

TOWN OF TAINTER
Dunn County, Wisconsin

Ordinance # 20.6

MUNICIPAL EMERGENCY OPERATIONS PLAN

This resolution shall take effect after its passage and publication as required by law.

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

NOW, THEREFORE the Town of Tainter adopts the Revised Emergency Operations Plan,

Revised Resolution was passed on __07.08.21__ by the Town Board of the Town of Tainter and will be effective the day after publication.

____ signature on file _____
Town of Tainter Chairperson, Randy Valaske

07.08.21
Date

____ signature on file _____ _07.08.21_
Supervisor, Jerry Mrdutt Date

____ signature on file _____ _07.08.21_
Supervisor, Justin Albricht Date

____ signature on file _____ _07.08.21_
Supervisor, Marty Guarneri Date

____ signature on file _____ _07.08.21_
Supervisor, Jeremy Kozumplik Date

____ signature on file _____
Attest: Town of Tainter Clerk, Doris Meyer

07.08.21
Date

Published: Dunn County News __08.04.2021_
Date

Posted: _08.04.2021_
Date

HISTORICAL INFORMATION

Adoption History:

07-08-2021 Adopted Revised Emergency Operation Plan
05-13-2010 Adopted Revised Emergency Operation Plan
11-08-2007 Adopted Emergency Operation Plan

Updated Information:

06.21.2016 Local Emergency Personnel Alerting List, Page 9 & 10
08.15.2016 Local Emergency Personnel Alerting List, Page 9 & 10

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EMERGENCY TELEPHONE LISTINGS

	<u>Telephone</u>
Fire - Emergency	911
Menomonie Fire Dept – Non Emergency	715-232-2414
Ambulance	911
911 Center Dispatch	911
Dunn County Sheriff Dept - Non-Emergency	715 232-1348
Town Chair	715 556-3710
Clerk/Treasurer	715 235-3165
Dunn County Emergency Management	715 231-2981
Dunn County Public Health	715 232-2388
Dunn County Human Services	715 232-1116
Wisconsin Emergency Management	800-943-0003
National Response Center	800-424-8802
American Red Cross	715-235-3700
Salvation Army	800-949-3387
Chem-Trec	800-424-9300
Wisconsin DNR	715 308-3577
Xcel Energy Electric	800 895-1999
Xcel Energy Gas	800 895-2999
Dunn Energy Cooperative	715 232-6240
Red Cedar Medical Center	715 235-5531
WEAU TV	715 835-1313
WQOW TV	715 835-1881
WCCO AM Radio	612 370-0611

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

Name: Phone: Alternate Phone:	Name: Phone: Alternate Phone:	Name: Phone: Alternate Phone:
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Town Board

Randy Valaske Cell 715 556-3710 Shop 715 962-3710	Jerry Mrdutt Home 715 235-9254	Marty Guarneri Home 715 232-8166
Justin Albricht Cell 715 308-4627	Jeremy Kozumplik Home 715 235-1512	

LEGAL BASIS

The Legal Basis for the development of this Municipal Emergency Operations Plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE (2) DUTIES AND POWERS
59.033	COUNTY ADMINISTRATOR. (2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.07	GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.083	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.24	PEACE MAINTENANCE
61.34	POWERS OF VILLAGE BOARD
66.325	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
323	POWERS AND DUTIES OF THE GOVERNOR (4) POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES (5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483(2)	CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

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 TAINTER

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This Municipal Operations Plan has been developed to provide procedures for the Town of Tainter government to respond to various types of emergencies or disasters that affect the community.

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 Dunn 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 Coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality should consider if this municipal plan is activated:

- (1) Town of Tainter 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 Coordinator advises the Town of Tainter chairperson of the nature and extent of the emergency or disaster, if known and coordinates all emergency response actions.
 - b. Town of Tainter Chairperson declares a local state of emergency and notifies the County/Municipal Emergency Management Director of this action.

- c. Forward the local state of emergency declaration to the County Emergency Management office.
 - d. The town Emergency Management Coordinator activates the municipal EOC.
 - e. Municipal emergency response officials or agencies respond according to the checklists outlined in the Attachment A.
 - f. The town board directs departments/agencies to respond to the situation.
 - g. The town board issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
- (3) If municipal resources become exhausted or if special resources are required, request county assistance through Dunn County Emergency Management.
- (4) If assistance is requested, the Dunn County Emergency Management Coordinator assesses the situation and makes recommendations to the Town of Tainter Chairperson.
- (5) 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, 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 Emergency Management Coordinator can request state assistance through WEM.
- (7) If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Management Coordinator and Municipal Emergency Management Coordinator assess the disaster or emergency situation and recommend what personnel, services and equipment be made available for response, mitigation or recovery.

- (8) After completing the assessment, the WEM Regional Director immediately notifies the WEM Administrator.
- (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 EOP and the County EOP.

D. ORGANIZATION:

See Page 5 – Local Emergency Personnel Alerting List.
See Page 4 – Emergency Telephone List.

E. RESPONSIBILITIES AND TASKS:

See Attachment A for emergency responsibilities of key officials.

F. RESOURCE MANAGEMENT:

Additional support for Dunn County Departments may include:

- Emergency Management Assistance
- Law Enforcement Assistance
- Emergency Medical Services
- Public Health Services

Support from private agencies or volunteer groups:

- American Red Cross - Shelter and Evacuation
- Salvation Army – Shelter and Meals
- Department of Natural Resources - Search and Rescue or Incident Command

Support from state and federal Agencies:

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.

G. PLAN DEVELOPMENT AND MAINTENANCE:

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

This team meets on an as-needed basis or as determined by the Town of Tainter Chairperson. The Team reviews incidents, changes, new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

The Town of Tainter Town Board does hereby approve this plan as the Town's Municipal Operations Plan.

____signature on file_____
Town of Tainter Chairperson, Randy Valaske

__07.08.21__
Date

____signature on file_____
Town of Tainter Supervisor, Gerald Mrdutt

__07.08.21__
Date

____signature on file_____
Town of Tainter Supervisor, Marty Guarneri

__07.08.21__
Date

____signature on file_____
Town of Tainter Supervisor, Justin Albright

__07.08.21__
Date

____signature on file_____
Town of Tainter Supervisor, Jeremy Kozumplik

__07.08.21__
Date

____signature on file_____
Town of Tainter Clerk, Doris Meyer

__07.28.21__
Date

____signature on file_____
County Municipal Emergency Management Director

__07.28.21__
Date

ATTACHMENT A – RESPONSIBILITIES AND TASKS

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 Tainter. 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:

1. Report to and activate the primary Emergency Operations Center (EOC)
(The Town Hall if useable) or designate an alternate site.
2. Assure appropriate departments are reporting or have reported.
3. Ensure that the town Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the town Emergency Management Coordinator and town officials brief the EOC staff as to the status of the disaster.
5. Receive assessment reports from departments as to nature and scope of the emergency or disaster and declare level of said emergency or disaster.
6. Implement plan as described in Emergency Operations Plan.
7. Designate a Public Information Officer when appropriate.
8. Make sure all departments are keeping accurate and complete records of all expenditures and resources and resources used.
9. In consultation with the County Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. Town and county resources must be fully committed before state or federal assistance will be available.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

TOWN EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

The town Emergency Management Coordinator coordinates all components of the emergency management program in the town. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disasters or emergencies. The following tasks represent a checklist of actions this department should consider.

TOWN EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the city EOC/CP.
2. Ensure that town officials and county Emergency Management Coordinator have been notified and key facilities warned.
3. Activate the municipal EOC. Make sure that it is fully operational.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the town board and to the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources.
7. Ensure that all department or agency heads have begun to keep accurate records of disaster-related expenditures.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

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 Tainter. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Clerk/Treasurer/Assessor should:

1. Report to the Primary of Designated Emergency Operations Center.
2. Maintain records indicating town expenses incurred due to the disaster.
3. 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.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Dunn County Sheriff's Department is responsible for law enforcement activities in the town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that staff has been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the town EOC or CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties or destruction and whether the incident has the potential to expand and escalate.
6. Close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area, designate a CP and establish initial command until relieved.
9. Dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

As necessary, shelter in-place or evacuate as may be appropriate from the affected area.

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

If the county EOC is activated, establish and maintain contact with the person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, use mutual aid agreements with other law enforcement departments.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

FIRE SERVICES

KEY ACTION CHECKLISTS

The Menomonie Fire Department is responsible for fire services activities in the town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish or respond to designated staging area, CP or town EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured or trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
5. Assist Law Enforcement with evacuation.
6. Assist the municipal public works department and utilities with shutting down gas and electric services.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the county EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a response, obtain assistance through WEM State Duty Officer.

If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

WARNING AND COMMUNICATION

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in the town. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Dunn County 911 Center is responsible for warning and communications activities in the town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Fire Department
 - b. County Emergency Management Director or Coordinator
2. Activate public warning systems.
3. Establish communications with the county EOC or the county emergency management office.
4. Establish communications with Command Post.

ATTACHMENT A - RESPONSIBILITIES AND TASKS

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The town Public Information Officer is responsible for public information activities. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Prepares news releases, obtains Incident Command approval and forwards information onto media
4. Establish news media briefing room and brief the media at periodic intervals.
5. If the county EOC is activated, coordinate with the county PIO to prepare news releases.
6. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
7. Assist the county in establishing a Joint Public Information Center.
8. Assist the county with establishing a Rumor Control Center.
9. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT A – RESPONSIBILITIES AND TASKS

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The town is responsible for damage assessment activities. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the town EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Assess the damage to public and private sector of the City as follows:
 - a. Within first 2-3 hours: Complete a preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads or bridges damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video or photograph any damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate town officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the town board with the preparation of a local state of emergency declaration and forward to the county Emergency Management Coordinator.
6. Plot damage assessment information on status boards and maps in the town EOC.
7. Track and record all expenditures for personnel, equipment, supplies or services
8. Prepare reports for the Public Information Officer.