

# Emergency Procedures

This document is intended as guidance for Kickapoo Valley Reserve (KVR) staff in emergency procedures. Administration of the Reserve on a 24-hour basis is not possible with current staffing; however, the Reserve property is within Vernon County Sheriff's Department and Wisconsin State Patrol jurisdiction. Mutual aid and cooperation for emergency and enforcement procedures are vital to keep the public and staff as safe as possible.

**Do not take the time to read through this document when an accident occurs.**

**Call 911 immediately**

## I. EMERGENCY PREPAREDNESS

- A. KVR Staff shall have proper training on use of radios as part of orientation training. Field staff will carry radios and/or State-issued cell phones with them at all times while in the field.
- B. KVR vehicles are equipped with first aid supplies, and staff will be directed to have safe drinking water in vehicles at all times.
- C. Staff will be required to become familiar with the Reserve quickly so they are able to describe or recognize locations in emergency situations.
- D. All staff will have the opportunity to attend first aid courses as paid training.
- E. Staff will be directed to contact the Vernon County Sheriff's Office (VCSO) immediately if ever in doubt about a situation.

## II. ACCIDENTS ON RESERVE PROPERTY

- A. Accidents (personal injuries and deaths)
  - 1. **Call Vernon County Sheriff's Office: 911 or radio VCSO.** Sheriff's Office will dispatch appropriate emergency aid. For non-emergency enforcement incidents contact the Property Manager if on duty or call VCSO non-emergency number 637-2124.

2. No employee (other than Law Enforcement officers) has a statutory duty to render first aid, but should do so at their discretion in a manner consistent with their capabilities and training for cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED).
  3. Do not take it upon yourself to transport victims of accident unless you are asked to do so by law enforcement officer in charge or ambulance attendant on scene.
  4. Contacts required:
    - a) contact Reserve Director or Property Manager
      - (1) accidents that occur on Ho-Chunk Nation property require notification of tribal officials
    - b) the Reserve Director will contact the Kickapoo Reserve Management Board (KRMB) Chairperson in cases of serious injury or death
    - c) if state employee involved or if state property is damaged, Director will contact Bureau of State Risk Management
  5. Investigations
    - a) carried out by Sheriff's Department in cooperation with the Reserve Director and Property Manager
    - b) all employees having knowledge about accident would fill out a general accident report form DOA-6441
    - c) general accident report form DOA-6441 would be filled out any time you feel individual should have medical attention (whether they receive treatment or not), and when liability may be a question
      - (1) report has to be done same day or next so it can be sent through Department of Administration channels
      - (2) in case of death or serious injury, Wisconsin Department of Tourism Office of the Secretary will be notified by the Director within 24 hours
- B. Vehicle Accidents: call/radio Vernon County Sheriff's Department
1. Use same procedure and same form as for accidents if personal injuries are incurred
  2. Sheriff's Department would investigate accident and fill out Form MV-4000 if one of the following criteria apply
    - a) injury or fatality
    - b) damage to personal property

- c) damage to government-owned property or if a state-owned vehicle is involved in an accident, Form DOA-6496, Vehicle Accident/Incident Report, must be filled out by the driver of the state vehicle
  
- C. Aircraft Accidents: call 911 Vernon County Sheriff's Department
  - 1. Notify Reserve Director or Property Manager
  - 2. The Reserve Director will contact the Kickapoo Reserve Management Board Chairperson and Wisconsin Department of Tourism Office of the Secretary
  - 3. Reserve employees would also assist the Sheriff's Department at the scene if requested
  - 4. Contact Bureau of State Risk Management if state property is damaged
  - 5. A general accident report form DOA-6441 would be filled out
  
- D. Spills: Petroleum Products, Insecticides, Herbicides, Radioactive Material or Sewage
  - 1. Whenever a spill occurs, immediately notify the Vernon County Sheriff's Department. DO NOT GO NEAR THE SPILL SITE
    - a) report material spilled if known
    - b) time of spill if known
    - c) location of spill
    - d) probable source of spill
    - e) volume of spill and duration
    - f) movement of spilled material present and anticipated
  - 2. Contact Reserve Director or Property Manager
  - 3. A Toxic and Hazardous Substance Incident Report, Form 4400-91, shall be submitted by persons investigating. The report should include information outlined in NR 158.04(2)(9), Wisconsin Administrative Code
  - 4. Employees would fill out a general accident report form DOA-6441
  
- E. Boating Accidents
  - 1. Contact the Vernon County Sheriff's Department to request emergency medical care if needed or if serious injury or death occurs.

- a) operator of boat would fill out Boating Accident Form 4100-20
  - b) employee would fill out general accident report form DOA-6441
  2. Contact Reserve Director or Property Manager
    - a) in case of serious injury or death, Reserve Director will contact Kickapoo Reserve Management Board Chair
    - b) in case of serious injury or death, Reserve Director will contact Department of Tourism Office of the Secretary within 24 hours
    - c) contact Bureau of State Risk Management if state property is damaged
  3. Law enforcement will investigate if death or injury requiring treatment by a physician occurs or if total property damage exceeds \$3,500.00
  4. All employees involved will fill out a general accident report form DOA-6441
- F. Hunting Accidents
1. Call 911 – the Vernon County Sheriff's Department to request emergency medical care if needed or if serious injury or death occurs—contact Reserve Director or Property Manager
    - a) in case of serious injury or death, Reserve Director will contact Kickapoo Reserve Management Board Chair
    - b) in case of serious injury or death, Reserve Director will contact Department of Tourism Office of the Secretary within 24 hours
  2. Law Enforcement will investigate all hunting accidents
- G. Snowmobile Accidents
1. Call 911 or radio the Vernon County Sheriff's Department to request emergency medical care if needed or if serious injury or death occurs
  2. Contact Reserve Director or Property Manager
    - a) in case of serious injury or death, Reserve Director will contact Kickapoo Reserve Management Board Chair
    - b) in case of serious injury or death, Reserve Director will contact Department of Tourism Office of the Secretary within 24 hours
    - c) contact Bureau of State Risk Management if state property is damaged
  3. Conservation Warden will investigate if fatality occurs

### III. FIRES

#### A. Buildings

1. The Visitor Center is equipped with a fire alarm system; simply pull the alarm if a fire is discovered; call 911 and assist with evacuating the building if the situation allows
2. The maintenance building and garage are equipped with smoke detectors. Evacuate the building if detector goes off; call or radio Vernon County Sheriff's Department to report the fire

#### B. Camping Trailers and Vehicles

1. If you discover a fire, notify people within to evacuate and contain the fire if possible. (DO NOT ATTEMPT TO EXTINGUISH UNLESS PROPERLY TRAINED IN THE USE OF FIRE EXTINGUISHERS)
2. Quickly tell others of the fire, taking careful note to insure that visually and hearing impaired employees are alerted to the fire
3. Contact Vernon County Sheriff's Department (they will dispatch required emergency response aid) and who will do the fire investigation
4. Protect the scene of the fire from onlookers and looters so investigators can determine cause of the fire
5. Also notify Reserve Director or Property Manager
6. Investigation will be done by the fire chief or someone designated by them
7. Contact Bureau of State Risk Management if state property is damaged

#### C. Grass, Brush, or Forest Fires

1. Call 911 or radio Vernon County Sheriff's Department
2. Evacuate the public if safe to do so
3. Secure the facilities
4. Understood by all entities that area fire departments direct the response. Large fire may be allowed to burn to boundary points that allow for safer response
5. Investigation will be done by the fire chief or someone designated by them
6. Contact Reserve Director or Property Manager

7. Director will contact Bureau of State Risk Management if state property is damaged

#### IV. MAJOR DISASTERS

##### A. Severe Thunderstorm or Tornado

##### 1. Threat of storms

##### a) actions taken

- (1) the Reserve office has national weather service radio
- (2) listen to scanner/radio for instructions
- (3) Reserve publications inform visitors of area radio stations that broadcast weather alerts
- (4) if possible, staff will notify special event participants, Visitor Center guests, group camp sites, and easily accessible sites first
- (5) if storm watch changes to storm warning, inform Reserve staff of the change and also the location of recommended storm shelters (Visitor Center – mechanical room or hallway; garage – shower.)
  - (a) if there is not enough time to move into a shelter, lie flat in a ditch, ravine, culvert, or under a bridge
  - (b) do not stay in your car

##### 2. Disaster occurs

##### a) actions

- (1) notify Vernon County Sheriff's Department; they will dispatch necessary emergency response aid
- (2) notify Reserve personnel
- (3) cordon off area
- (4) protect private and public property
- (5) photographs are to be taken as soon as possible of disaster area and property affected
- (6) Reserve Director will notify Department of Tourism's Office of the Secretary within 24 hours and the Bureau of State Risk Management if state property is damaged

B. Floods

1. Threat of flood

a) action taken

- (1) contact Vernon County Sheriff's Department to coordinate visitor alert
- (2) monitor USGS real-time gauging station – La Farge and Ontario - <http://waterdata.usgs.gov/wi/nwis>
- (3) Notify Director or Property Manager
- (4) request public service announcements on local radio stations
- (5) if possible, notify Reserve visitors participating in special events, in group campsites, canoe livery businesses, and in easily accessible sites on or near the river
- (6) if possible, secure equipment and facilities in the use areas along the river

2. Flood occurs

a) action taken

- (1) contact Vernon County Sheriff's Department
- (2) if possible, notify Reserve visitors participating in special events, in group campsites, and in easily accessible sites of the flood conditions
- (3) update Reserve Director or Property Manager
- (4) close canoe landings by posting notice
- (5) monitor water level
- (6) plan for clean-up of navigational obstacles and canoe landings
- (7) Reserve Director will contact Bureau of State Risk Management if state property is damaged

C. Lost Persons

1. Get name and address of reporting party and where he or she can be located
2. Obtain name of lost party and physical description:
  - a) age, height, color and length of hair; photo if possible
  - b) clothing

- c) time last seen
  - d) location last seen
  - e) has individual been in area before
  - f) does individual have any physical disabilities
  - g) mental status of individual
3. Do not have reporting party go out looking for lost party (prevent them from becoming lost)
  4. Contact the Vernon County Sheriff's Department
  5. Contact Reserve Director or Property Manager

**D. Electrocutions**

1. Building or storm related
  - a) action taken
    - (1) Call 911 or radio VCSO to report and request emergency assistance
    - (2) Perform CPR and utilize automated external defibrillator (AED) if needed – supplied at Visitor Center and in vehicles
    - (3) contact Reserve Director or Property Manager
    - (4) cordon off area
    - (5) protect private and public property
    - (6) Reserve Director will notify Department of Tourism Office of the Secretary within 24 hours

**V. DISTURBANCES**

**A. Bomb Threat**

1. Listen carefully to the caller, taking notes of exact words
  - a) ask where the bomb is and when is it going to explode
  - b) try to determine the caller's identity by listening closely to voice characteristics, accent, speech, use of language, emotions, and any background noise
2. Call Vernon County Sheriff's Department
3. The Sheriff's Department will determine if evacuation is needed and make the appropriate announcement. Follow their instructions

4. Contact the Reserve Director or Property Manager

B. Disturbance in Building or Grounds

1. Call 911 or radio Vernon County Sheriff's Department or KVR Enforcement (if on duty) when a disturbance occurs which is getting out of control
2. Officer will investigate, subdue or otherwise control the situation
3. If evacuation of an area of the building is required, appropriate announcements should be made via public address system
4. Inform Reserve Director or Property Manager

**Conclusion:**

It is inevitable that emergencies will occur on a property of this size with the variety of recreation enthusiasts visiting the property. Obviously, it is impossible to list every potential emergency or enforcement situation. However, staff will be better prepared via sharing of these procedures and repetitive reminders on contacting trained professionals when an incident does occur.