

TOWN OF MENOMONIE
Dunn County, Wisconsin

Resolution # 2010-02

MUNICIPAL EMERGENCY OPERATIONS PLAN

WHEREAS, the Town of Menomonie is required to provide an Emergency Plan to the Dunn County Emergency Government Director;

NOW, THEREFORE the Town of Menomonie adopts the Emergency Operations Plan,

Resolution was passed on August 12th, 2010 by the Town Board of the Town of Menomonie and will be effective the day after posting.

Chairman – Frank Bammert

Supervisor, Francis Eiseth

Supervisor, Neil Koch

Attest: Clerk, Leslie Hulbert

Posted: 08-17-10

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LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

PUBLIC LAW 93-288 Robert T Stafford Disaster Relief Act
103-337 National Defense Authorization Act for FFY 1995

WISCONSIN STATUTE	323	(1) Powers and Duties of the Governor (4) Powers and Duties of Counties and Municipalities (5) Powers and Duties of Heads of Emergency Management Services
COUNTY ORDINANCE	315(93)	Emergency Government Program Ordinance

ACRONYMS

CP	Command Post
DNR	Department of Natural Resources
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
IC	Incident Command
PIO	Public Information Officer
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management
NIMS	National Incident Management System

TOWN OF MENOMONIE

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Menomonie government to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Menomonie is part of the county emergency management program. This municipal plan is to be used in conjunction with the Dunn County Emergency Operations Plan (EOP). The municipal plan will be

maintained in accordance with current standards of the Dunn County EOP and in accordance with municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment of Dunn County. These hazards are outlined in the Dunn County Hazard Analysis. A copy of this is located in the County Emergency Management Office.

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the County/Municipal Emergency Management Director is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

- (1) Town of Menomonie Chairperson shall assess the nature and scope of the emergency or disaster.
- (2) If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The County/Municipal Emergency Management Director advises the Town of Menomonie chairperson of the nature and extent of the emergency or disaster, if known.
 - b. Town of Menomonie Chairperson declares a local state of emergency and notifies the County/Municipal Emergency Management Director of this action.
- (3) If municipal resources become exhausted or if special resources are required, request county assistance through County/Municipal Emergency Management Director.
- (4) If assistance is requested, the County/Municipal Emergency Management Director assesses the situation and makes recommendations to the Town of Menomonie Chairperson.
- (5) The County/Municipal Emergency Management Director will do the following (to the extent appropriate):
 - a. Activate the County EOC, which is located at 615 Stokke Parkway, Menomonie, WI in the lower level of the Dunn County Judicial Center.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements, if not already activated.
 - e. Coordinate county resources with municipal resources.

- f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Disaster Situation Report (USDR) form to the State.
 - h. Assist municipality with prioritizing and allocating resources.
- (6) If municipal and county resources are exhausted, the County/Municipal Emergency Management Director can request state assistance through WEM.
 - (7) If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, County/Municipal Emergency Management Director assess the disaster or emergency situation and recommend what personnel, services and equipment be made available for response, mitigation or recovery if needed.
 - (8) The WEM Administrator notifies the Governor and makes recommendations.
 - (9) If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

SEE ATTACHMENT 1 – Local Emergency Personnel Alerting List.
SEE ATTACHMENT 2 – Emergency Telephone List.

E. RESOURCE MANAGEMENT:

Additional support for Dunn County Departments may be requested through the County/Municipal Emergency Management Office.

F. SUPPORT FROM STATE AND FEDERAL AGENCIES:

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

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Menomonie EOP Development Team is composed of representatives from the Town Board. They are responsible for developing and maintaining this plan.

This team meets on an as-needed basis or as determined by the Town of Menomonie 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

LOCAL EMERGENCY PERSONNEL ALERTING LIST

TOWN OF MENOMONIE

E4055 550th Ave

Menomonie, WI 54751

Telephone: 715-235-4532

FAX: 715-235-4533

E-mail: townofmenomonie@wwt.net

Web: townofmenomonie.org

Town Chairperson:

Frank Bammert

N4378 410th St

Menomonie, WI 54751

Telephone:

Work: 715-235-4532

Cell: 715-556-1845

Home: 715-235-3918

1st Supervisor:

Francis Eiseth

E4049 620th Ave

Menomonie, WI 54751

Telephone:

Home: 715-235-2994

2nd Supervisor:

Neil Koch

N7238 520th St

Menomonie, WI 54751

Telephone:

Home: 715-235-4250

Clerk/Treasurer:

Leslie Hulbert

E4299 Cty Tk D

Menomonie, WI 54751

Telephone:

Work: 715-235-

Home: 715-235-8357

FAX: 715-235-3165

E-mail: leslianne@wwt.net

ATTACHMENT 2

EMERGENCY TELEPHONE LIST

Agency Name	Emergency Telephone	Non-Emergency Telephone
Dunn County Sheriff	9-1-1	715-232-1348
Menomonie Fire Dept.	9-1-1	715-232-2414
Dunn County Emergency Mgt.	9-1-1	715-231-2981
Wisconsin Emergency Mgt.	1-800-943-0003	608-242-3232
National Response Center	1-800-424-8802	
Wisconsin DNR	1-800-943-0003	
Xcel Energy Electric	1-800-895-1999	
Xcel Energy Gas	1-800-895-2999	
Dunn Energy Coop.	1-800-813-2842	715-232-6240
Red Cedar Medical Center	715-235-5531	715-235-5531
American Red Cross		715-235-3700
Building Inspector	1-800-472-7372	715-235-9081
WEAU TV		715-835-1313
WCCO AM Radio		612-370-0611
WQOQ TV		715-835-1881

ATTACHMENT 3

TOWN CHAIRPERSON OR DESIGNATED ALTERNATE

KEY ACTION CHECKLIST

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

The Town Chairperson or Alternate is responsible for the overall management of the Town of Menomonie. 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:

- Report to and activate the primary Emergency Operations Center (EOC)
(The Town Hall if useable) or designate an alternate site.
- Assure appropriate departments are reporting or have reported.
- Receive assessment reports from departments as to nature and scope of the emergency or disaster and declare level of said emergency or disaster.
- Implement plan as described in Emergency Operations Plan.
- Designate a Public Information Officer when appropriate.
- Make sure all departments are keeping accurate and complete records of all expenditures and resources and resources used.

ATTACHMENT 4

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 of Menomonie. 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 of 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 damaged as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

SAMPLE RESOLUTIONS TO BE USED IN EMERGENCIES

TOWN OF MENOMONIE
DUNN COUNTY, WISCONSIN

RESOLUTION NO. _____

MUNICIPAL EMERGENCY/DISASTER PROCLAMATION

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

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

NOW THEREFORE, pursuant to State Statute 323.11, as Chief Elected Official of the Town of Menomonie, 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 Town of Menomonie to be affixed.

In effect at the Town of Menomonie Town Hall this _____ day of _____, in the year of _____.

_____, Chairperson

Approved by Resolution No. _____ of the Town of Menomonie Town Board on the _____ day of _____, in the year of _____ by a vote of _____ FOR and _____ AGAINST.

**TOWN OF MENOMONIE
DUNN COUNTY, WISCONSIN**

RESOLUTION NO. _____

REQUEST TO COUNTY FOR EMERGENCY/DISASTER DECLARATION

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

WHEREAS, because of such emergency conditions, the Town Board is unavailable to meet with promptness;
and

WHEREAS, the disaster has caused the Town of Menomonie to expand or commit all of its available
resources; and

WHEREAS, the Town of Menomonie is asking for County assistance and requests the County to advise the
State of Wisconsin of our emergency conditions;

NOW THEREFORE, pursuant to State Statute 323.11, as Chief Elected Official of the Town of Menomonie,
in testimony whereof, I have hereunto set my hand and have caused the great seal of the Town of Menomonie to be
affixed.

In effect at the Town of Menomonie Town Hall this _____ day of _____, in the year of _____.

Town Chairperson (or Designee/Title)

Town Seal

NOW THEREFORE, pursuant to State Statute 323, as Chairman of the Dunn County Board of Supervisors,
do hereby concur that a State of Emergency exists in the Town of Menomonie.

In testimony whereof, I have hereunto set my hand:

In effect at _____ this _____ day of _____, in the year of _____.

Dunn County Board Chairman

Municipal Plan Resolutions

TOWN OF MENOMONIE
DUNN COUNTY, WISCONSIN

RESOLUTION NO. _____

MUNICIPAL EVACUATION PROCLAMATION

WHEREAS, an emergency/disaster proclamation has been issued; and

WHEREAS, the emergency/disaster resulted in a State of Emergency existing in our community; and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists.

NOW THEREFORE, I _____ do hereby

proclaim that the area bordered by:

_____ on the North,

_____ on the South,

_____ on the East and

_____ on the West be immediately evacuated.

This Proclamation is in effect until further notice.

In testimony whereof, I have hereunto set my hand. In effect at _____ this _____ day of _____, in the year _____.

Chairman (or Designee/Title)

TOWN OF MENOMONIE
DUNN COUNTY, WISCONSIN

RESOLUTION NO. _____

PROCLAMATION TO END A STATE OF EMERGENCY

WHEREAS, an emergency/disaster namely _____
struck the Town of Menomonie on _____ and;

WHEREAS, because of such emergency conditions, the Town Board of the Town of Menomonie met and declared a State of Emergency pursuant to State Statute 323.11;

NOW THEREFORE, pursuant to State Statute 323.11, as Chief Elected Official of the Town of Menomonie, I do hereby proclaim that a State of Emergency is no longer in effect as of the date of this Proclamation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and have caused the great seal of the Town of Menomonie to be affixed.

In effect at the Town of Menomonie Town Hall Building this _____ day of _____, in the year of _____.

Chairperson

Town Seal

Approved by Resolution No. _____ of the Town Board of _____ on the _____ day of _____, in the year of _____ by a vote of _____ FOR and _____ AGAINST.

NOW THEREFORE, pursuant to State Statute 323, as Chairman of the Dunn County Board of Supervisors, do hereby concur that the State of Emergency declared for the Town of Menomonie has ended.

In testimony whereof, I have hereunto set my hand. In effect at _____
this _____ day of _____, in the year of _____.

Dunn County Board Chairman

**TOWN OF MENOMONIE
DUNN COUNTY, WISCONSIN**

RESOLUTION NO. _____

**RESOLUTION IDENTIFYING THE LINE OF SUCCESSION FOR PROCLAIMING AN
EMERGENCY OR DISASTER IN THE TOWN OF MENOMONIE**

WHEREAS, if, because an emergency condition exists and the full Town Board of the Town of Menomonie is unable to meet with promptness, the Town of Menomonie is authorized to establish individual designees in a Line of Succession for proclaiming an emergency or disaster in the Town of Menomonie.

THEREFORE, be it resolved by the Town Board of the Town of Menomonie that if the full Town Board cannot meet with promptness, the following individuals can act in succession on behalf of the Chairperson and Town Board until such time as the Chairperson and the Town Board can meet in regular session and in order, shall be allowed, by proclamation, to exercise all of the powers of the Chairperson and Town Board which appear necessary as the result of an emergency or disaster. Any proclamations so declared shall be subject to ratification, alterations, modifications, or repealed by the Town Board as soon as the Town Board can meet.

Dated this _____ **day of** _____, _____.

Line of Succession of Elected Officials serving on the Town Board:

Title and Name:

Town Chairperson: Frank Bammert

1st Supervisor: Francis Eiseth

2nd Supervisor: Neil Koch

Town Chairperson, Frank Bammert

Date

ATTEST: _____
Town Clerk, Leslie Hulbert

Date