

**MUNICIPAL  
EMERGENCY OPERATIONS PLAN**

**Town of  
New Haven**

**2023**

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## EMERGENCY TELEPHONE LISTINGS

	<u>Telephone</u>
Fire	911
Ambulance	911
911 Center Dispatch, Non-Emergency	715 232-1348
Town Chairperson, Jeff Carlsrud	715-308-5867
Clerk, Katie Bovee	952-215-1066
Treasurer, Mark Bartz	715-308-7591
Supervisor, Lisa Pederson	715-643-5373
Supervisor, Stewart Bartz	715-308-0716
Patrolman, Trent Wittmer	715-760-2568
Boyceville Fire Hall	715-643-3011
Clear Lake Fire Hall	715-263-2157
County Board Representative, Patrick Breslin	715-265-4146
Dunn County Emergency Management	715 231-2981
	After Hours 715-232-1348
Dunn County Public Health	715 232-2388
Dunn County Human Services	715 232-1116
Wisconsin Emergency Management	800-943-0003
American Red Cross	833-583-3111
Chem-Trec	800-424-9300
DNR WARDEN	715 308-3577

EMERGENCY OPERATIONS CENTER  
ALERTING LIST

Town Chairperson: Jeff Carlsrud

Phone: 715-308-5867

Clerk: Katie Bovee

Phone: 952-215-1066

Supervisor: Lisa Pederson

Phone: 715-643-5373

Supervisor: Stewart Bartz

Phone: 715-308-0716

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Phone: \_\_\_\_\_

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Phone: \_\_\_\_\_

## ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

## MUNICIPAL EMERGENCY OPERATIONS PLAN

### A. PURPOSE:

This Municipal Plan has been developed to provide procedures for the Town of New Haven, Dunn County government agencies to respond to various types of emergencies or disasters that affect the community.

This municipal plan has been developed to provide procedures for the Town of New Haven government agencies 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 New Haven is part of the county emergency management program. This municipal plan is to be used in conjunction with the Dunn County Emergency Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Dunn County EOP and in accordance with the local/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 in 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 that take place in their municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected official or the 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. Municipal agencies 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 town Emergency Management Coordinator advises the town board and coordinates all emergency response actions.
  - b. The town board declares a local state of emergency and notifies Dunn County Emergency Management 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.
  5. The county will do the following as 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 municipal resources.
    - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
    - g. Forward Uniform Damage Situation Report (UDSR).
    - 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 that 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. RESPONSIBILITIES AND TASKS:

See Attachment A for emergency responsibilities of key officials in your jurisdiction.

E. RESOURCE MANAGEMENT:

Additional support from 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.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of New Haven EOP Development Team is composed of representatives from the town and Dunn County Emergency Management. These agencies are responsible for developing and maintaining this plan.

This team meets on an as needed basis or as determined by the town board. 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. The team will be comprised of the Town Chairperson, Town Clerk, Fire Chief, and Emergency Management Coordinator.



## ATTACHMENT A – RESPONSIBILITIES AND TASKS

### TOWN ELECTED OFFICIAL

#### KEY ACTION CHECKLISTS

The town Elected Official is responsible for the overall management of the town. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

#### TOWN ELECTED OFFICIAL SHOULD:

1. Ensure that the town Emergency Management Coordinator or designated person has activated the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
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. Be ready to issue a declaration of emergency.
6. Ensure the town Public Information Officer (PIO) is notified.
7. 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/ASSESSOR/TREASURER

#### KEY ACTION CHECKLISTS

The town Clerk/Assessor/Treasurer is responsible for their assigned activities in the town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

#### TOWN CLERK/ASSESSOR/TREASURER SHOULD:

1. Report to the town EOC/CP.
2. Maintain records indicating 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 regarding the owners of property that has been damaged or 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 Boyceville and Clear Lake Fire Departments are 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 the 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 Town as follows:
  - a. Within first 2-3 hours: Complete a preliminary Uniform Damage Situation Report (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.

## LEGAL BASIS

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

### PUBLIC LAW 103-337

### WISCONSIN STATUTES

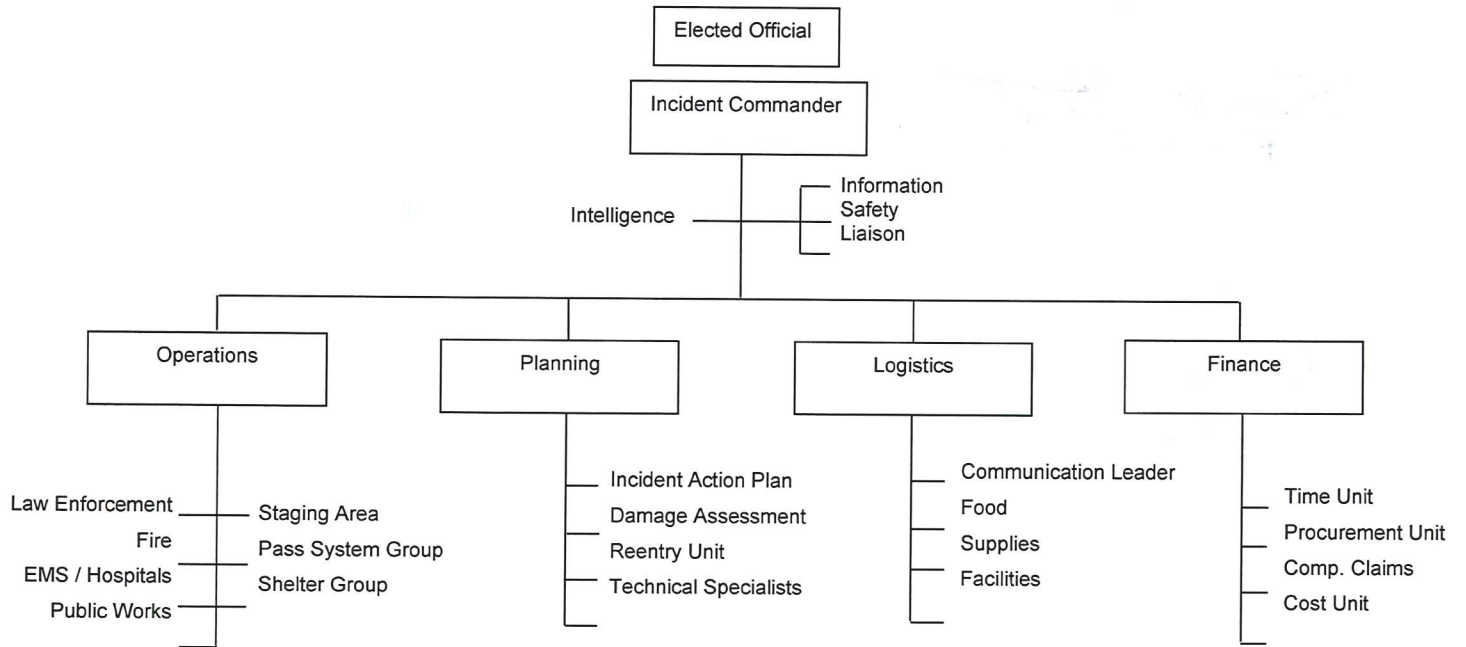
21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE (2) DUTIES AND POWERS
59.033	COUNTY ADMINISTRATOR. (2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.07	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

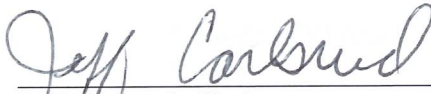
ORGANIZATION:

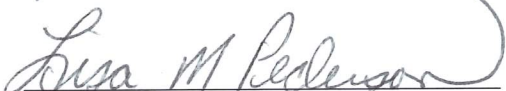
TOWN OF NEW HAVEN EMERGENCY RESPONSE ORGANIZATION CHART

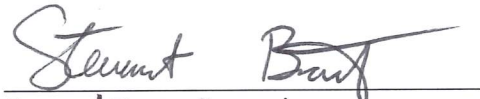


The Town Emergency Operations Plan is ADOPTED this 9<sup>th</sup> day of October, 2023.

By the Town Board:

  
\_\_\_\_\_  
Jeff Carlsrud, Chairman

  
\_\_\_\_\_  
Lisa Pederson, Supervisor

  
\_\_\_\_\_  
Stewart Bartz, Supervisor

Attested by:

  
\_\_\_\_\_  
Katie Bovee, Town Clerk