

Emergency Operations Plan

Town of Loyal

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Emergency Operations Plan

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A. Purpose:

The purpose of this plan is to ensure that in the event of any type of disaster, the township's facilities, equipment, and manpower will be used in a coordinated, effective way, so as to maximize the protection of life and property, and ensure the continuity of government.

B. Legal Basis:

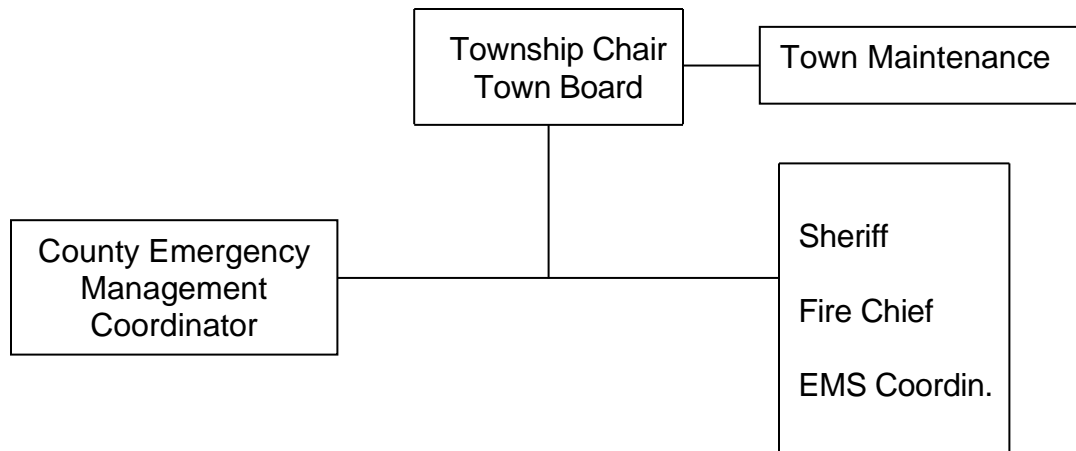
The legal basis for the development of this plan is stated in the following documents: Public Law 103-337, State Statutes Chapter 323, County Ordinances as it would pertain.

Town Chairperson _____
Date

Clark County Emergency Management Director _____
Date

C. Organization:

Existing government is the basis for emergency operations. That is, township personnel will perform emergency activities related to those they perform on a day-to-day basis. The township organization is as follows:



D. Warning and Notification

Receipt of Warning:

The County Warning Point (Clark County Sheriff's Department) is responsible for relaying any warnings which it receives which affect the Town of Loyal to the town chair. The town chair serves as the Township Warning Point, and is responsible for disseminating any warnings, which he/she receives.

Sending of Warning by Municipality:

The Clark County Emergency Alert System (EAS) allows "Any local elected or appointed public officer or public safety command officer" including "commissioners, emergency managers, police or fire officials or other public safety officers involved in the management of a major incident"... to request activation of the Clark County EAS public warning system.

In the event of an immediately life-threatening incident that requires immediate public notification via NOAA (weather) warning radios, do the following:

- 1) Complete message form Attachment 6 (EAS Public Warning via NOAA Weather Warning radios).
- 2) Call 911 and identify yourself (prove your identity by callback and other means of authentication).
- 3) 911 Center will verify your information and if appropriate contact National Weather Service to send the warning.

Your EAS message is also picked up by local broadcasters for their re-broadcast.

Clark County also has the Nixle Mass Notification System which can provide notification via telephone, text and email to registered subscribers. This can be activated by the County Emergency Management Director or Sheriff's Office Chief Deputy.

E. Dissemination of Warning/Notification:

For Natural Disaster:

1. Notify key township personnel (see personnel notification list below);
2. Notify TV/radio stations, primary radio station is _____.

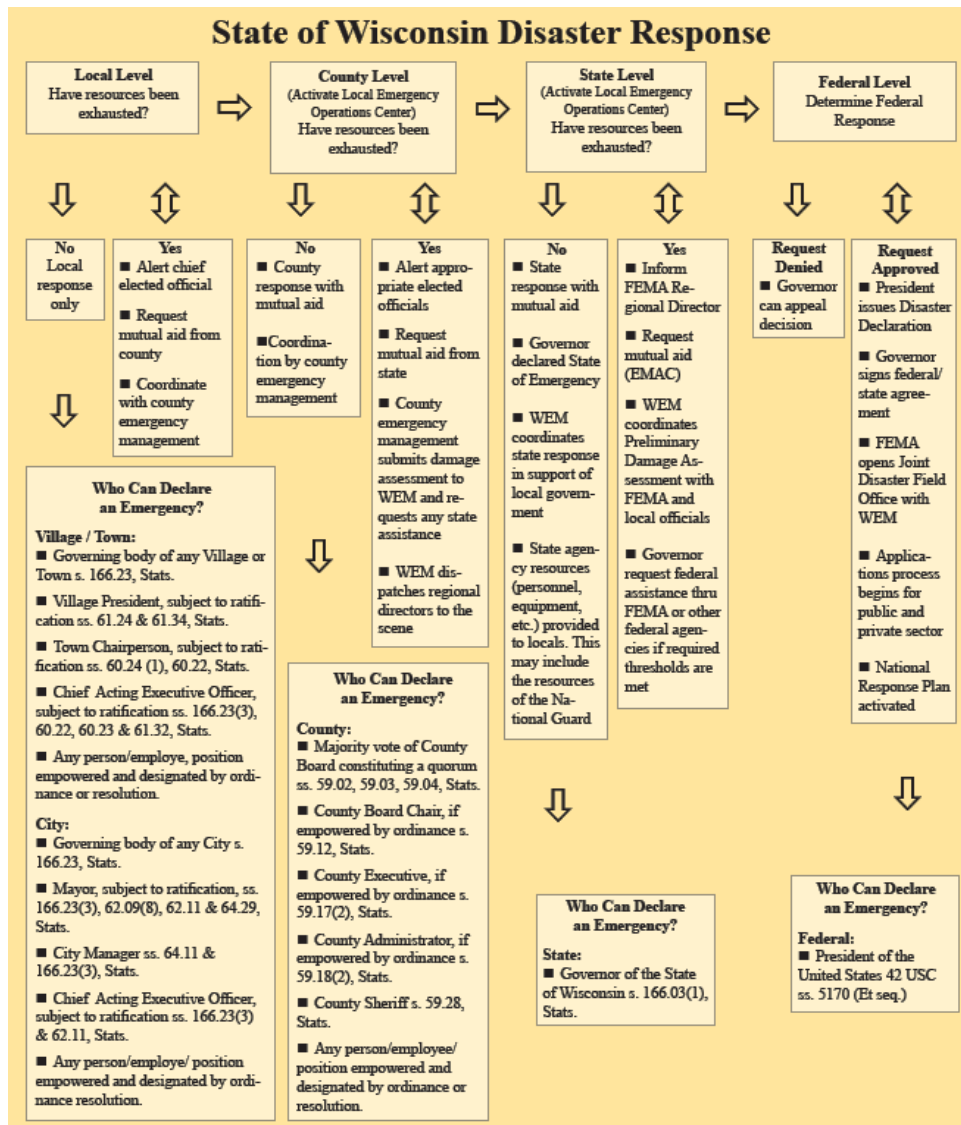
For Nuclear, Enemy Attack or Terrorist Activity:

1. Notify key township personnel (see personnel notification list below);
2. Notify TV/radio stations, primary radio station is_____.

Standard operating procedure for activation of warning; i.e., sirens, radio, television, mobile speakers, bull horns, etc.

F. Emergency Declaration

In the event the township is in need of disaster response assistance the following chart explains the next step following your declaration of a state of emergency



G. Personnel Notification List:

| Position | Name | Phone (O) | Phone (H) |
|---------------------------|----------------|---------------------|------------------|
| Chairman | Jesse Zvolena | 715-613-9013 | |
| Supervisor | Ray Weyer | 715-937-0872 | |
| Supervisor | Kevin Froeba | 715-937-1741 | |
| Clerk | Lacii Kautzer | 715-255-3953 | |
| Treasurer | Shelby Zvolena | 715-255-9232 | |
| Patrolman/ Maintenance | Jerry Schmidt | 715-937-7493 | |
| Sheriff | Scott Haines | 715-743-3157 | |
| Fire Chief | Scott Radue | | 715-613-3080 |
| EMS Coordinator | Mike Meyer | | 715-937-5930 |
| School Superintendent | Chris Lindner | 715-255-8552 | |
| Co. Emergency Mgt. | John Ross | 715-743-5100 | 715-429-0669 |
| Town Hall and Shop | Jerry Schmidt | 715-937-7493 | |

H. Emergency Operation Center (EOC)

Direction and Control:

Town's response to the disaster will take place from the Town Emergency Operation Center (EOC). The EOC is located at the Town Hall/Shop, W3412 Chickadee Rd. A secondary site may be the City Hall, 301 N Main St, Loyal or Loyal Fire Departments, 603 N Wolf St, Loyal. If a more suitable EOC site is selected, during a disaster, the Township Emergency Designee will contact the Clark County Sheriff's Department (911 or 715-743-3157). The Sheriff's Department will contact the County Emergency Management Office to advise them of the site and location.

EOC Activation:

The members of the Town Board will activate the EOC.

EOC Staff:

Are to report to the EOC automatically upon the occurrence of a disaster.

EOC Equipment/Supplies:

The Township designee is responsible for ensuring that the EOC is operational--that the necessary maps, tables, chairs, communications equipment, message logs, etc. are on hand (standard forms are available from Clark County Emergency Management Office). See Attachment 4.

I. Shelters:

Upon request for shelter activation from the township, the Clark County Emergency Management Coordinator will notify the Red Cross. The Red Cross will assist with the overall operation of the shelters to include:

1. Shelter Management
2. Documentation
3. Food Supplies

| <u>Shelter</u> | <u>Location</u> | <u>Phone</u> |
|----------------|--------------------|--------------|
| Town Hall/Shop | W3412 Chickadee Rd | 715-255-9232 |

The primary large-scale shelter is the Hall/Shop

J. Preliminary Damage Assessment (PDA):

In order to obtain mutual aid from the state or federal agencies, as well as surrounding jurisdictions, it is imperative that proper documentation and assessment of all damage is conducted as soon as possible. The PDA is a joint local/state/federal effort. It is the Clark County Emergency Management Coordinator's responsibility to designate local representatives for the PDA teams.

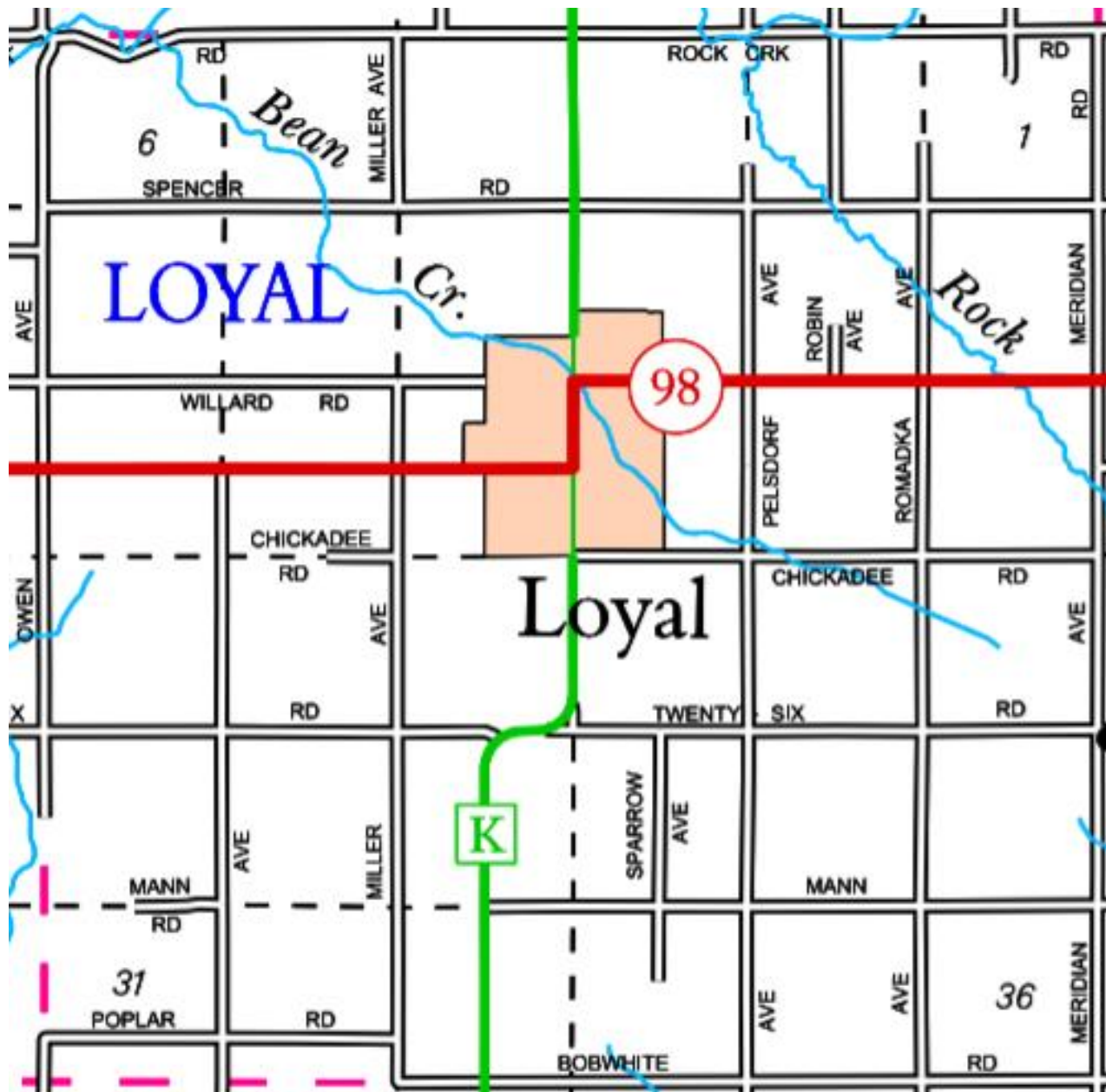
The initial responsibility to initiate assessment lies with the Township Chair or designee upon their arrival to the Emergency Operations Center. Because the PDA form is relatively simple to use, the township may select individuals such as local insurance representatives or realtors to immediately assess following the incident. These individuals should assemble to the Emergency Operations Center.

PDA team designees should begin to identify safe routes of travel and to gather damage information in the effected area.

When the damaged area is declared safe, PDA teams should coordinate with Clark County Emergency Management and travel to their planned sectors gathering data on individual and public damage.

For an example of the Preliminary Damage Assessment Form, see Attachment 5.

INSERTION 1 (Town of Loyal)



K. Town Chair/Board will:

1. Ensure that the Township Emergency Designee has activated/is activating the EOC.
2. Report to the EOC.
3. Ensure an initial damage assessment and casualty report is initiated.
4. Brief other Township EOC staff and County Emergency Management Coordinator as to the status of the disaster.
5. Be ready to issue a declaration of emergency. (See Attachment 1)
6. Serve as the Town Public Information Officer (PIO), or designate a member of the Town staff to perform this function.
7. In consultation with the County Emergency Management Coordinator, determine whether or not state or federal assistance should be requested. (Township resources must be fully committed before state or federal assistance will be available. If assistance is requested, be specific.)

L. Township Emergency Management Designee will:

1. Ensure that Township officials have been notified, key facilities warned, sirens activated (if available), etc.
2. Activate the Township EOC, make sure that it is fully operational, and that local EOC staff has reported/are reporting to it.
3. Obtain initial damage assessment and casualty reports, and relay this information to the Town Chair and to the County Emergency Management Coordinator.
4. Brief the EOC staff as to the status of the disaster.
5. Evaluate available resources, including personnel. If deficiencies exist, take action to obtain needed resources.
6. Ensure that good records are kept on expenditures.

M. Township Clerk/Assessor/Treasurer:

1. Maintain records indicating Township expenses incurred due to the disaster.
2. Assist in the damage assessment process by:
 - a. Providing information regarding the dollar value of property damaged as a result of the disaster.
 - b. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
3. Begin planning for acquisition of equipment and supplies needed following a disaster.

N. Township Law Enforcement (Sheriff's Department):

1. Request assistance.
2. Report your location to the Township Emergency Operation Center (EOC).
3. Review disaster situation as it pertains to law enforcement and forward this information to the Township Emergency Designee.
4. Direct officer to initiate actions to close off the damage site area to stop all non-essential in-bound traffic. (See Attachment 3)
5. Coordinate activities with the other services.
7. Try to anticipate your department's needs for manpower and equipment 24 hours in advance.
8. Remember that the number one priority is to save lives. (Don't waste time, money, or manpower on anything until all lives that can be saved are saved.)

O. Fire Chief (see Personnel Notification List):

1. Ensure that all personnel are alerted to the disaster and that they report as the situation dictates.
2. Report your location to the Township Emergency Operation Center (EOC).
3. Review the disaster situation as it pertains to the fire department and forward this information to the Township Emergency Designee.
4. Coordinate the activities of your department with the other services.
5. Number one priority will be to rescue injured and trapped persons. For rescue assistance call 911.
6. If additional assistance is necessary, utilize mutual aid agreements with other fire departments.

P. Township Maintenance:

1. Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
2. Report your location to the Township Emergency Operation Center (EOC).
3. Coordinate the activities of your department with the other services.
4. Begin debris clearance to permit passage of emergency vehicles.
5. Assist rescue personnel as needed in rescuing trapped persons.
6. Coordinate/direct/assist the restoration of utilities.
7. Coordinate with the Township Emergency Designee and County Emergency Management Coordinator.

Q. Support:

Support that can be expected from Clark County is as follows:

- | | | | |
|----|-----------------------------|-------------------|------------------------------|
| 1. | County Sheriff | Scott Haines | 911/715-743-3157 |
| 2. | County Highway Com. | Brian Duell | 715-743-3680 |
| 3. | County Human Svcs. | Pamella Kernan | 715-743-5233 |
| 4. | County Emergency Management | John Ross | 715-743-5100 715-429-0669 |
| 5. | County Coroner | Richard Schleifer | 911/715-743-2379 |
| 6. | County Clerk | Christina Jensen | 715-743-5148 |
| 7. | County Forestry/Parks | Curtiss Lindner | 715-743-5142 |
| 8. | County Health Department | Brittany Mews | 715-743-5105 |

Support from Private Agencies/Volunteer Groups:

Red Cross, Salvation Army, Schools, Clergy Associations, AARP, etc.

Support from the National Guard:

General Overview:

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard Units may be available. Only the Governor has the authority to activate the Guard. State Statute 21.11 authorizes the "president of any village, mayor of any city, chairperson of any town board, or any sheriff in this state" to request the Governor order into active service any portion or all of the National Guard.

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the Clark County Emergency Management Coordinator.

R. MUNICIPAL DISASTER CHECKLIST

(The following items may help start the initial response to an emergency)

BEGIN TO IDENTIFY THE PROBLEM

- What is the problem? Has the danger passed?
- Location of the problem. Are wind conditions a factor?
- Injuries? Need ambulance?
- Evacuation needed? Can you warn people without exposing yourselves to danger?
- Can this municipality handle the problem without outside help?
- If help is needed, County, State and Federal officials will need to know.
 - Who?
 - What?
 - When?
 - Where?
 - How much

IMMEDIATE ACTIONS

- Protect yourself, stay out of harms way
- Follow the municipal Emergency Operations Plan
- Alert notification (not necessarily in order of priority)
 - Local Municipal Officials
 - Local Fire Department
 - Local Law Enforcement
 - 911 (for Sheriff, Emergency Management, etc.)
- Need to open local Emergency Operations Center?
- Need to open local temporary shelter?

SECONDARY ACTIONS

- Declare a state of emergency (when local resources are not enough)
 - Track costs
 - Can we safely put up barricades?
 - Photograph damages if possible. Photograph repaired damages.
 - Curfew needed to keep out sightseers?
 - Ask for assistance from neighboring municipalities
 - Can we safely initiate damage assessment?
- Who will handle the media until other help arrives?

ATTACHMENT 1 (Emergency Declaration)

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS, a disaster, namely _____ has struck the Town of _____; 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 _____ to expend or commit all of its available resources; and

WHEREAS, the Town of _____ 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 _____ in testimony whereof I have hereunto set my hand and have caused the great seal of the Town of _____ to be affixed.

Done at the Town hall this ___ day of _____, 20__.

Township Chairman

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

In testimony whereof I have hereunto set my hand. Done at _____ A/P this ___ day of _____, 20__.

Clark County Board Chairman

ATTACHMENT 2 (State of Emergency Cancellation)

PROCLAMATION TO END THE STATE OF EMERGENCY

WHEREAS, a disaster, namely _____ struck the Town of _____; and

WHEREAS, because of such emergency conditions, the Town Board met and declared a State of Emergency pursuant to State Statute 66.325 and State Statute 323;

NOW THEREFORE, pursuant to State Statute 66.325 and State Statute 323, as Chief Elected Official of the Town of _____, 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 _____ to be affixed.

Done at the Town hall this _____ day of _____, 20__.

Township Chairman

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

In testimony whereof I have hereunto set my hand. Done at _____ A/P this _____ day of _____, 20__.

Clark County Board Chairman

ATTACHMENT 3 (Emergency Curfew)

DECLARATION OF STATE OF EMERGENCY CURFEW

Due to the severe damage caused by _____ and as Chief Elected Official of the Town of _____, I hereby declare that the Town of _____ is under a State of Emergency.

By this statutory power provided to this office by the State of Wisconsin, I hereby also declare that the Town of _____ is under a dusk to dawn curfew. This curfew shall last only as long as absolutely necessary to resolve the problems caused by this disaster.

By order of the Town of _____.

Township Chairman

ATTACHMENT 4 (Equipment Inventory)

Please list all township equipment that would be available for use in the event of a disaster (ex. end loader, dump truck, generator etc. and include quantity).

2016 JD 772G Grader w/attachments

1997 Ford 8000 Dump Truck

2007 Intl Dump Truck w/attachments

1997 John Deere Tractor w/attachments

2006 John Deere 310SG Backhoe

Chainsaw

ATTACHMENT 5 (FEMA Road Index Site Estimate)

| Site # | Road Name | Damage Estimate | Notations |
|--------|-----------|-----------------|-----------|
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**ATTACHMENT 5 (FEMA Preliminary Damage Assessment Site Estimate) con't.
To Township Plan Quick Reference Guide for Damage Assessment**

| | Tornado Event | Flood Event | Livable |
|-------------------------------|--|--|----------------|
| <u>SINGLE OR MULTI FAMILY</u> | | | |
| Destroyed | *Foundation only remains *2 or more wall destroyed and roof substantially damaged | *Not economically repairable *Pushed off foundation | No |
| Major | *2 walls and roof substantially damaged | *2 or more feet on first floor – no basement *Structural damage; collapsed basement wall(s) | No |
| Minor | *1 wall, section of roof damage | *less than 2 feet on first floor – no basement or 1 to 8 feet in basement | No |
| Affected | *Intermittent shingle damage, windows broken | *less than 1 foot in basement minor access problem | Yes |
| <u>MOBILE HOMES</u> | | | |
| Destroyed | *Frame twisted *Knocked off piers | *Water above floor level *Unit swept from foundation | No |
| Major | *Wall and roof damage *Shifted on piers | *Water soaked bottom board *Shifted on piers | No |
| Minor | *Utility connections broken *Foundation shifted | *Utilities flooded *Piers shifted/washed out | No |
| Affected | *Minor indentations to roof and siding | *Water causes access problems under no-water touched the unit | Yes |

ATTACHMENT 6 (EAS Public Warning via NOAA Weather Warning Radios)

EAS Message (for "other" disaster)

[Authorized municipal official] - (1) CLEARLY WRITE OR PRINT MESSAGE BELOW. (2) DIAL 911 - Request 911 to send EAS message. (3) Offer proof of your identity such as call back from 911 or fax this completed form to 911 or use other means. 911 Center will want to verify authenticity of your information. (4) Advise 911 that the message form used is for "other" type disaster. Read your written EAS message form below.

Officials in Clark County have issued the following emergency bulletin.

_____ (describe the event)

Circle one (has occurred) at time _____ (may occur) at time _____

(danger that it poses) _____

(Location and boundaries of effected area) _____

(Action people should take to protect themselves) _____

(Time available to act) _____

[One minute message duration only]

Note: Due to encoder/decoder audio record time constraints, a subsequent message will be necessary to provide detailed evacuation instructions. The text of this message and all subsequent messages will be provided to all media outlets listed in Annex C of EAS Plan for coverage as a news item. Follow-up messages will also be broadcast on Black River Falls, WNG-564 and La Crosse NOAA Weather Radio, WXJ-86, as special advisories, but will not be broadcast as EAS/SAME or tone alert messages.

[Advise Clark County Communication Center when situation is no longer immediately life threatening to the public]

Attachment 7 (National Incident Management System)

RESOLUTION

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN TOWNSHIP OF _____ IN THE STATE OF WISCONSIN.

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, City, Village, Township and Tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity, and

WHEREAS, the collective input and guidance from all Federal, State, City, Village, Township and Tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS, and

WHEREAS, it is necessary and desirable that all Federal, State, City, Village, Township and Tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management, and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, City, Village, Township and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters, and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes, and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State and within Clark County, including current emergency management training programs, and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System,

ACRONYMS

The following acronyms are in the Clark County Emergency Operations Plan and Township Plan.

| | |
|-------|--|
| ARC | American Red Cross |
| ARES | Amateur Radio Emergency Services |
| CAP | Civil Air Patrol |
| CISD | Critical Incident Stress Debriefing |
| DAC | Disaster Application Center |
| DEM | Division of Emergency Management |
| DFO | Disaster Field Office |
| DHHS | Department of Health and Human Services |
| DMA | Department of Military Affairs |
| DNR | Department of Natural Resources |
| DOT | Department of Transportation |
| EAS | Emergency Alert System |
| EMS | Emergency Medical Services |
| EMT | Emergency Medical Technician |
| EOC | Emergency Operation Center |
| EOP | Emergency Operations Plan |
| EPCRA | Emergency Planning & Community Right to Know Act |
| FAA | Federal Aviation Administration |
| FEMA | Federal Emergency Management Agency |
| FSA | Farm Service Agency |
| ICS | Incident Command System |
| LEPC | Local Emergency Planning Committee |
| MAA | Mutual Aid Agreement |
| MDS | Mennonite Disaster Service |
| NIMS | National Incident Management System |
| NAWAS | National Warning System |
| NOAA | National Oceanic and Atmospheric Administration |
| NRP | National Response Plan |
| NRCS | Natural Resource Conservation Service |
| NWS | National Weather Service |

| | |
|---------|---|
| OIC | Officer in Charge |
| OPLAN | Operations Plan |
| OSC | On-Scene Commander |
| PI/PIO | Public Information/Public Information Officer |
| PW | Public Works |
| RACES | Radio Amateur Civil Emergency Services |
| SA | Salvation Army |
| SARA | Superfund Amendments and Reauthorization Act |
| SBA | Small Business Administration |
| SOP | Standard Operating Procedure |
| TED | Township Emergency Designee |
| TM | Township Maintenance |
| UDSR | Uniform Disaster Situation Report |
| USDA | United States Department of Agriculture |
| VOAD | Voluntary Organizations Active in Disaster |
| WEM | Wisconsin Emergency Management |
| WISPERN | Wisconsin Police Emergency Radio Network |
| WSP | Wisconsin State Patrol |
| WVOAD | Wisconsin Volunteer Organizations Active in Disasters |

DEFINITIONS

| | |
|-----------|---|
| EAS | Emergency Alert System; Radio/Television. |
| EOC (Co) | Emergency Operation Center; location selected by the County as coordinating center for all agencies and public officials responding to a crisis situation. |
| EOC (MUN) | Place selected by the municipal leadership where the initial response to a local crisis will be coordinated. |
| ICC | Incident Command Center; field location close to the crisis situation from which the on-site response is coordinated. |
| TED | Township Emergency Designee; Town Chair may designate himself/herself or select another competent individual to initiate the emergency response until County response assistance arrives. |

TM Township Maintenance; town public works person(s).

NOW, THEREFORE BE IT RESOLVED that the Town of Loyal Board establishes the National Incident Management System (NIMS) as this local municipality's standard for incident management.

ADOPTED:

Board Members

Dated this _____ day of _____, 2021.

To the best of our knowledge, those changes made to this municipal Emergency Operations Plan are correct as of the date noted. Signatures on the original Plan need not be changed on the date of each document update unless the municipal board so decides. (Please skip one line between signers from the previous update).

Name of reviewer(s):

Date of review/update:
