant response escalation from Regional Level to Area/Statewide Level, the Regional Incident Commander will initiate a transfer of command to the Area/Statewide (internal) Incident Commander. The transfer of command typically takes place in a Transfer of Command Briefing and should include:

- Situation status
- Objectives and priorities
- Current staffing and organization
- Liaison officers assigned
- Resource assignments
- Resources enroute
- ICP and other facilities established
- Communications plan and protocols
- Prognosis, concerns and related issues

Responsibilities in Emergency Event After-Action Reviews (AAR)

The DTSD IC/UC will coordinate with the WisDOT ETO Program Manager to ensure that a formal Emergency Event AAR is conducted within two weeks of the incident. The AARs:

- Are conducted during or immediately after each emergency event
- Focus on intended emergency event response objectives
- Provide candid insights into specific strengths and weaknesses from various perspectives
- Provide feedback and insight critical to improved performance
- Are related to specific ETO Plan standards
- Involve all participants in the discussion
- Use open-ended questions
- Provide details often lacking in evaluation reports alone
- Link performance to subsequent ETO-related training
- Integrate AAR results and follow-up actions into the ETO Program

Guidelines for an Emergency Event AAR can be found in the ETO Resource Repository.

3 | STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP)

3.1 SINP HISTORY BRIEF

The Statewide Incident Notification Process (SINP) establishes a single point of contact for WisDOT to ensure 24/7 service by directing calls to the Statewide Traffic Operation Center (STOC). The purpose of the SINP is to provide law enforcement agencies and highway departments a mechanism for reporting transportation infrastructure problems and traffic incidents that occur on state-owned highways. A more detailed overview of the SINP can be found in the RIMC Response Guidelines Section 2, Statewide Incident Notification Process.

In order for WisDOT to provide the response capabilities required to support the day-to-day incidents it was necessary to provide on-call, 24/7 staff availability. This was accomplished through the creation of the RIMC position. RIMCs provide on-scene response support to public safety first responders and improve the safety of first responders and the traveling public by monitoring infrastructure integrity and ensuring that proper traffic control measures are in place**.** RDOs are the acting supervisor for the on-call RIMC and should have an understanding of the RIMC's responsibilities. (See RIMC Response Guidelines, Section 3)

RDOs are the contact point for the on-call RIMC anytime the RIMC is not comfortable handling an incident they are responding to, when an incident triggers an emergency event or requires a significant incident notification, or when the RIMC is unable to obtain the resources necessary to properly respond to the incident. Regional protocol may require further RDO contact by the RIMC.

3.2 SINP BACKUP PROCESS

A backup process has been developed to ensure service is efficiently provided for SINP Immediate Priority type calls. When an STOC Operator attempts to notify the primary contact for an Immediate Priority call and there is no answer, a message or page will be left. If the STOC Operator does not hear back in 15 minutes they will try again. If there is still no response after the second 15 minutes (30 minutes from the original call), the STOC Operator will move on to the backup contact following the same 2-call procedure. This process is followed until all backup contacts have been attempted. Table 1 below identifies the backup for each primary contact.

Table 1: Notification Backup Contacts

Primary Contact	Backup Contact	Secondary Backup Contact
RIMC	RDO	BTO On-Call
Electrician	RIMC	RDO
County Highway Department	RIMC	RDO

A graphical representation of the SINP and backup procedures can be found in Figure 1.

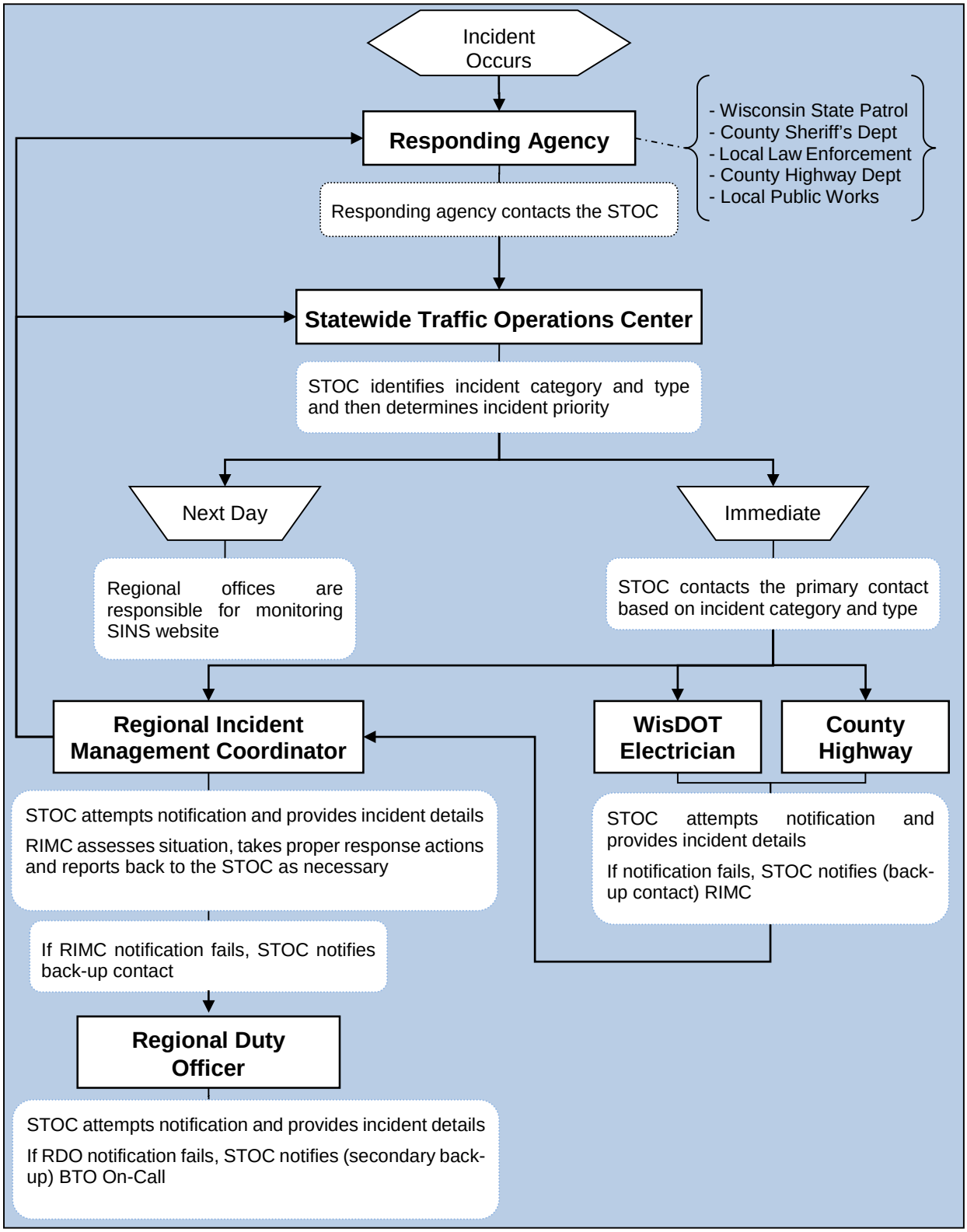
The RDO is the back-up contact for the RIMC, when the RIMC cannot be reached during a call-out**.** The RDO should maintain additional contact information for the RIMCs, including personal phone information. It is at the RDO's discretion to assign another RIMC if the RDO is unable to make contact with the original on-call RIMC. Ultimately, the RDO is responsible to ensure the incident is followed up on and handled.

3.3 STATEWIDE INCIDENT NOTIFICATION SYSTEM (SINS) WEBSITE

The SINS website provides Detailed Incident Reports and real time incident information. The website is used to report incident status, record comments and track the progress of an incident. The website is an excellent source of information for an RDO to gain situational awareness. STOC Operators enter minor, intermediate and major incidents into the SINS database where they are automatically given a unique incident log number and posted to the SINS website. Incidents are then organized by regional office and categorized by incident category, type and priority. The SINS website can be found at: http://miltocwp2.dot.state.wi.us/SINS/sins.html.

3 STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP)

Figure 1



3.4 ADMINISTRATOR'S OFFICE (AO) NOTIFICATION

Incidents that meet the criteria for a significant incident notification are outlined in Table 2. These incidents will most often be reported to the RDO by the RIMC. The list of significant incidents is the minimum criterion for an Administrator's Office notification and should not be considered all inclusive. This process, including the expectations and responsibilities below, was reviewed and approved by the WisDOT Secretary's Office and DTSD Administrator's Office July 3, 2014:

Table 2

The RIMC will immediately notify the RDO if incident satisfies any of the following criteria:

RDO Notification of Significant Incident	
Type	**Description**
Closure	Any incident/event that causes(or is estimated to cause) the following on regional designated Lane Closure System (LCS) priority routes, which includes Interstates: • One direction of travel for 2 hours or more • Both directions of travel for 30 minutes or more
Major Infrastructure Damage	Any incident/event that causes significant damage to DOT owned infrastructure, for example: • Bridge collapse, sinkhole, etc.
Fatalities	Any incident involving three or more fatalities
Natural Disaster/Weather	Any natural disaster or weather event that impacts use of an Interstate or US freeway as follows: • Flooding – on any portion of the roadway • Fog, snowy/icy conditions, fire/smoke, etc. – that cause one or more lanes of the roadway to be closed
Evacuation	Any evacuation (regardless of location) that may impact traffic that the STOC is notified/aware of
Security	Any security event related to/on state infrastructure • Bomb threat • SWAT operation • Intentional blockage • Shooting/sniper • Dignitary visit or unplanned/unexpected dignitary visit (i.e., President, vice President, etc.) • Suicide or suicide attempt
High Profile, Public/Media or Politically Sensitive Event	Any incident that is getting or anticipated to get high media coverage for example: • A traffic incident that involves the Governor/a Mayor and/or another high-ranking/high-profile individual

Expectations and Responsibilities:

It is the responsibility of the RDO to ensure that the Administrator's Office is notified of all significant incidents. When a significant incident occurs, the RDO, or their designee, shall notify the Administrator's Office by contacting either the Administrator or one of the Deputy Administrators. Once notification has been made, the RDO shall call the STOC and confirm that the Administrator's Office has been contacted.

If the STOC does not receive confirmation that the Administrator's Office has been notified within 30-minutes of contacting the RIMC about a significant incident, it is expected the STOC will contact the BTO management on-call person. BTO management will then move forward with notifying the Administrator's Office. BTO management will also provide confirmation that notification to the Administrator's Office will be/has been made.

4 TRAINING

WisDOT's training priorities are developed from a combination of national goals and after action reviews from past events. Trainings and exercises provide staff with consistent background, experience, knowledge and skills, to carry out day to day tasks and perform during heightened events. Training continually evaluates and measures the effectiveness of department plans, policies and procedures.

The ETO Plan has established positional training requirements for all key WisDOT response staff. The complexity and amount of training increases based on the anticipated emergency roles. Staff can effectively respond to any occurrence when they understand their roles and responsibilities. A list of WisDOT's Training Requirements by Position can be found in the ETO Resource Repository under the Other Resources tab.

RDO's are WisDOT DTSD's management link for incidents and emergency event response. Therefore, it is important for RDO's to have comprehensive incident management training and the necessary tools to provide leadership and supervision during any type of incident or emergency event.

ETO Training completion expectation for DTSD RDOs requires the following courses be:

- Taken before first on-call period
  - RDO Online Overview (To be developed)
- Completed within 12 months of appointment
  - ICS-100 Online through LearnCenter
  - ICS-200 Online through LearnCenter
  - ICS-700 Online through LearnCenter
  - ICS-300 Class room
- Completed within 6 months of taking ICS-300
  - ICS-400 Classroom
- Completed in a reasonable time and when available
  - ESPonder Classroom
  - ICS/EOC Interface Classroom

At the Region's discretion and to gain knowledge and experience, the new RDO may shadow an experienced RDO during the experienced RDO's on-call period. Alternatively, an experienced RDO may assist and mentor the new RDO for the new RDO's first on-call period.

5 RESOURCES

WisDOT recognizes the importance of resources and the ability to access resources quickly and efficiently. Although, resources will vary from region to region, the basic items should be standard.

RDO Response Resources

The Director or designee, in each region, is responsible for maintaining basic equipment and reference materials for the on-call RDO; should the on-call RDO need to work outside the Regional office. It will be at the discretion of the Region as to how the standard resources shall be kept. Some regions may chose to use a response bag and others may maintain their resources electronically. The Director or designee will ensure the RDO response resources are updated at least once a year. RDOs should consider testing the capability of the equipment periodically, including items such as electronic key cards to proactively ensure working order.

ETO Resource Repository

The ETO Resource Repository contains an abundance of electronic documents that can be accessed using the DOT internal network. The IP address to the ETO Resource Repository home page is: http://miltocwp1.dot.state.wi.us/ETO_Repository/Default.aspx. The resource items listed below show the Repository tab in parenthesis next to the resource for quick access. A list of contents for each ETO Resource Repository tab can be found on the bottom of the ETO Resource Repository Home page under Site Index.

The standard items the regions should maintain are:

Communication/Computer Equipment

- Computer
- Smart Phone

Contact Information

- Administrator's office numbers
- WisDOT regional contact list, including State Patrol and neighboring region contacts (Contacts)
- County contact list, including Highway Departments and Sheriff's Departments (Contacts)
- Statewide Bureaus' technical support contact lists (Contacts)
- Construction project emergency contact lists (Contacts)
- Local utility and railroad contact lists (Contacts)
- Neighboring state contact information (Contacts)
- DNR Spill Response Support and contact (Guidelines)

Resources

- Adverse Weather Communication and Coordination Procedure (Other Resources)
- RDO Response Guidelines (Guidelines)
- Maps
- County maps (Maps)
  - Bridge maps – detailed maps for each county
  - Heat maps (Tools)
  - Wisconsin map and neighboring state maps
- Regional emergency alternate route guides (detour routes) (Manuals)
- WisDOT Emergency Traffic Control and Scene Management Guidelines Field Operations Guide (FOG)
- RIMC Field Guide (Tools)
- List of websites i.e., LINK, eSponder (Tools)

Miscellaneous Supplies

- Keys to ETO Emergency Event Coordination Room (If applicable)

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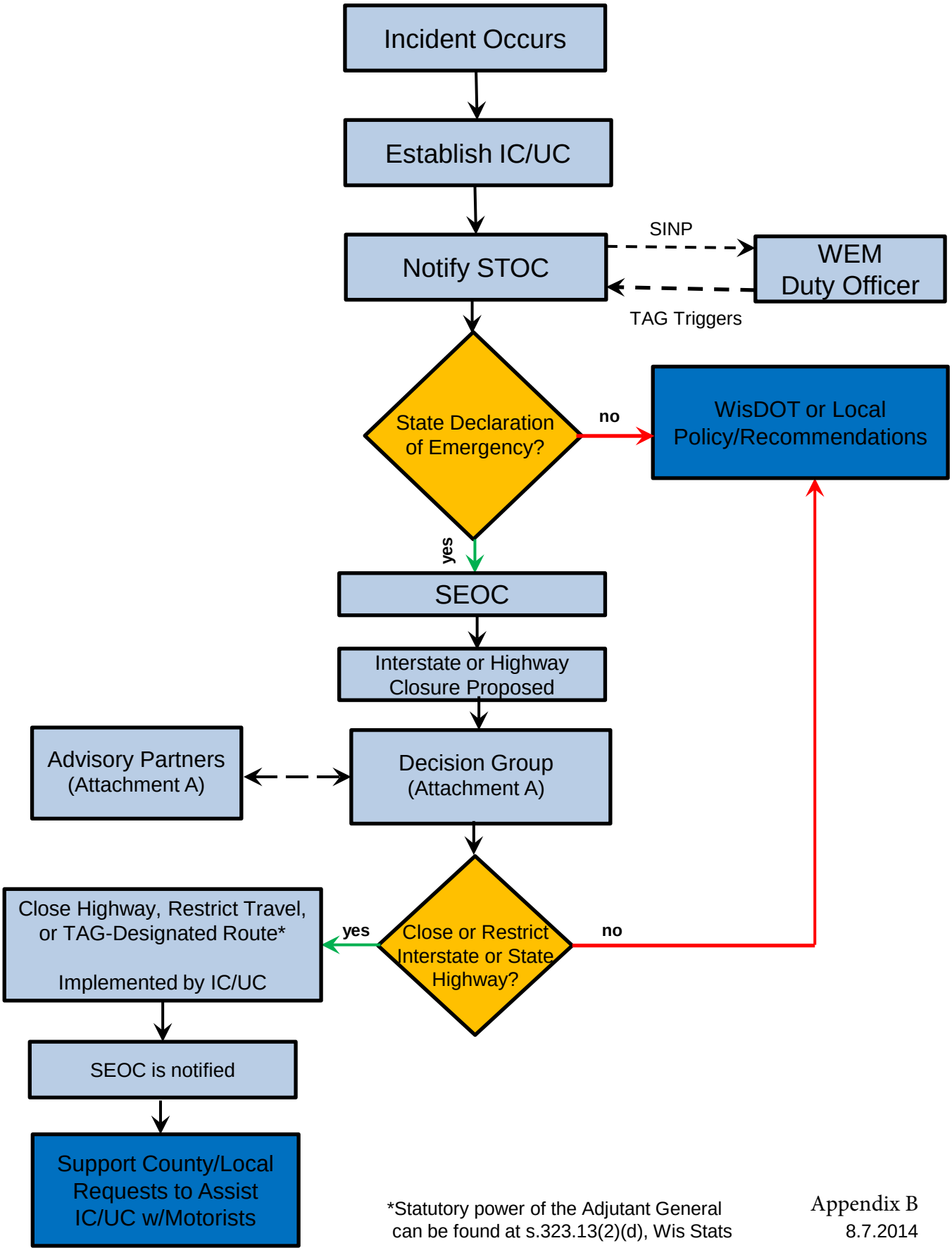
RDO RESPONSE LOG – TIMELINE RESOURCE LOG

Start Date_____ STOC Incident Number_____

TIME	ACTION/CALL

ROAD CLOSURES OR RESTRICTIONS
DECISION TREE



*Statutory power of the Adjutant General can be found at s.323.13(2)(d), Wis Stats

DECISION TREE
ROAD CLOSURES OR RESTRICTIONS
Attachment A

Decision/Policy Group

- The Adjutant General (Statutory Authority)
- WisDOT Secretary or Designee (Opinion of Attorney General)
- WisDOT Division of State Patrol (DSP) Superintendent or Designee
- Chief Executive Officer of the Jurisdiction (s) Affected, or Designee, appointed in writing (Statutory Authority)
- Sheriff (s) (Statutory and Constitutional Authority)
- County Highway Commissioner (s) (Opinion of Attorney General)
- Municipal Public Works Department
- Position empowered by written local ordinance or resolution
- Decisions/recommendations from agencies involved, as appropriate

Advisory Partners

- WEM
- WisDOT/STOC
- DNR
- State Patrol
- Sheriff's Department
- County Highway Commissioner
- Municipal Public Works Department
- Local Law Enforcement
- National Weather Service
- WSIC (event dependent)

Notification Group

- FHWA
- Neighboring State DOTs
- Neighboring State Toll Roads
- Multi-State Coalitions

Statutory Authority – Emergency Proclamations

STATE

- Governor, or Governor's designee §§323.10 & 323.12(4)(b), Stats.
- The Adjutant General §323.13(2), Stats.

COUNTY

- Majority vote of County Board constituting a quorum §§59.02, 59.03, 59.04, 323.11, & 323.14(4)(a), Stats.
- County Board Chair §§59.12 & 323.14(4)(b), Stats.
- Chief executive officer or acting chief executive officer, subject to later ratification, alteration, modification or repeal by governing body §§62.11 & 323.14(4)(b), Stats.
- County Executive, if empowered by ordinance or law is subject to enforcement by county executive or any person supervised by the county executive §§59.17(2) & 323.14(4)(a), Stats.
- County Administrator, if empowered by ordinance or law is subject to enforcement by county administrator or any person supervised by the county administrator §§59.18(2) & 323.14(4)(a), Stats.
- County Sheriff §59.28, Stats.
- County Highway Commissioner, 67 Atty. Gen. 335
- Any person/employee/position empowered and designated by ordinance or resolution.

CITY

- Governing body of any City §§323.11 & 323.14(4)(a), Stats.
- Mayor, subject to later ratification, alteration, modification or repeal by governing body §§62.09(8), 62.11, 64.29 & 323.14(4)(b), Stats. (Includes City Commission Plan)
- Chief executive officer or acting chief executive officer, subject to later ratification, alteration, modification or repeal by governing body §§62.11 & 323.14(4)(b) Stats.
- City Manager, subject to later ratification, alteration, modification or repeal by governing body §§64.11 & 323.14(4)(b), Stats.
- Any person/employee/position empowered and designated by ordinance or resolution.

VILLAGE

- Governing body of any Village §§323.11 & 323.14(4)(a), Stats.
- Village president, subject to later ratification by village board §§61.24, 61.34 & 323.14(4)(b), Stats.
- Chief executive officer or acting chief executive officer, subject to later ratification, alteration, modification or repeal by governing body §§61.32 & 323.14(4)(b), Stats.
- Any person/employee/position empowered and designated by ordinance or resolution.

TOWN

- Governing body of any Town §§323.11 & 323.14(4)(a), Stats.
- Town Chairperson subject to later ratification by town board §§60.24(1), 60.22 & 323.14(4)(b), Stats.
- Chief executive officer or acting chief executive officer, subject to later ratification, alteration, modification or repeal by governing body §§60.22, 60.23 & 323.14(4)(b), Stats.
- Any person/employee/position empowered and designated by ordinance or resolution.

End