

TOWN OF SOMERSET

MUNICIPAL EMERGENCY OPERATIONS PLAN

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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	166.03 (1) Powers and Duties of the Governor (4) Powers and Duties of Counties and Municipalities (5) Powers and Duties of Heads of Emergency Management Services
COUNTY ORDINANCE	315 (93) Emergency Management Program Ordinance

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

Town of Somerset
Municipal Emergency Operations Plan

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Somerset 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 Somerset is part of the county emergency management program. This Emergency Operations Plan is to be used in conjunction with the St. Croix County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the St. Croix 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 St. Croix County. These hazards are outlined in the St. Croix 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 officer 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 Somerset 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 Somerset Chairperson of the nature and extent of the emergency or disaster, if known.
 - b. Town of Somerset 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, request county assistance through County/Municipal Emergency Management Director.
- (4) If assistance is requested, the county/Municipal Emergency Management Director assesses the situation and makes recommendations to the Town of Somerset Chairperson.
- (5) The County/Municipal Emergency Management Director will do the following (to the extent appropriate):
 - a. Activate the County EOC, which is located at 1101 Carmichael Road, in the lower level (Community Room) of the St. Croix County Government Center
 - b. Implement the County EOP
 - c. Respond with county resources as requested
 - d. Activate mutual aid agreements, if not already activated
 - e. Coordinate county resources with municipal resources
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director
 - g. Forward Uniform Disaster Situation Report (UDSR) 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 assess the disaster or emergency situation and recommend 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 EOP 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 from St. Croix County Departments may be requested through the County/Municipal Emergency Management Office.

SUPPORT FROM STATE AND FEDERAL AGENCIES:

Information and assistance in securing state or federal support may be obtained by contacting the St. Croix 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.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Somerset EOP Development Team is composed of representatives from the Town Board. They are responsible for developing and maintaining the plan.

This team meets on an as-needed basis or as determined by the Town of Somerset Chairperson. The team reviews incidents, changes, new information and makes revisions to this plan.

This team also conducts after-action reviews of all exercises and major incidents.

ATTACHMENT 1: LOCAL

Town Road Maintenance Employees/Town Shop

Wally Neumann 715-247-5094 (Town Shop)
Joseph Johnson 715-247-5094 (Town Shop)

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ATTACHMENT 2: EMERGENCY TELEPHONE LIST

<u>Contact</u>	<u>Emergency Telephone</u>	<u>Non-Emergency Telephone</u>
Town of Somerset Fire/Rescue Dept. St. Croix County Sheriff's Dept.	911 911 or 386-4711	715-247-5364 715-381-4320
St. Croix Co. Emergency Management Office WI Emergency Management Duty Officer	911 or 386-4711 1-800-943-0003	715-386-4718 or 4719 608-242-3232
Wisconsin Dept. of Natural Resources National Response Center	911/1-800-943-0003 1-800-424-8802	715-684-2914
Building Inspector/Brian Wert St. Croix Electrical Cooperative	715-760-0027 911 or 386-4711	715-386-5410 800-924-3407
Polk-Burnett Electric Xcel Energy	911 or 715-646-2191 911 or 800-895-1999	800-421-0283 800-895-4999
Midwest Natural Gas Somerset Telephone Company	911 or 877-817-3119 611	715-247-5279 715-247-5545
Frontier Communications Century Tel	715-246-2270 715-755-0000	715-246-2145 715-755-0000
Wisconsin Central Railroad American Red Cross/St. Croix Valley Chapter Contacted through Emergency Mgmt. Director	715-345-2462 911 or 715-386-4711	651-439-0031

American Red Cross/Pierce County Chapter	911	715-426-6299
Lakeview Hospital/Stillwater	651-439-5330	800-423-7212
Hudson Medical Center	715-386-9321	
Westfields/New Richmond	715-246-2101	
Osceola Medical Center	715-294-2111	888-565-4662
ChemTrec	800-424-9300	
WCCO Radio	612-370-0611	
WIXK AM	715-246-2254	

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The Town of Somerset Town Board does hereby approve this plan as the Town's Municipal Operations Plan.