**MUNICIPAL EMERGENCY OPERATIONS PLAN**

**FOR**

**TOWN OF STANFOLD**

**Barron County, Wisconsin**

 **JUNE 1, 2021**

**Supplement to the Barron County Emergency Operations Plan**

**Emergency Telephone Listings**

|  |  |  |
| --- | --- | --- |
| Type of Service | Name | Phone |
|  |  |  |
| Police | County Sheriff | 911 |
|  |  |  |
| Fire | Fire Department | 911 |
|  |  |  |
| Town Chairperson | Charles Nelson | 715-671-3912 |
|  |  |  |
| Wisconsin Emergency Management | Duty Officer | 1-800-943-0003 |
|  |  |  |
| County Emergency Management | Mike Judy | 715-637-6732 |
|  |  | 715-296-1820 cell |
| Electric Utility  | Barron Electric Coop | 715-537-3171 |
|  |  |  |
|  |  |  |
| Telephone Utility | Centurytel | 800-261-1691 |
|  |  |  |
| American Red Cross |  | 877-618-6628 |
|  |  |  |
| Salvation Army |  | 800-260-1301 |
|  |  |  |

**Line of Succession**

**Alerting List**

1. Township Board Chairperson Charles Nelson

 Home Telephone: 715-671-3912

1. Township 1st Supervisor Brent Knutson

 Home Telephone: 715-205-8008

1. Township 2nd Supervisor John Nelsen

 Home Telephone: 715-651-6043

1. Clerk Kristen Foust

 Home Telephone: 715-475-9363

1. Treasurer Lana Peterson

 Home Telephone 715-651-1871

1. Assessor Kelly Owen

 Home Telephone: 715-308-2870

1. Patrolman Mike Gallo

 Home Telephone: 715-931-0572

1. Part-time Patrolman Vince Weinberger

 Home Telephone: 715-931-9127

**A. PURPOSE:**

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

1. **SITUATION AND ASSUMPTIONS:**

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

1. **CONCEPT OF OPERATIONS:**

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

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

The town chairperson (or board member if the town chairperson is not available) will be advised of the event and arrangements will be made to establish an Incident Command Post for the event. Staff will be contacted by the board chairperson, as appropriate.

**INCIDENT COMMANDER (IC)**

 The Chief Elected Official (or designee) will serve as Incident Commander.

 **OPERATIONS SECTION**

* Emergency protective actions: road closures, road clearing, perimeter security, temporary road repairs etc.
* Debris: Record type and quantity of debris moved, if any.
* Volunteers: Sign each volunteer in at the beginning of the work shift and sign out at the end of the period. Record type of equipment used, if any.
* Health and welfare checks
* Damage assessment: Initial information on the size and impact of the event will be assessed and given to the Barron County Emergency Services Director.

**PLANNING SECTION**

* Maintain Incident Action Plan
* Maintain log of personnel

**LOGISTICS SECTION**

* Communications
* Track resources
* Make resource requests

**FINANCE/ADMINISTRATION SECTION**

* Track personnel and equipment hours
* Declare a State of Emergency
* Expense records need to be tracked. Information on which expenses are eligible for reimbursement under the Wisconsin Disaster Fund is in Appendix A.

If necessary, the Chairperson declares a local state of emergency and notifies the County Emergency Management Director of this action. Appendix B contains a template for an emergency declaration.

The Chairperson will forward the local state of emergency declaration to the County Emergency Management office.

A command post will be established at the Town Hall.

Phone: 715-234-1127

Notify the public of the situation and appropriate actions to be taken.

Keep county officials informed of the situation and actions taken.

If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Director.

**The County will do the following**:

1. Activate the Barron County Emergency Operation Center.
2. Implement the Barron County Emergency Operations Plan.
3. Assist to locate resources.
4. Coordinate county resources with municipal resources.
5. Notify Wisconsin Emergency Management Regional Director.
6. Forward Uniform Damage Situation Report (UDSR) form (Appendix C).
7. Assist municipality with prioritizing and allocating resources.
8. Assist in obtaining resources from the State.

Activation of the County EOC will be in support of the Town of Stanfold. The presence of the Chief elected official (or designee) in the EOC may periodically be required to review/approve the Incident Action Plan for each operational period.

If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through Wisconsin Emergency Management.

If state assistance is requested, the WEM Administrator in conjunction with the Regional Director and county Emergency Services Director, assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

After completing the assessment, the WEM Regional Director immediately notifies the WEM Administrator.

The WEM Administrator notifies the Governor and makes recommendations.

If state assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Operations Plan and the County Emergency Operations Plan.

**D. ORGANIZATION**:

See line of succession alerting list.

1. **RESOURCE MANAGEMENT**:

See Appendix D.

**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 Services Director. Requests for National Guard assistance should be channeled through the County Emergency Services Director to the WEM Regional Director to the WEM Administrator.

1. **Plan Development and Maintenance**:

The plan is maintained by the town Chairperson or designee.

**Municipal Emergency Operations Plan for Town of Stanfold**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Board Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Clerk

**APPENDIX A**



**APPENDIX B**

## REQUEST TO COUNTY FOR DISASTER DECLARATION

WHEREAS, a disaster, namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has struck the Town of Stanfold; and

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

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

WHEREAS, the Town) of Stanfold 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, as Chief Elected Official of the Town of Stanfold in testimony whereof I have hereunto set my hand and have caused the great seal of the Town of Stanfold to be affixed.

Done at the Town Hall this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  Town Chairman

NOW, THEREFORE, pursuant to State Statute 323, as Chairman of the Barron County Board of Supervisors, do hereby concur that a state of emergency exists in Town of Stanfold.

In testimony whereof I have hereunto set my hand. Done at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County Board Chair

**APPENDIX C**



**APPENDIX D**

Name of Municipality: Town of Stanfold, Barron County

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

Name: Charles Nelson

Phone: 715-671-3912

Phone: 715-822-2871

Name: Brent Knutson

Phone: 715-205-8008

Name: John Nelsen

Phone 715-651-6043

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: Mike Gallo

Phone: 715-931-0572

Name: Vince Weinberger

Phone: 715-931-9127

List equipment that is available from the municipality:

Dump/plow truck

Grader

Backhoe

Tractor/brush-cutter

Pickup truck