

Chapter Six: Emergency Management Policy

This chapter shall serve as an outline for emergency management plans that are available via separate documents for the City of Watertown. These documents are the responsibility of the Fire Department and are available for review via a request to the Fire Department.

6.1 Emergency Operations

6.2 Continuity of Operations Plan

6.3 Building Safety Plans and Emergency Plans

6.4 Warming and Cooling Center/Shelter

6.5 Weather

6.4 Warming and Cooling Center/Shelter Policy

Summary

The warming and cooling center/shelter plan is to ensure that all members of the community have a safe space during extreme temperature conditions in the City of Watertown.

Section 1: Purpose

Section 2: Plan

S.1 Purpose

The City of Watertown will activate a warming or cooling center/shelter in the event of extreme temperature conditions. The Watertown Department of Public Health (WDPH) and Emergency Management (EM) will work with the Watertown Senior and Community Center and the Watertown Public Library, which are the designated warming and cooling center/shelter locations.

Center/Shelter Designations

- Center – A facility opened during the day during the regular business hours with business operating as usual.
- Center with Extended Operational Hours - A facility that will be staffed by city staff or volunteers for hours outside of normal business hours.
- Shelter – A facility that has a 24-hour operation cycle for long-term situations. A facility that will be staffed by the city staff or volunteers for shelter operations.

S.2 Plan

The City of Watertown Warming and Cooling Center/Shelter Plan will be maintained in accordance with government policies. The plan will be provided to all municipal departments. This plan will also be provided to Dodge and Jefferson County Offices of Emergency Management.

Deficiencies identified in exercises and actual use, or organizational changes will necessitate revisions to the plan. Revision of the plan will be forwarded to all departments, organizations and agencies assigned responsibilities in the plan. Annual review of the Warming and Cooling Center/Shelter Plan will be conducted by City Leadership.

The Warming and Cooling Center/Shelter Plan is located on the server:
P:\Emergency Management\Emergency Management Policies