

MUNICIPAL EMERGENCY OPERATIONS PLAN (M-EOP)

FOR

TOWN OF **Town Name**

Washburn County, Wisconsin

Adopted: Date
Reviewed: Date

Index and Appendix

Index and List of Appendixes	Page 2
Emergency Telephone Numbers (County & State)	Page 3
Alerting List	Page 4
Purpose, Situation, Assumptions, Concept of Operations, Actions	Page 5
Emergency Operations Center locations (EOC)	Page 6
Order of succession, Township – County – State – Federal	Page 6
What the County will do, Organization, Memorandum of Understanding	Page 7
Town Name Area First Responders (Disaster Plan and Assistance)	Page 7
Other Jurisdictional Supporting Emergency/Disaster Plans in Municipality	Page 8
State & Federal assistance, Plan development and maintenance responsibilities	Page 8

Appendix

Procedural Reporting of Storm Damages in Washburn County	Exhibit - A
List of the potential hazards discussed in County Disaster Plan	Exhibit - B
Emergency Disaster Proclamation (Blank Copy)	Exhibit - C
Disaster Response Flowchart & Who may Declare a Disaster	Exhibit - D
Uniform Damage Situation Report (UDSR) Form	Exhibit - E
Memorandum of Understanding [MOU] - Agreements regarding Shelter	Exhibit - F
- Agreements regarding Equipment	Exhibit - G
Supporting – Disaster Plans in Municipality (if any)	Exhibit - H

Emergency Telephone Listings

<u>Type of Service</u>	<u>Name</u>	<u>Phone</u>
Police	County Sheriff Non-Emergency Numbers	911 Buss Office 715-468-4700 Dispatch 715-468-4720
Fire	Township Fire Department	911
Town Chairperson		715- Cell # 715-
Wisconsin Emergency Management	Duty Officer	1-800-943-0003
County Emergency Management	Carol Buck	715-468-4730 Office 715-520-2479 Cell Washburn County Dispatch has additional numbers.
Washburn County Highway Department (Spooner Office)		715-635-4480
Electric Utility	Barron Electric Xcel Energy	800-322-1008 800-895-1999
Telephone Utility	CenturyLink	800-824-2877

Add others as prudent

Emergency Operations Center Alerting List

1. Township Board Chairperson
Home Telephone: (715) Cell # (715)
2. Township 1st Supervisor
Home Telephone: (715) Cell # 1- (715)
3. Township 2nd Supervisor
Home Telephone: (715) Cell # (715)
4. Clerk
Home Telephone: (715) Cell # (715)
5. Treasurer
Home Telephone (715) Cell # (715)
6. Assessor
Home Telephone: (715) Cell # (715)
7. Constable
Home Telephone: or CONTACT SHERIFF'S DEPT
(715) 468-4720 OR "911"
8. Maintenance Supervisor No full time employee (ck w/Town Chairman)
9. Public Information To be handled by the County Emergency Management Director or appointed individual at time of emergency.

A memorandum entitled "Procedural Reporting of Storm Damages in Washburn County" sent to all "All Towns, Villages and Cities" by the Washburn County Emergency Management Director can be found in the appendix of this plan as **Exhibit - A**. This memorandum outlines the process and types of information that will be needed in the event of an emergency.

A. PURPOSE:

This Municipal Emergency Operations Plan has been developed to provide procedures for the Town of **Town Name** to respond to various types of large scale emergencies or disasters that affect the community. This plan supplements the Washburn County Emergency Operations Plan.

B. SITUATION AND ASSUMPTIONS:

Many types of hazards can pose a threat to the lives, property or environment in Washburn County. These hazards are outlined in the Washburn County Hazard Mitigation Plan. **For quick reference, you will find a list of the potential hazards covered in the County plan in the appendix as Exhibit - B. For more details refer to the complete Hazard Mitigation Plan which is located in the County Emergency Management Office or online on the County Emergency Management Webpage.**

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility for disasters that take place in the township. Emergency service agencies respond and establish incident command according to standard procedures. Town officers act in support of the response coordinating resources as needed.

It is important that local town officials be represented at a location where they are accessible for coordination of information and to decisions that relate to the overall response.

Suggested Actions Include:

The Town Chairperson (or board member if the town chairperson is not available) will be advised of the emergency situation and arrangements will be made to establish a municipal emergency operations center (M-EOC) using pre-designated locations.

Township officers (Clerk & Treasurer) will be contacted by the Town Chairperson (or acting board member), as appropriate. Expense records need to be tracked for quick damage assessment and especially if a federal disaster declaration is declared. A phone needs to be available with someone answering communications. A second phone line is essential for outgoing calls (a number not to be made available). Computer and fax service would be nice to have established if possible. In a pinch, cell phones will be used.

If the Town is or may soon be **overwhelmed** or exhausted the resources available, the Town Chair should call the county (911- Dispatch) and request the Emergency Management Director, [Carol Buck - cell phone 715-520-2479]. If Town resources are/or will be exhausted, the Emergency Management Director will contact the County Board Chair and advise him/her of the situation and make the recommendations necessary to implement the Washburn County Emergency Operations Plans functions necessary to aid the municipality(ies) dealing with the disaster situation. It is advisable to contact the Emergency Management Director early on in a disaster so that situational awareness can be determined, approvals obtained, notification of personnel and direct resources to start staging.

It is important that someone be designated to work with the press so that a factual and consistent accounting of the disaster is released. The Town Chairperson (or board member in charge) may appoint one on site if not predetermined by agreement. Once the Emergency Management Director is involved, a Public Information Officer (PIO) will be appointed and the Town spokesperson will work jointly with the County EOC & PIO to deliver unified messages to the public.

Information on the size and impact of the event will be assessed as soon as possible. Emergency Management will have current guidance on how or what needs to be documented. Rule of thumb, do not fix critical infrastructure (government buildings, roads, culverts, dams, bridges, etc.) until damage has been adequately documented.

If **Town Name** Township resources have been exhausted and if necessary, the Town Chairperson declares a local state of emergency and notifies the County Emergency Management Director of this action. A “blank copy” of an Emergency Disaster Proclamation is included in the appendix as **Exhibit - C**.

A Municipal Emergency Operations Center (M-EOC) will be established ASAP at one of the following sites:

Town Hall – Can be used if emergency will be short term (no phone service available).
Phone: None. Cell phones could be used short term.

Identify Businesses/addresses that could be used as a Mobile Command Post, Reception Center, Municipal Emergency Operations Center, etc. List the capabilities, of each business: Phone service, rest rooms, food and beverages available.

List Owner/Manager Name/Numbers & Cell Phones:

Sequence of Events at Township level

Notify the public of the situation and appropriate actions to be taken. If this is a quick moving disaster, such as a chemical spill or an evacuation from floods, emergency operations personnel may need to go door to door to notify people. Police/fire may need to use bull horns. We may try calling people. If it is a slower moving disaster or something that has happened, such as a tornado and we want to get public information out (i.e. location of reception center/shelters, cleanup, safety, public health, etc.), the Municipal Emergency Operations Manager would defer that to the County Emergency Management Director (i.e. local resources would be or have been exhausted) and it would be accomplished through the County Emergency Operations Plan and County Emergency Operations Center. They would help coordinate media/press releases, and be calling in liaisons and experts necessary. They would work very closely with local officials as it would be a combined and unified effort of county and local resources.

Keep county officials informed of the situation and actions taken. Right after an emergency has happened, 911 should be called as the Sheriff may be needed. If Fire and EMS are needed they should also be requested in the initial call to 911, if known. Once that initial call is done the Sheriff/Fire/EMS determine what they need and communicate via radio back to Dispatch and take charge of the situation.

As soon as it is determine local resources have been or will be exhausted soon, request support from Emergency Management either through 911 Dispatch or calling the County Emergency Management Director directly [Carol Buck - cell phone 715-520-2479]. The need for added support is probably going to be known pretty early on in a disaster if not known at the time of the initial 911 call for help. *(examples of added resources available from the county – public information assistance/media control, damage assessment, the need additional resources such as equipment, shelters people & pet shelters, barricades, volunteers, mapping, resource tracking, financial tracking, neighboring mobile communications/command units, etc.)* After talking to the local town official, Emergency Management Director will determine if County Resources are needed and being requested. She will then contact County Administration and County Board Chair. Once everyone is on the same page, she can activate the sections/functions of the County Emergency Operations Plan that are needed.

For a quick reference displaying responsibilities at each level (Local, County, State and Federal) can be found on two sheets entitled “Disaster Response Flowchart” and “Who May Declare a Disaster?” These sheets are in the appendix as Exhibit – D

The County/Emergency Management will do the following:

- a. Assess the situation and activate the County EOC (Emergency Operations Center) to the point necessary dependent on situation.
- b. Implement the County EOP (Emergency Operations Plan).
- c. Coordinate County resources (such as: Perimeter Security, Heavy Equipment, Public Warning & Information, Damage Assessment, Evacuations, Resource Management, Radiological, Mapping, etc.)
- d. Augment Town resources with County /State/Regional and other local resources.
- e. Notify Wisconsin Emergency Management Regional Director.
- f. Forward Uniform Damage Situation Report (UDSR) form to the State.(See appendix, **Exhibit - E**)
- g. Assist township(s)/municipalities with prioritizing and allocating resources.
- h. Open necessary Shelters and Feeding Operations.
- i. Coordinate and request assistance and support from the State.

If state assistance is requested, the Wisconsin Emergency Management (WEM) Administrator in conjunction with the Regional Director and Washburn County Emergency Management Director will assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

The WEM Administrator notifies the Governor and makes recommendations.

If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the Washburn County EOP.

D. ORGANIZATION:

See Town **Name’s** “Emergency Operations Center Alerting List” on page 4. This list also serves as the line of succession.

E. Memorandum of Understanding (MOU)

If you have MOU's -- identify here. If not, identify that no MOU's currently exist.

Copies of these agreements are shown in the appendix as **Exhibits F and G.**

Mutual Aid Reciprocal Agreements:

The township is already contracted with the **Identify Fire Department and Ambulance.** They would have respective agreements with neighboring fire departments. No separate agreements needed for this plan.

Support From Private Agencies/Volunteer Groups:

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard and Department of Natural Resources (DNR) assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

F. Plan Development and Maintenance:

The Emergency Operations Plan for Town **Name Township** was written in **2013** and is to be maintained by the Township Chairperson, or designee, and the Town Clerk. This plan is to be updated annually or more often if necessary, and copies forwarded to the Washburn County Emergency Management Director.

Municipal Emergency Operations Plan for Town of Town Name

Township Board Chairperson _____

Date: _____

Township Clerk _____

Date: _____

Exhibit - F

MEMORANDUM OF UNDERSTANDING

BETWEEN

AND

TOWN OF TOWN NAME

In the event of an incident requiring the emergency reception, sheltering or emergency operations of (Town) _____ residents, (Facility name) _____ will allow its facilities to be used by the Washburn County Health & Human Services Department for that purpose, provided it does not interfere with necessary facility activities.

Duration of Agreement

This agreement will automatically renew annually on December 31 unless either party gives a 30 day notice of intent to terminate or revise the agreement.

Facility Director / Owner

Date

Facility: _____

Phone _____

Township of Town Name - Town Chairman

Date

Adopted: Date
Annual Review: Date

Exhibit - G

MEMORANDUM OF UNDERSTANDING

BETWEEN

AND

TOWN OF TOWN NAME

In the event of an emergency incident requiring the use of equipment, trucks and labor for the health and safety of (Town) _____ residents, protecting and restoring Town property, opening/restoring Town roads (Business name) _____ agrees to provide equipment and labor at rates not to exceed the normal customer rates charged when an emergency situation does not exist. It is agreed that work requested by and done for private residents (i.e. not directed by a Town official) will be the responsibility of the resident. However, all damage to private and public property must be reported to the town officials because all disaster related expenses need to be tracked.

Duration of Agreement

This agreement will automatically renew annually on December 31 unless either party gives a 30 day notice of intent to terminate or revise the agreement.

Business Owner _____
Date

Business Name: _____ Phone _____

Township of Town Name - Town Chairman _____
Date

Exhibit – C

EMERGENCY DISASTER PROCLAMATION

(For use by Townships)

WHEREAS, a disaster, namely _____
_____ has struck the
Township of _____; and

WHEREAS, because of such emergency conditions, the township of
_____ is unable to meet with promptness:

NOW THEREFORE, pursuant to State Statute 323, as Chief Elected Official of the Township of
_____, I do hereby proclaim a state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the
Township of _____ to be affixed.

Done at the _____ (location)
this _____ day of _____, 20 _____.

Township Chairperson,
(or designated alternate)

**MOUs would be used for
local equipment owners and operators**

**EXHIBIT ____
Town Name Town Resources**

Name of Municipality: Town of **Town Name**, Washburn County
(Prepare one sheet for each Mutual Aid Agreement?)

List Municipal Supervisors in a line of succession for the purpose of overseeing equipment for use during an emergency in a neighboring municipality:

Name:
Phone:
Phone:

Name:
Phone:
Phone:

Name:
Phone:
Phone:

List operators of equipment who can be contacted. (Operators of equipment can be contacted and will notify the appropriate municipal supervisor of the request for equipment.):

Name:
Phone:
Phone:

Name:
Phone:
Phone:

List equipment that is available from the municipality:

No equipment is owned by Town Name Township.