

TOWN OF SPRING PRAIRIE
WALWORTH COUNTY, WISCONSIN
EMERGENCY MANAGEMENT PLAN
NOVEMBER 2013

TOWN OF SPRING PRAIRIE, WALWORTH COUNTY, STATE OF WISCONSIN

EMERGENCY MANAGEMENT PLAN

A. PURPOSE:

This plan has been developed to provide procedures for Town of Spring Prairie Board Members to respond to various types of emergencies or disasters that affect the community. This plan is to be used in conjunction with the Walworth County Emergency Operations Plan (EOP) and will be maintained in accordance with current standards of the Walworth County EOP and in accordance with the local government. Review of this 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 in Spring Prairie. These hazards are outlined in the Walworth County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

C. CONCEPT OF OPERATIONS:

Spring Prairie officials have primary responsibility for disasters which take place in the Town. They will activate the appropriate procedures to deal with the disaster. The Town Chairperson (Town Emergency Management Coordinator or EMC) is responsible for coordinating this response with county officials if county assistance is necessary.

Actions that the Town of Spring Prairie should consider if this plan is activated:

1. Town Chairperson (EMC) assesses the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the following procedures, as appropriate.
 - a. The Town Chairperson coordinates emergency response actions, i.e. Call 911, remove fallen tree(s), etc., in accordance with Attachment B checklist.
 - b. Town Chairperson declares a local state of emergency and notifies Walworth County Emergency Management Coordinator of this action; forwards "State of Emergency Declaration" (sample attached) to county EMC.
 - c. The Town EMC activates the Town Emergency Operations Center (EOC). This facility is located at the Town Hall or other nearby facility, as deemed appropriate.
 - d. Town emergency response officials respond according to the checklists outlined in Attachments A-C.
 - e. Town Chairperson directs appropriate response to the situation.
 - f. Town Chairperson issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

- g. Town Chairperson notifies the public of the situation and appropriate actions to take and keeps county officials informed of the situation and actions taken.
3. The Town Chairperson as authorized by Resolution of the Town Board dated _____ may, in a declared State of Emergency, spend up to \$_____ without Board action and/or solicitation of bids. If Town resources become exhausted or if special resources are required, the Town Chairperson may request county assistance through the county EMC.
 4. If assistance is requested, the county EMC assesses the situation and makes recommendations.
 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.
 - e. Coordinate county resources with Town resources.
 - f. Notify Wisconsin Division of Emergency Government (DEG) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist town with prioritizing and allocating resources.
 6. If Town and county resources are exhausted, the county EMC can request state assistance through the State DEG.

If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, county EMC and town EMC 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 DEG Regional Director immediately notifies the State DEG Administrator.

The State Administrator of Emergency Government notifies the Governor and makes recommendations.

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

D. ORGANIZATION:

Town Chairperson
 Supervisor 1
 Supervisor 2
 Town Clerk/Treasurer
 Town Road Superintendent

F. RESPONSIBILITIES AND TASKS:

(See Attachments A-C for emergency responsibilities of key officials.)

G. RESOURCE MANAGEMENT:

Additional support may be forthcoming from Walworth County Departments through Mutual Aid Reciprocal Agreement, and from Private Agencies/Volunteer Groups accessed through Walworth County, such as the Red Cross, Salvation Army, Schools, Clergy Associations, AARP, etc.

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County EMC. Requests for National Guard assistance should be channeled through the county EMC to the DEG Regional Director to the DEG Administrator.

H. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Spring Prairie EOP Development Team is composed of the Town Chairperson, EMC, and Town Board. The team is responsible for developing and maintaining this plan.

This Team meets on an “as needed” basis or as determined by the Town 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.

Donald Henningfeld
Town Chairperson

Donald Trimberger
Supervisor 1

Thomas Bolfert
Supervisor 2

Debra Collins
Clerk/Treasurer

Curt Fredrich
Road Superintendent

Town Chairperson

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE Town Chairperson AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Town Chairperson is responsible for the overall management of the Town of Spring Prairie. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chairperson should:

1. Activate automatic Town Board meetings every day at a specified time in the Town Hall or alternate location: Clerk's residence, Board residences, etc.
2. Ensure that the Town EMC or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
3. Report to the EOC/CP.
4. Ensure that the Town EMC or designated person provide an initial damage assessment and casualty report, using Damage Assessment Guidelines attached, (where applicable.)
5. Ensure that the Town EMC and Town officials brief the EOC staff as to the status of the disaster.
6. Be ready to issue a "Declaration of Emergency".
7. Activate public warning system (door-to-door, telephone fan out, local radio station, TV stations). Establish communications with county EOC or EMC.
8. In consultation with the Town EMC, determine whether or not county, state or federal assistance should be requested. (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

DAMAGE ASSESSMENT

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

1. Report to the Town EOC or CP.
2. Record initial information from first responders such as law enforcement, public works, or fire departments.
3. Activate the Damage Assessment Team.
 - A. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of homes/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. 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 tape and/or take photos of major damage.
 - C. Within 24 hours:
 1. Recount items 1-6 above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate town officials and county EMC to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Town Chairperson with the preparation of a local state of emergency declaration and forward to the county EMC.
6. Plot damage assessment information on status boards in the Town EOC and locate damaged sites on a map.
7. Record all expenditures for Town personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Town Chairperson.

TOWN EMERGENCY MANAGEMENT COORDINATOR (EMC)

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN EMERGENCY MANAGEMENT COORDINATOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Town EMC coordinates all components of the emergency management program in Town of Spring Prairie. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this individual should consider.

Town EMC should:

1. Report to the Town EOC/CP.
2. Ensure that Town officials and county emergency management director have been notified, key facilities warned, etc.
3. Activate the Town EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Chairperson 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, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all officials/department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

TOWN CLERK, TOWN TREASURER

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CLERK/TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Town Clerk/Treasurer is responsible for assigned activities in Town of Spring Prairie. The following tasks represent a checklist of actions these individuals should consider in an emergency or disaster situation.

The Town Clerk/Treasurer should:

1. Report to the Town EOC/CP.
2. Maintain records indicating Town expenses incurred due to the disaster.
3. 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.
4. Delegate authority to permit acquisition of equipment and supplies needed following a disaster.
5. Assign account numbers to which emergency expenditures may be charged.

DISASTER DECLARATION

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

WHEREAS, the Town of Spring Prairie is asking for county assistance per the National Incident Management System (NIMS) and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to State Statute 66.325 and State Statute 166, as Chief Elected Official of the Town of Spring Prairie in testimony whereof I have hereunto set my hand.

Done at the Town Hall this _____ day of _____.

Town Chairperson

NOW, THEREFORE, pursuant to State Statute 166, as Chairman of the Walworth County Board of Supervisors, I do hereby concur that a state of emergency exists in Town of Spring Prairie.

In testimony whereof I have hereunto set my hand. Done at _____ this _____ day of _____.

County Board Chairman

TOWN OF SPRING PRAIRIE
EMERGENCY OPERATIONS CENTER (EOC)
ALERTING LIST

Chairperson

Donald Henningfeld
262-723-1847
Cellphone:262-492-9035

Superintendent No.1

Donald Trimberger
262-767-8620
Cellphone:262-492-7091

Superintendent No.2

Thomas Bolfert
262-763-8006

Clerk/Treasurer

Debra Collins
Town Hall: 262-642-7477
Cellphone:262-206-3871

Road Superintendent

Curt Fredrich
262-723-1432
Cellphone:262-391-8029

EMERGENCY CONTACTS

Fire Departments

Lyons
East troy

Emergency

911 1-262-763-3322 (non-emergency)
911 1-262-642-4495 (non-emergency)

Rescue Squads

Lyons or East Troy

911

Sheriff's Dept. (Police)

911 1-262-741-4400

County Emergency Government (Tim Shaw)

1-262-741-4160
1-262-378-2334 (cellphone)

County Highway Department

1-262-741-3114

Division of Emergency Government Duty Officer

1-800-943-0003

Wisconsin Electric Power Company

Electrical outages/lines down
Gas odor/leaks

1-800-662-4797
1-800-236-9874

Ameritech

1-888-611-2344

American Red Cross

1-877-605-0760

Hospitals

Lakeland Medical Center, Elkhorn
Aurora Burlington Memorial Hospital

1-262-741-2000
1-262-767-6000

County Health & Human Services

1-262-741-3200

County Medical Examiners Office (Coroner)

1-262-741-4499

ChemTrec

1-800-424-9300

Wisconsin DNR (Local Warden)

1-262-473-6427

National Response Center

1-800-424-8802

Walworth Co. Emergency Management Coordinator

Lt. John Ennis (Sheriff's Dept.)

Office
Cellphone

1-262-741-4616
1-262-903-8241