


STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

Resolution No. 2018-7  
Adopting Emergency Operations Plan

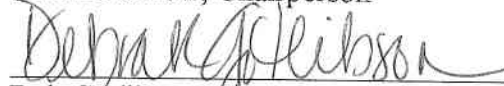
WHEREAS, the Town of Red Cedar is required to provide an Emergency Plan to the Dunn County Emergency Government Director.

NOW, THEREFORE, the Town of Red Cedar adopts this Emergency Operations Plan as presented by the EOP Planning Committee.

This Resolution was passed on August 20, 2018 by the Town Board of the Town of Red Cedar and will be effective the day after publication.



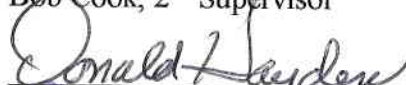
Pete Prochnow, Chairperson



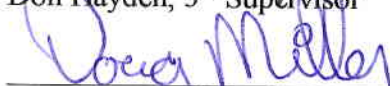
Deb Gotlibson, 1<sup>st</sup> Supervisor



Bob Cook, 2<sup>nd</sup> Supervisor




Don Hayden, 3<sup>rd</sup> Supervisor



Doug Miller, 4<sup>th</sup> Supervisor

Attest:

  
Cheryl Miller, Town Clerk

Date Published: N/A

Date posted: aug. 23, 2018



# **TOWN OF RED CEDAR**

## **MUNICIPAL EMERGENCY OPERATIONS PLAN**

Historical Information  
08/20/2018 - Adopted

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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** 323.14 Local Government; duties and powers

**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 Operations Plan
ERP	Emergency Response Plan
IC	Incident Command
PIO	Public Information Officer
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management
NIMS	National Incident Management System

## TOWN OF RED CEDAR

### MUNICIPAL EMERGENCY OPERATIONS PLAN

#### A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Red Cedar 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 Red Cedar 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 Red Cedar 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 Red Cedar Chairperson of the nature and extent of the emergency or disaster, if known.
  - b. Town of Red Cedar 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. Town of Red Cedar requests county assistance through the County/Municipal Emergency Management Director.
4. If assistance is requested, the County/Municipal Emergency Management Director assess the situation and makes recommendations to the Town of Red Cedar Chairperson.
5. The County/Municipal Emergency Management Director will do the following:
  - a. Activate the County EOC, which is located at 615 Stokke Parkway, Menomonie, WI in the lower level of the Dunn County Judicial enter
  - 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 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 assesses the disaster or emergency situation and recommends 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 Emergency Response Plan 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:

1. Town of Red Cedar EOP Development Team is composed of representatives from the Town Board. They are responsible for developing and maintaining this plan.
2. This Team meets on an as-needed basis or as determined by the Town of Red Cedar Chairperson. The Team reviews incidents, changes new information, and makes revisions in this plan.
3. This Team also conducts after-action reviews of all exercises and major incidents.

# ATTACHMENT 1

## Local Emergency Personnel Alerting List Town of Red Cedar

**Pete Prochnow, Chairman**

N6285 670<sup>th</sup> Street  
Menomonie, WI 54751

[REDACTED]  
(715) 231-1253 (w)

(715) 556-2244 (town cell)

[REDACTED]

**Jeffrey J. Kistner, Patrolman**

(715) 556-7576 (town cell)

[REDACTED]

**Deb Gotlibson, Supervisor #1**

[REDACTED]

(715) 505-2580 (cell)

**Bob Cook, Supervisor #2**

[REDACTED]

(715) 505-5263 (cell)

**Don Hayden, Supervisor #3**

(715) 308-3391

**Doug Miller, Supervisor #4**

[REDACTED]

(715) 505-2940 (cell)

[REDACTED]

**Cheryl Miller, Clerk**

(715) 556-5034 (town cell)

[REDACTED]

**Jill Haldeman, Treasurer**

(715) 556-5063 (town cell)

[REDACTED]



# ATTACHMENT 2

## Emergency Telephone List

Agency Name	Emergency Telephone	Non-Emergency Telephone
Dunn County Sheriff Dept.	911	715 232-1348
Menomonie Fire Department	911	715 232-2414
Dunn County Emergency Mgt	911	715 231-2981
Wisconsin Emergency Mgt	800 943-0003	608 242-3232
National Response Center	800 424-8802	
Wisconsin DNR	800 943-0003	
Xcel Energy Electric	800 895-1999	
Xcel Energy Gas	800 895-2999	
Dunn Energy Coop	800 813-2842	715 232-6240
Mayo – Menomonie	715 235-5531	715 235-5531
American Red Cross		800-236-8680
Building Inspector		
WEAU TV		715 835-1313
WCCO AM Radio		612 370-0611
WQOW TV		715 835-1881

The Town of Red Cedar Town Board does hereby approve this plan as the Town's Municipal Operations plan this  
*20th day of Aug., 2018.*

\_\_\_\_\_  
Town of Red Cedar Chairperson

\_\_\_\_\_  
Town Supervisor #1

\_\_\_\_\_  
Town Supervisor #2

\_\_\_\_\_  
Town Supervisor #3

\_\_\_\_\_  
Town Supervisor #4

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
County Municipal Emergency Management Director

\_\_\_\_\_  
Date

# ADDENDUM 1

## KEY ACTION CHECKLIST TOWN CHAIRPERSON OR DESIGNATED ALTERNATE

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 Red Cedar. 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 used.

# ADDENDUM 2

## KEY ACTION CHECKLIST TOWN CLERK, TREASURER and ASSESSOR

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

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

The Town Clerk, Treasurer and Assessor should:

- Report to the Primary or Designated Emergency Operations Center.
- Maintain records indicating town expenses incurred due to the disaster.
- Assist in the damage assessment process by:
  - Providing information regarding the dollar value of property damaged as a result of the disaster.
  - Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster

## ADDENDUM 3

### THE FOLLOWING ATTACHMENTS ARE SAMPLE RESOLUTIONS TO BE USED IN EMERGENCIES

- 1) Municipal Emergency/Disaster Proclamation
- 2) Request to County for Emergency/Disaster Declaration
- 3) Municipal Evacuation Proclamation
- 4) Proclamation to End a State of Emergency
- 5) Identifying the Line of Succession for Proclaiming an Emergency or  
Disaster

STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

Resolution No. \_\_\_\_\_  
Municipal Emergency/Disaster Proclamation

WHEREAS, an emergency/disaster, namely \_\_\_\_\_, has struck the Town of Red Cedar; 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 Red Cedar, 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 Red Cedar to be affixed hereto.

In Effect at the Town of Red Cedar Town Hall this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

TOWN SEAL

Approved by Resolution No. \_\_\_\_\_ of the Town of Red Cedar Town Board on the \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_ by a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST.

STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

Resolution No. \_\_\_\_\_  
Request to County for Emergency/Disaster Declaration

WHEREAS, an emergency/disaster, namely \_\_\_\_\_, has struck the Town of Red Cedar; 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 Red Cedar to expand or commit all of its available resources; and

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

In effect at the Town of Red Cedar Town Hall this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Town Chairperson (or Designee/Title)

TOWN SEAL

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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 Red Cedar.

In testimony whereof, I have hereunto set my hand:

In effect at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Dunn County Board Chairman

STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

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 and have caused the great seal of the Town of Red Cedar to be affixed hereto.

In effect at the Town of Red Cedar Town Hall this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Town Chairperson (or Designee/Title)

TOWN SEAL



STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

Resolution No. \_\_\_\_\_  
Proclamation to End a State of Emergency

WHEREAS, an emergency/disaster namely \_\_\_\_\_, struck the Town of Red Cedar on \_\_\_\_\_; and

WHEREAS, because of such emergency conditions, the Town Board of the Town of Red Cedar 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 Red Cedar, 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 Red Cedar to be affixed hereto.

In effect at the Town of Red Cedar Town Hall Building this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

TOWN SEAL

Approved by Resolution No. \_\_\_\_\_ of the Town Board of the Town of Red Cedar on the \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_ by a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST.

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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 Red Cedar 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

STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

Resolution No. \_\_\_\_\_  
Resolution Identifying the Line of Succession for  
Proclaiming an Emergency or Disaster in the Town of Red Cedar

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

NOW, THEREFORE, be it resolved by the Town Board of the Town of Red Cedar declares 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 repeal 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: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Town Chairperson

ATTEST:

\_\_\_\_\_  
Town Clerk