

TOWN OF FOREST

MUNICIPAL EMERGENCY OPERATIONS PLAN

Town of Forest Municipal Emergency Operations Plan (EOP)

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Forest (referred to as Town) government to respond to various types of emergencies or disasters that could affect the community. In accordance with Wisconsin State Statute Chapter 323 Emergency Management, Section 323.14 (1) (b) Local Government Duties and Powers: the Town shall designate a head of emergency management services and develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management. Review of this municipal plan shall be accomplished annually or as local changes dictate.

B. SITUATION AND ASSUMPTIONS:

1. Situation

- a. Geography: The Town is located in the central part of St. Croix County Town of Forest. The Town land area covers approximately 36 square miles.
- b. Population: As of the census of 2010, there were 629 people, 243 households, and 194 families residing in the town. The population density was 17 people per square mile.
- c. Hazards: The Town is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and pose a threat to life, property or environment in St. Croix County. These hazards are outlined in the St. Croix County All-Hazard Mitigation Plan which is incorporated in this document by reference. Potential hazards which may occur in or around the Town include, but are not limited to high wind, severe storms, winter storms, flooding, civil disorder, HAZMAT incident from fixed facilities, HAZMAT incident from highway accidents, farm storage, chemicals on farms, long term power failure, ice storms, subsidence, landslides, mass casualty bus accidents, natural gas lines, fires, disease outbreak and pandemic, critical infrastructure disruption and acts of terrorism.

2. Assumptions

- a. The Town will continue to be exposed to the hazards identified above. Others may develop in the future as well.
- b. Town officials will continue to recognize our responsibilities with regard to the public's safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
- c. When properly implemented, actions relayed in this plan may reduce or prevent disaster related losses.
- d. It is impossible for the government to do everything to protect the lives and property of our residents. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in a way that will aid the government in management of an emergency. The Town will assist our

citizens in carrying out those responsibilities by providing appropriate and timely information prior to or during emergency situations.

- e. Effective emergency operations require that all potentially involved personnel and agencies thoroughly familiarize themselves with this plan, including the need for regular training and exercising.
- f. Outside assistance or help to a Town-wide disaster may not be readily available and as a result the Town and local emergency service providers should continue to work towards self-reliance to respond to Town-wide emergencies.

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility to undertake comprehensive management of emergencies in order to protect life and property from the effects of emergency events. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day activities. To the extent possible, the same personnel and material resources will be employed in both cases.

Town officials, because of the proximity to emergency events, have the primary responsibility for emergency management activities. Other levels of government provide resources not available at the town level. When the emergency exceeds the town's capability to respond, assistance from the county or adjacent municipal departments will be requested. For emergencies taking place in our municipality Town officials will activate the appropriate municipal agencies to respond and recover from the event. The chief elected town official in charge per the line of succession (see Attachment 1) or the designated Town Emergency Management Coordinator is responsible for assisting with coordinating the response and recovery of municipal agencies and coordinating the response with county officials if county assistance is necessary.

1. The Town elected official in charge shall assess the nature and scope of the emergency or disaster and identify and initiate any proclamation deemed necessary (see Attachments 2 for sample emergency declaration).
2. Day-to-day functions, which do not contribute directly to response actions to an emergency, may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.
3. When the situation can be handled locally, use the procedures in this plan as appropriate.
 - a. The Town elected official in charge declares a local state of emergency, if needed, and notifies the Town Emergency Management Coordinator of this action.
 - b. The Town elected official activates the Emergency Operations Center (EOC) if necessary. This facility is located at (Town Hall) 1895 Highway D, Emerald, WI 54013.

- c. If the Town EOC is compromised or is not adequate to handle the emergency at the request of the Town the County Emergency Management Coordinator may activate the back-up municipal EOC if necessary. This facility is located at 1101 Carmichael Road, Hudson, in the lower level (community room) of the St. Croix County Government Center.
 - d. The Town Emergency Management Coordinator will assist the Town in coordinating departments/agencies that respond to the situation.
 - e. The public will be notified of the situation by the manner most appropriate and advised of the actions to take.
 - f. County officials will be informed of the situation and the actions taken.
 - g. The Town Emergency Management Coordinator will assist the Town in coordinating departments/agencies with recovery issues to the emergency.
 - h. The Town will use its road crew, building inspector, and contract engineering services in a coordinated effort to gather and provide damage assessment information to the County Emergency Management Coordinator to forward to Wisconsin Emergency Management (WEM).
4. If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Coordinator.
 5. If assistance is requested, the County Emergency Management Coordinator assesses the situation and makes recommendations to the Director of Emergency Support Services Department and the County Administrator.
 6. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify WEM Regional Director.
 - g. Forward a Uniform Disaster Situation Report (UDSR) form to the State identifying preliminary damages.
 - h. Assist the town with prioritizing and allocating resources.
 7. If municipal and county resources are exhausted, the County Emergency Management Coordinator can request state assistance through WEM.
 8. When state assistance is requested, the WEM Administrator will assess the disaster or emergency situation and, if needed, recommend personnel, services and equipment be made available for response, mitigation or recovery. This is performed in conjunction with the Regional Director, County & Town Emergency Management Coordinator and the Town elected official in charge.

9. The WEM Administrator notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Response Plan (WERP) and the County EOP.

C. ORGANIZATION:

Local Emergency Personnel Alerting List – See Attachment 3.

Emergency Telephone List – See Attachment 4.

D. RESOURCE MANAGEMENT:

Additional support from St. Croix County departments may be requested through the St. Croix County Emergency Management Coordinator.

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Coordinator. Requests for National Guard assistance should be channeled through the County Emergency Management Coordinator to the WEM Regional Director to the WEM Administrator.

E. RECOVERY:

The aim of recovery is to restore the affected area to its previous state. Recovery efforts are concerned with issues and decisions that must be made after an emergency. There are short term needs to be addressed such as life safety, electricity, food, and water for residents and animals. Then long term recovery efforts that are primarily concerned with actions involving rebuilding destroyed property, and the repair of other essential infrastructure.

The Town will do the following (to the extent appropriate):

- a. Ensure life safety issues are addressed and emergency food and shelter are made available.
- b. Ensure essential services are restored such as electricity, water and sanitary systems.
- c. Ensure all town roads are closed and barricaded for safety if damaged.
- d. Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- e. Identify if any elderly, disabled, or other functional needs victims are in need of assistance.
- f. Hold town meeting(s) to notify residents of recovery issues after the emergency.
- g. Implement procedures for debris removal and clean up such as use of the town recycling center.
- h. Implement procedures for building permits to be issued and inspections for code compliance.
- i. Implement a volunteer sign-up and assignment program for clean-up.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Town EOP Development Team is composed of representatives from the Town Board, Town designated Emergency Management head and the County Emergency Management Coordinator. They are responsible for developing and maintaining this plan.

This Team meets on an as-needed basis or as determined by the Town Chairperson. The Team reviews incidents, changes and new information and makes revisions in this plan. This Team also conducts after-action reviews of all exercises and major incidents.

Attachment 1 – LINE OF SUCCESSION

The Town of Forest line of succession with authority to act on behalf of the Town in the event of natural or man-made disasters or emergencies.

The order is as follows:

1. Chairperson – Jaime Junker
2. Supervisor 1 – Patrick Scepurek
3. Supervisor 2 – Richard Steinberger
4. Town Clerk – Jennifer Anderson

See Attachment 6, LOCAL EMERGENCY PERSONNEL ALERTING LIST, for the names of the elected officials currently holding these offices.

Attachment 2 – MUNICIPAL EMERGENCY/ DISASTER PROCLAMATION

WHEREAS, an emergency/disaster, namely _____ has struck the Town of Forest; and

WHEREAS, because of such emergency conditions, the Town of Forest Board is unable to meet with promptness:

WHEREAS, the emergency/disaster has caused the Town of Forest to expend or commit all of its available resources; and

WHEREAS, the Town of Forest is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency/disaster conditions; and

NOW THEREFORE, pursuant to State Statute 66.314 (1)(a) and State Statute 323.11, as Chief Elected Official of the Town of Forest, I do hereby declare a condition of disaster and proclaim a state of emergency is in effect until _____, 20__ at _____ a.m./p.m. or such earlier time as a quorum of the board convenes:

- Emergency Declaration, as follows:
- Curfew, as follows:
- Evacuation, as follows:
- Travel/entry restrictions, as follows:
- Securing of resources, as follows:
- Seizure of equipment, as follows:
- Request Wisconsin National Guard, as follows:
- Request Wisconsin state resources, as follows:
- Suspend permits, as follows:
- Establish price controls, as follows:
- Authorize emergency purchases of goods and materials, as follows:
- Authorize emergency purchases of services, as follows:
- Authorize hiring, as follows:
- Authorize public works contracting in excess of \$25,000 without advertising or bid, as follows:

IN TESTIMONY WHEREOF: I have hereunto set my hand.

Done at _____ this _____ day of _____, 20__.

Chairperson

Attachment 3 – LOCAL EMERGENCY PERSONNEL ALERTING LIST

Town of Forest Office
1895 Highway D, Emerald, WI 54013
Telephone: 715-265-4135

TOWN BOARD ELECTED OFFICIALS

TOWN CHAIRPERSON:

Jaime Junker, 1930 County Road P, Glenwood City, WI 54013, Cell 651-246-1058

SUPERVISOR:

Patrick Scepurek, 2308 County Road P, Clear Lake, WI 54005, Home 715-263-2096

SUPERVISOR:

Richard Steinberger, 1969 County Road P, Glenwood City, WI 54013, Home 715-265-4845

OTHER ELECTED PERSONNEL AND STAFF

TOWN CLERK:

Jennifer Anderson, 1977 County Road P, Glenwood City, WI 54013, Cell 715-688-9032

TOWN EMERGENCY MANAGEMENT HEAD:

Jaime Junker, 1930 County Road P, Glenwood City, WI 54013, Cell 651-246-1058

TOWN TREASURER:

Nikki Sunday, 2839 County Road Q, Clear Lake, WI 54005, Home 715-263-3750

TOWN BUILDING INSPECTOR:

Moriak Enterprises', Phone 715-948-2003

TOWN ROAD MAINTENANCE:

St. Croix County Highway Department – Snow plowing, repair and upgrades

Attachment 4 – EMERGENCY TELEPHONE LIST

St. Croix County Emergency (Police, Fire, Medical)	911
St. Croix County Sheriff's Department Non-Emergency	911 715-381-4320
St. Croix County Emergency Communication Center Emergency Non-Emergency	911 715-386-4711 715-386-4701 715-246-6131 715-684-2112 1-800-281-3478 FAX: 715-386-9329
St. Croix County Emergency Management Coordinator Non-Emergency Cell	911 715-381-4911/715-386-4751 715-410-7733
Wisconsin Emergency Management Duty Officer Non-emergency	1-800-943-0003 1-608-242-3232
Wisconsin Department of Natural Resources Non-Emergency	1-800-943-0003 715-684-2914
American Red Cross, St. Croix Valley Chapter Contacted through Emergency Management Coordinator	911 / 715-381-4911 1-651-439-0031
National Spill Response Center	1-800-424-8802
Hospitals:	
Baldwin Area Medical Center	715-684-3311
Westfield's Hospital New Richmond	715-246-2101
Amery Regional Medical Center	715-268-8000
Hudson Medical Center	715-531-6000
River Falls Area Hospital	715-425-6155
Utility Companies:	
Excel Energy Electric	1-800-895-1999
St. Croix Electric	1-800-924-3407
Country Comfort Electric	1-866-268-8050
St. Croix Valley Natural Gas Company	715-425-6177
Ultra Energy (LP Gas)	1-866-885-9352
Energy Plus (LP Gas)	715-796-7024

WE Energy (Natural Gas)
Polk Burnett Electric Coop

1-800-242-9137
1-800-421-0283
715-646-2191

Radio/Television Stations Broadcasting Companies:

WEVR Radio AM 1550, FM 106

Hudson

715-381-1111

River Falls

715-425-1111

WIXK Radio AM 1590, FM 107.1

715-246-2254

WCCO Radio AM 830

1-612-370-0611

WHWC Radio 88.3 FM Eau Claire

715-839-3868

WXCE AM-1260 Radio Amery

715-268-7185

WLXK FM-104.9 Radio Amery

715-268-7185

Amery Cable TV Channel 3 & 6

(715) 268-7486

Hudson Community Access TV Channel 10

715-386-0115

River Falls Public Access – RFCC-TV, Channel 12

715-425-5400

Baldwin Telecom Cable TV, Channel 16

715-684-3346

Eau Claire Public Access – WEAU TV Channel 13

(715) 835-1313; and
(715) 832-3474

Attachment 5 - UNIFORM DISASTER SITUATION REPORT

This attachment that follows is the form report that is to be filled out within 24 hours of event and sent to the St. Croix County Emergency Management Coordinator.

Phone: 715-381-4911 (Kristen Sailer)
Cell: 715-410-7733 (Kristen Sailer)
Office Fax: 715-386-4720

Original forms to be filled out on file at the Town Hall Office

2400 Wright Street PO Box 7865 Madison, WI 53707-7865	DEPARTMENT OF MILITARY AFFAIRS WISCONSIN EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT	Telephone: (608) 242-3232 (800) 943-0003 FAX (608) 242-3248	WEM ONLY DATE & TIME REPORT RECEIVED RECEIVED BY	
1. NAME OF PERSON SUBMITTING REPORT		ADDRESS, CITY, STATE, ZIP		PHONE NO.
2. DATE & TIME OF INCIDENT	3. TYPE OF INCIDENT/EMERGENCY	4. DATE REPORTED	ORIGINAL	REVISION NO.
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. LOCATION OF INCIDENT:		COUNTY		
CITY		TOWNSHIP		
SECTION	OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)			
6. ESTIMATED NO. OF CASUALTIES:				
SHELTERED	DEATHS	INJURIES	HOMELESS	EVACUATED
7. PRIVATE SECTOR DAMAGE ESTIMATES:				
ESTIMATED NO. OF HOMES		ESTIMATE DOLLAR AMOUNT		ESTIMATED PERCENT COVERED BY INSURANCE
AFFECTED	MINOR	MAJOR	DESTROYED	
BUSINESS	MINOR	MAJOR	DESTROYED	
	ESTIMATED NO. OF BUSINESSES		ESTIMATE DOLLAR AMOUNT	ESTIMATED PERCENT COVERED BY INSURANCE
			\$	
			\$	

AGRICULTURAL	FARM BUILDINGS DAMAGED? YES <input type="checkbox"/> NO <input type="checkbox"/>	CROPS AFFECTED? YES <input type="checkbox"/> NO <input type="checkbox"/>	LIVESTOCK LOST? YES <input type="checkbox"/> NO <input type="checkbox"/>
8. TOTAL ESTIMATED PRIVATE SECTOR DAMAGE \$ -			
9. PUBLIC SECTOR DAMAGE ESTIMATES:			
A) DEBRIS CLEARANCE	B) PROTECTIVE MEASURES	C) ROAD SYSTEMS	D) WATER CONTROL FACILITIES
\$	\$	\$	\$
E) PUBLIC BLDGS & RELATED EQUIPMENT	G) OTHER (NOT IN PRECEDING CATEGORIES)		
\$	\$		
10. TOTAL ESTIMATED PUBLIC SECTOR DAMAGE \$			
11. DESCRIBE LOCAL ACTIONS TAKEN OR TO BE TAKEN. INCLUDE NAMES AND PUBLIC OFFICIALS INVOLVED IN THE RESPONSE EFFORTS.			
12. DESCRIBE OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED			
13. <input type="checkbox"/> CHECK BOX IF COUNTY INTENDS TO APPLY FOR ASSISTANCE FROM THE WISCONSIN DISASTER FUND.			
14. ADDITIONAL COMMENTS (INCLUDING ECONOMIC OR OTHER IMPACTS ON AFFECTED COMMUNITIES)			

The Town of _____ Board does hereby approve the Town Municipal Emergency Operations Plan as amended.

Town Chairperson

Date

Town Supervisor

Date

Town Supervisor

Date

Town Clerk

Date

County Emergency Management Coordinator

Date

TOWN CHAIRPERSON OR DESIGNATE ALTERNATE

KEY ACTION CHECKLIST

This attachment is designed to identify the responsibilities and tasks of the Town Chairperson or alternate a checklist of actions to consider when the Emergency Operations Plan (EOP) is activated.

The Town Chairperson or Alternate is responsible for the overall management of the Town. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chairperson or designated Alternate should:

- Assess the nature and scope of the emergency or disaster.
- If the situation can be handled locally, do so using available resources.
- Ensure the Town Emergency Management head has been notified.
- If the Town needs additional resources to handle the emergency or disaster contact the St. Croix County Emergency Management Coordinator for assistance.
- Report to and activate the primary Emergency Operations Center (EOC). The Town Hall if useable or designate an alternate site.
- Assure appropriate staff or supervisors are reporting or have reported (See attachment 2 for listing).
- Receive assessment reports from other board members or staff as to the nature and scope of the emergency or disaster and declare a level of said emergency or disaster.
- Implement plan as described in Emergency Operations Plan. Decide if a local state of emergency is needed and notify St. Croix County Emergency Management of this action.
- Serve as Public Information Officer (PIO) or designate a member of the board or town staff when needed.
- Make sure all staff or supervisors are keeping accurate and complete records of all actions being taken, all expenditures, and resources requested or used.
- Ensure life safety issues are addressed and emergency food and shelter are made available.
- Ensure essential services are restored such as electricity, water and sanitary systems.
- Ensure all town roads are closed and barricaded for safety if damaged.
- Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- Identify if any elderly, disabled, or other functional needs victims are in need of assistance.
- Hold town meeting(s) to notify residents of recovery issues after the emergency.
- Implement procedures for debris removal and clean up such as use of the town recycling center.
- Implement procedures for building permits to be issued and inspections for code compliance.
- Implement a volunteer sign-up and assignment program for clean-up.

TOWN CLERK/TREASURER/ASSESSOR

KEY ACTION CHECKLIST

This attachment is designed to identify the responsibilities and tasks of the Town Clerk/Treasurer/Assessor and provide a checklist of actions to consider when the Emergency Operations Plan is activated.

The Town Clerk/Treasurer/Assessor is responsible for their assigned activities in the Town. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Clerk/Treasurer/Assessor should:

- Report to the Primary designated Emergency Operations Center.
- Maintain records indicating town expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damage as a result of the disaster.
 - Provide information (name, address, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
 - Try to obtain or take pictures of the general damage being observed.
 - Set up procedures to permit acquisition of equipment and supplies needed to recover from the emergency or disaster.

Recovery Operations (Priorities)

- 1. People**
- 2. Livestock**
- 3. Property/Crops**

Debris Clearance

Reconstruction

Bookkeeping

- Damage Assessment Report
- Public Information
- Financial Aid from the State or Federal programs

Public Works & Infrastructure

- Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
- Report to the EOC.
- Ensure all damaged infrastructure are identified and barricaded for safety if not passable or usable.
- Coordinate recovery activities with other services.
- Direct debris removal to permit passage of emergency vehicles.
- Assist rescue personnel as needed.
- Coordinate/direct/assist the restoration of utilities.

Water & Sewer

- Get information out to residents about testing their wells for contamination.
- Ensure their septic systems are functioning properly.

Gas

- Determine if evacuation measures need to be taken.

Electric

- Contact Xcel Energy, St. Croix Electric or Polk-Burnett Electric to restore power or remove downed power lines.
- Safeguard area/set up safe perimeter with the help of emergency services.

Telephone

- Contact local telephone company to restore service.
- Set up emergency communications if necessary